

18 June 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Local Project Manager for Rapid Planning project
Period of assignment/services (if applicable):	135 working days from 6/28/2021 to 12/31/2021
Duty Station:	Da Nang, Vietnam
Tender reference:	P210609

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 23 June 2021 (Hanoi time)

With subject line:

P2106089– Local Project Manager for Rapid Planning project

Submission received after that date or submission not in conformity with the requirements specified 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 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:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- Demonstrated good English skill (Sample report in English, Language certificate,...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, 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:

Consultant's experiences/qualification related to the services		
1.1	15 years of experience working in the fields of urban planning, public administration, design or management; exposure to different aspects of urban planning such as city-wide planning, urban extension plans, urban redevelopment, land management, landscape and public space design etc	250
1.2	Advanced university degree (Master's degree or equivalent) in development studies or other field that is relevant to urban design, planning and management and social policy in developing countries	250
1.2	Working knowledge and experience in infrastructure and construction management, urban mobility and resilience is required.	200
	Working experience with international development agencies and in particular the United Nations is an asset	50
1.4	Working experience with practitioner/private sector, academic, and public sector is required	100
1.5	Demonstrated good English skill	150
	Total	1,000

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.

Interview with the candidates may be held if deemed necessary.

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 the new online security awareness training is 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.

6. Payment

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	1 st installment upon submission and clearance of following output: Output 1: Monthly report on progress of assigned tasks	By 31 July 2021	20%
2	2 nd installment upon submission and clearance of following output: Output 2: Monthly report on progress of assigned tasks	By 31 August 2021	16%
3	3 rd installment upon submission and clearance of following output: Output 3: Monthly report on progress of assigned tasks	By 30 September 2021	16%
4	4 th installment upon submission and clearance of following output: Output 4: Monthly report on progress of assigned tasks	By 31 October 2021	16%
5	5 th installment upon submission and clearance of following output: Output 5: Monthly report on progress of assigned tasks	By 30 November 2021	16%
6	6 th /Final installment upon submission and clearance of following output: Output 6: Final report on the completion of assigned tasks with all delivered outputs	By 31 December 2021	16%

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

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT

Ref#: Enter Ref #

Name of service:	Individual Contract (IC)		
Project:	Rapid Planning – Sustainable Infrastructure and Environmental and Resource Management for Highly Dynamic Metropolises		
Reporting to:	Habitat Programme Manager and Project Management Officer (UN-Habitat HQ)		
Duty Station:	Da Nang	Travel Required:	No
Duration of Assignment:	6 months and 3 working days		
Start Date:	6/28/2021	End Date:	12/31/2021

BACKGROUND & PROJECT DESCRIPTION

The United Nations Human Settlements Programme, UN-Habitat, is the UN agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

The project “Rapid Planning – Sustainable Infrastructure and Environmental and Resource Management for Highly Dynamic Metropolises” is implemented until 31 December 2021. UN-Habitat is partnering with a consortium of research institution for the implementation of the Rapid Planning project. The project has the objective to develop and test an integrated, trans-sectoral urban planning methodology for supply and disposal infrastructure. The project is implemented in three case cities, including Da Nang (Vietnam).

The regular project implementation period for the Rapid Planning Project has ended on June 30, 2019. The project has subsequently been extended until December 31, 2021, with the aim completing the following tasks:

- 1) Task 5.8 of WP 5: Aiming at consolidation of the Rapid Planning methodological approach;
- 2) Task 12.6 of WP 12: Aiming at the knowledge transfer in Vietnam, e.g.to the city of Tam Ky (Quang Nam Province);
- 3) Task 12.8 of WP 12: Aiming at the development of a pipeline of application projects, where the Rapid Planning methodology is going to be applied; this also includes the development of the Emplement! Project in Vietnam;
- 4) Task 13.2 of WP 13: Aiming at the co-development of outreach material and publications.

OBJECTIVES

UN-Habitat’s role in the project includes facilitating the local project implementation by means of project offices that are established in each case city.

The RP Local Project Manager will continue to be handling the day-to-day coordination of the implementation of the Rapid Planning project and will support the development of the Emplement! Project at the local level in Da Nang, in Tam Ky and in Quang Nam province, and is also going to contribute to implementing the above-mentioned tasks in as far as they are relevant to the Vietnam chapter of the Rapid Planning project.

The RP Local Project Manager will work under the direct supervision of the Project Management Officer (Urban Planning, Finance and Economy Section, UN-Habitat HQ), in liaison with the Habitat Programme Manager (HPM) Vietnam and Project Operations Assistant.

SCOPE OF WORK

The successful consultant will be expected to be responsible for the following:

Tasks for Local Project Manager with regard to implement! activities

- Tam Ky & Quang Nam Province contact liaison: (i) Search for designated contacts from TK & QN and build the network/contact list, and (ii) Follow and correct account for money transfer to Tam Ky

- Cu De Valley pre-works: (i) Collection of available information and documents in relation with planning processes in Cu De River Valley; (ii) Identification and recording of all villages, communes; (iii) Identification of key stakeholders and decision takers on all necessary levels; and (iv) Documentation for regular photo update

- Site search for fruit valorisation center project location: (i) Potential locations (building and plot with space for oil pressing, distillery, mash fermentation, dryer) in Cu De valley, Da Nang or Quang Nam province; and (ii) Research on electricity access of potential location/ Water quality of area and potential location

- Workshop on drying of agricultural products: Work with University Hohenheim (Ziba/ Farah) on conducting workshop.

