



31 May 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### for individual consultants and individual consultants assigned by consulting firms/institutions

<b>Country:</b>	Viet Nam
<b>Description of the assignment:</b>	National consultant on Disaster and Climate Risk Information
<b>Period of assignment/services (if applicable):</b>	100 days (during the period of June – 31 December 2021)
<b>Duty Station:</b>	Ha Noi
<b>Tender reference:</b>	PN (N-210502)

**1. Submissions should be sent by email to:** [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) on or before

**13 June 2021 (Hanoi time)**  
**Extended deadline: 20 June 2021**

**With subject line: PN (N-210502) – National consultant on Disaster and Climate Risk Information**

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

#### **Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

**2. Please find attached the relevant documents:**

- [Term of References](#).....  
(Annex I)
- [Individual Contract & General Conditions](#).....  
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....  
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#).....  
(Annex IV)
- [Financial Proposal](#).....  
(Annex V)

**3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:**

**a. Technical component:**

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 01 writing sample (report) on relevant subject.
- Copy of 1 sample workplan
- Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

**4. Evaluation**

The technical component will be evaluated using the following criteria:

No	Criteria	Score
1	Masters Degree in following areas: Information Technology, Environmental Science, Natural Resource Management, Disaster Management, Irrigation, or other related fields	150
2	At least 5 years of experience in the field of disaster risk management and climate change adaptation.	250
3	Experience in developing disaster related databases and information management systems.	300
4	Skills and experience in the application of GIS-based software and tools	200

6	Good communication, reporting and planning skills. Ability to work and report in English (at least 1 writing sample in English to be submitted);	100
<b>Total</b>		<b>1,000</b>

(An additional interview either directly or via telephone/Skype will be applied if necessary)

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

## 5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>

The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

### 1. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

### 2. Your proposals are received on the basis that you fully understand and accept these terms and conditions.



## TERMS OF REFERENCE

Empowered lives.  
Resilient nations.

### 1) GENERAL BACKGROUND

<b>Position</b>	National Consultant – Disaster and Climate Risk Information
<b>Project</b>	“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”
<b>Consultancy service</b>	Individual consultancy to provide technical support for the improvement of disaster & climate risk information system of VnDMA and Risk Financing related activities
<b>Type of appointment</b>	Individual Consultancy
<b>Location</b>	Hanoi (with potential travel to 7 project provinces)
<b>Contract duration</b>	Estimated 100 working days covering the period of 6 months (June to December 2021)
<b>Technical supervisor/Report to</b>	UNDP Vietnam, Project Management Specialist; under the technical supervision of Senior Technical Advisor on DRR - CCA

### 2) OBJECTIVES OF THE ASSIGNMENT

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries’ climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), UNDP serving as the GCF Accredited Entity for an Adaptation project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” that was approved by the GCF in June 2017. As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development though employing an integrated approach to ensure more climate resilient homes, strengthen natural defenses through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4000 houses

and to regenerate 4000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions)
3. **Increased generation and use of climate information in decision making** (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

The project helps to establish and enhance the application of disaster and climate risk information systems to support the decision making and planning, taking into account climate change risks and resilience. To achieve such objective, the GCF project is focusing on specific activities as follows:

1. Updating disaster data and developing a disaster risk data repository, based on open and universal sharing of information, focusing on developing community-based disaster risk and climate risk management and assessment plan (CBDRM/CBDRA) adopting CBDRM/A procedures for 520 communes in 07 project provinces.

2. Policy support to staff of specialized ministries/planning staff at central level and provincial level so that they can use disaster damage and loss data in the disaster resilient planning; and

3. Developing disaster risk financing and risk transfer solutions, including insurance covering small and large-scale disasters impacting coastal communities .

To support above mentioned activities in the project, UNDP Viet Nam would like to mobilize an experienced National Consultant (Consultant) to work with the Vietnam Disaster Management Authority – VNDMA, UNDP and other partners and provide technical support for the improvement of disaster and climate risk information system of VnDMA and supporting activities focusing on disaster risk financing and risk transfer solutions such as disaster insurance.