- Identification of potential service contractors: Search for construction companies, craftsmen for Cu De river valley and fruit valorisation center pilot projects- Liaison with local project partners: Build up the network with local partners and develop outline for potential connection opportunities (e.d GEF project, DAU,...)

Tasks for Local Project Manager with regard to Rapid Planning project activities

- Support of Task 12.6 of WP 12: Aiming at the knowledge transfer in Vietnam, e.g. to the city of Tam Ky: (i) Work with project team for planning and supporting 2 mission and (ii) Support in the implementation of a training workshop (1 training)

- Support of Task 13.2 of WP 13: Aiming at the co-development of outreach material and publications.: (i) Cooperate with Consortium's support to develop outreach material and publications and (ii) materials preparation process

DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	Output 1: Report on progress of assigned tasks in the 1 st working month	25 days	7/31/2021
2	Output 2: Report on progress of assigned tasks in the 2 nd working month	22 days	8/31/2021
3	Output 3: Report on progress of assigned tasks in the 3 rd working month	22 days	9/30/2021
4	Output 4: Report on progress of assigned tasks in the 4 th working month	21 days	10/31/2021
5	Output 5: Report on progress of assigned tasks in the 5 th working month	22 days	11/30/2021
6	Output 6: Final report on the completion of assigned tasks with all delivered outputs	23 days	12/31/2021

DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 135 working days from 6/28/2021 to 12/31/2021.

Duty station: Da Nang, Vietnam

Expected places of travel: Travel costs if required and upon agreement with UNHABITAT will be paid separately by UNHABITAT following UN-EU Cost Norms

PROVISION OF MONITORING & PROGRESS CONTROL

The RP Local Project Manager will work under the direct supervision of the Project Management Officer (Urban Planning, Finance and Economy Section, UN-Habitat HQ), in liaison with the Habitat Programme Manager (HPM) Vietnam and Project Operations Assistant

The outputs production will be documented through interim reports on progress produced for every task and submitted every month (for interim payments). Final report to be submitted at the end of consultancy, summarizing the work done, presenting all outputs in PDF format, endorsed by the RP Project Management Officer and certified by the HPM Vietnam

Logistical support for the projects is provided by UN-Habitat Country Office in Hanoi.

The consultant will liaise and interact with:

Section managers and senior professionals in other branches of the agency

Senior professionals of regional offices and UN-Habitat Programme Managers at country level

Staffs within work sections/branch

Officials on global, national, local government and private sector

Academia, universities, and research institutions-

Other UN agencies

Donors, development organizations, development banks

ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

N/A

Reference Documents

N/A

DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	Advanced university degree (Master's degree or equivalent) in development studies or other field that is relevant to urban design, planning and management and social policy in developing countries. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
Relevant Professional Experience	15 years of experience working in the fields of urban planning, public administration, design or management; exposure to different aspects of urban planning such as city-wide planning, urban extension plans, urban redevelopment, land management, landscape and public space design etc. A combination of practitioner/private sector, academic, and public sector experience would be considered an asset.

Other Competencies	<p>Management: Ability to manage smaller project teams, divide workload and sustain efficiency</p> <p>Teamwork: Ability to work collaboratively with colleagues to achieve agreed goals.</p> <p>Planning and Organizing: Ability to observe deadlines and achieve set goals. Ability to work and deliver under pressure</p>
Language Requirements	For this consultancy, fluency in oral and written English and in Vietnamese is required.

PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	1 st installment upon submission and clearance of following output: Output 1: Monthly report on progress of assigned tasks	By 31 July 2021	20%
2	2 nd installment upon submission and clearance of following output: Output 2: Monthly report on progress of assigned tasks	By 31 August 2021	16%
3	3 rd installment upon submission and clearance of following output: Output 3: Monthly report on progress of assigned tasks	By 30 September 2021	16%
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5	5 th installment upon submission and clearance of following output: Output 5: Monthly report on progress of assigned tasks	By 30 November 2021	16%
6	6 th /Final installment upon submission and clearance of following output: Output 6: Final report on the completion of assigned tasks with all delivered outputs	By 31 December 2021	16%

CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☒ FULL-TIME

EVALUATION CRITERIA

No.	Requirement	Points
1	15 years of experience working in the fields of urban planning, public administration, design or management; exposure to different aspects of urban planning such as city-wide planning, urban extension plans, urban redevelopment, land management, landscape and public space design	250

	etc	
2	Advanced university degree (Master's degree or equivalent) in development studies or other field that is relevant to urban design, planning and management and social policy in developing countries	250
3	Working knowledge and experience in infrastructure and construction management, urban mobility and resilience is required.	200
	Working experience with international development agencies and in particular the United Nations is an asset	50
4	Working experience with practitioner/private sector, academic, and public sector is required	100
5	Demonstrated good English skill	150
	Total	1,000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Documents for Submission

Applicants will be expected to include the following along with their application:

1. Core Documents

Letter of Confirmation of Interest and Availability using the template provided by UNDP;

Current and complete CV in English;

Financial offer using the standard UNDP template.

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

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 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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)

Travel expenses are not required if the consultant will be working from home).