### 3) SCOPE OF WORK

The Consultant will perform the following tasks:

1. **Take lead and coordinate with other consultants and project staff to support the development, improvement and implementation of disaster and climate risk information of VnDMA.**
2. **Provide technical support for the implementation of activities focusing on disaster risk financing and risk transfer solutions such as insurance.**
3. **Provide technical support and carry out the following tasks to achieve the deliverables described in the table:**

No	Task	Deliverables	Expected date
1	In coordination with UNDP and VNDMA, provide technical support for improving and updating the climaterisk.org database	Climaterisk.org database updated through provision of technical support of an IT company and data from VNDMA and provinces	31 Aug 2021
2	Facilitate the assessment for management of disaster data at provincial level	Needs assessment report developed jointly with VNDMA and provincial authorities	31 July 2021
3	Facilitate the provincial capacity strengthening for disaster data management	Two trainings delivered in at least 2 project provinces in the central region focusing on enhancing capacities on the management of disaster data	30 September 2021
4	Facilitate and provide technical support and coordinate with other consultants to ensure the application of CLIMADA in coastal provinces	Report covering application of CLIMADA in at least one coastal province (to be selected)	30 September 2021
5	Facilitate the development of risk-data repository (disaster risk data)	Disaster risk database focusing on coastal provinces	25 December 2021
6	Provide technical support for the development of Policies for participation of private sector in DRR based on the requirements/needs from VnDMA	Policy document covering participation of private sector in DRR (at least in draft version) to meet the requirements/needs from VnDMA.	30 June 2021
7	Facilitate the national consultations on financial loss models for the development of Risk transfer solutions and insurance products for Vietnam based on the results from current works under GCF project.	Report from national consultations on financial loss models and risk financing solutions	31 August 2021
8	Support provincial disaster management capacity (PDMI) assessment based on the requirements/needs from VnDMA	Capacity assessment report covering 63 provinces of Viet Nam.	Report for northern region 31 July 2021
			Report for central region by 30 Sep 2021
			Report for southern region by 15 Dec 2021

#### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration of the assignment:** 6 months, covering June – December 2021

**Working locations:** Ha Noi with frequent travel to 7 project provinces, including Nam Định, Thanh Hóa, Quảng Bình, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau. All field trips and travel costs will be provided separately by UNDP according to UN-EU cost norms 2017. Travel to other coastal provinces upon request.

#### 5) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will work under the direct supervision of and report to the Project Management Specialist and UNDP Vietnam Senior Technical Advisor; at the same time coordinate with Officers/Experts of UNDP, VNDMA, CPMU, PMUs of Components and PPMUs in relevant project activities.

#### 6) DEGREE OF EXPERTISE AND QUALIFICATIONS

##### *Qualification of the Consultant:*

- Master's Degree in one of the following areas: Information Technology, Environmental Science, Natural Resource Management, Disaster Management, Irrigation, or other related fields.
- At least 5 years of experience in the field of disaster risk management and climate change adaptation.
- Experience in developing disaster related databases and information management systems.
- Skills and experience in the application of GIS-based software and tools.
- Good teamworking skills; Able to work independently and maintain good relationships;
- Good communication, reporting and planning skills.
- Ability to work and report in English.
  
- Experience in working with government departments and technical agencies under the VNDMA is an asset.
- Working experience with international organizations and UN organizations is an asset
- Working experience in private sector, insurance and financial risk modeling would be an asset.

#### 7) REVIEW TIME REQUIRED AND PAYMENT TERM

No	Deliverables	Expected date	Amount
1	Climaterisk.org database updated through provision of technical support of an IT company and data from VNDMA and provinces	31 Aug 2021	10%
2	Needs assessment report developed jointly with VNDMA and provincial authorities	31 July 2021	10%

3	Two trainings delivered in at least 2 project provinces in the central region focusing on enhancing capacities on the management of disaster data	30 September 2021	15%
4	Report covering application of CLIMADA in at least one coastal province (to be selected)	30 September 2021	10%
5	Disaster risk database focusing on coastal provinces	25 December 2021	10%
6	Policy document covering participation of private sector in DRR (at least in draft version) to meet the requirements/needs from VnDMA.	30 June 2021	15%
7	Report from national consultations on financial loss models and risk financing solutions	31 August 2021	10%
8	Capacity assessment report covering 63 provinces of Viet Nam.	Report for northern region 31 July 2021	20%
		Report for central region by 30 Sep 2021	
		Report for southern region by 15 Dec 2021	

- Payments shall be made following certification by UNDP that the services related to each Deliverable, as described above, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified above. Travel costs and daily allowance cost will be provided separately by UNDP in compliance with UN-EU cost norm 2017.



**OFFEROR'S LETTER TO UND  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- J) If I am selected for this assignment, I shall [*please check the appropriate box*]:
  - Sign an Individual Contract with UNDP;
  - Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]*:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES  NO  If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES  NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES  NO  If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Email Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

**Annexes [please check all that applies]:**

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

### UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

### PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

### MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

