

02 July 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant: Risk Financing/Insurance expert
Period of assignment/services (if applicable):	90 days (during the period of July – December 2021)
Duty Station:	Ha Noi
Tender reference:	PN (N-210702)

1. Submissions should be sent by email to: [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org) on or before **17.00 hrs., 12 July 2021 (Hanoi time) 15 July 2021**

**With subject line: PN (N-210702) – A national consultant: Risk Financing/Insurance expert**

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) in English on relevant subject.
- 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	Qualification	Points
1	University degree (bachelors or above) in economics, business administration, public finance, environmental economics or other relevant disciplines is required.	200
2	Proven track record of at least 3 years of experience in one of the following fields: economics, insurance, finance through public or private sector.	300
3	Experience in working with the Insurance Regulatory Authority of Ministry of Finance in developing insurance-related policies and guidelines.	300
4	Good understanding of key aspects of insurance market in Viet Nam, such as insurance legislation, regulation as well as stakeholders, institutions, industry capacity and engagement, consumer awareness (assessed through review of reports and working experience/CV).	200
	<b>TOTAL</b>	<b>1000</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.**



Location:	Hanoi, Viet Nam
Type of Contract:	Individual Contract
Languages Required:	English, Vietnamese
Starting Date: (when candidate is expected to start)	19 July 2021
Duration of Initial Contract:	90 days (during the period of 19 July – 25 December 2021)

## 1. Background

The United Nations Development Programme (UNDP) is a global organization with 17,000 staff working in approximately 170 offices globally towards supporting governments in developing strong policies, institutions and partnerships to achieve the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals.

UNDP's policy work carried out at the global, regional and country level, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in its Strategic Plan.

UNDP has been working with Government of Viet Nam and a number of ministries in a wide range of domains, including Climate Change, Environment and Disaster Risk Management. The UNDP Country Office in Hanoi is currently leading a specific initiative focusing on insurance and risk financing, expected to expand the mandate and the reach of climate and disaster risk management policies to deliver and risk transfer initiatives that target the most vulnerable people in provinces.

### UNDP's Work on Insurance and Risk Financing

The collaboration between the insurance industry and the development sector has grown significantly over the last five years. Key initiatives, such as the Insurance Development Forum, InsuResilience Global Partnership and the Ocean Risk and Resilience Action Alliance, have evolved into significant policy and standard setting partnerships, bringing together countries, the development sector, and the private and mutual/cooperative sectors of industry. Increasingly, these partnerships are moving beyond policy to programming, with a strong focus on not only delivering insurance and risk financing solutions to countries and communities, but also on long-term transformational change of insurance markets.

UNDP's growing work in this space has led to the creation of a flagship initiative on insurance and risk finance, and the creation of a dedicated facility for supporting partners worldwide, within the newly created Finance Sector Hub. This work covers a range of critical areas where insurance and risk transfer solutions and collaboration with the industry can add significantly

to achieving and delivering on the Sustainable Development Goals (SDGs). Covering inclusive insurance, sovereign risk financing, insurance investments, natural capital, health, SME development and more, UNDP will work towards developing and delivering insurance solutions together with communities, as well as collaborating with partners to transform insurance markets through enhancing legislation, regulation and institutional capacity.

#### New policies on climate risk insurance, Revisions of Insurance Business Law & Diagnostic study for Risk Finance &

As part of the increasing operationalisation of the work of the Tripartite Agreement between UNDP, the Insurance Development Forum and German government – there is a need to prepare a full diagnostic review of all issues relevant to the Insurance and Risk Finance environment in Viet Nam. This diagnostic study will examine supply and demand issues, everything from the legislative and regulatory environment through to community needs, from insurance and sovereign risk, through to insurance investments and natural capital.

The Ministry of Finance (MOF), through its Insurance Supervisory Authority (ISA), is currently revising the Insurance Business Law, incorporating latest developments in the field of insurance business. UNDP has been asked to provide support in this revision process, focusing on specific elements related to disaster risk reduction and climate change.

In this regard, UNDP Viet Nam is recruiting a National Consultant (consultant) to provide support to ISA/MoF in developing new policies on climate risk insurance and support the drafting of the diagnostic report. Guided by the Head of the Climate Change and Environment (CCE) Unit, and under direct supervision of UNDP Senior Technical Advisor, the consultant will work closely with an International Consultant and relevant officers of ISA/MoF to ensure that all the tasks are completed on time, including the new policy documents, and the required information is made available to complete a diagnostic study for inclusive insurance and risk financing. This will be achieved by connecting UNDP to all important stakeholders in insurance sector, guiding UNDP Office on data and information to be collected, providing technical advice on risk financing to UNDP.

## **2. Duties and Responsibilities**

The overall purpose of this assignment is to support to Insurance Supervisory Authority (ISA) of Ministry of Finance and UNDP Viet Nam on issues related to disaster risk financing and risk transfer options, focusing on insurance sector.

The national consultant (the consultant) will support ISA/MoF and UNDP Viet Nam to develop new Government Decision on public property insurance related to the list of public assets subject to the storm, flood and flood risk insurance and the implementation roadmap. The consultant will also help to develop a draft Amendment of the current Decree on compulsory insurance in the investment of the construction and installation activities.

In addition, the consultant will support ISA/MoF and UNDP in developing a diagnostic report for inclusive insurance and risk financing, complete with full quantitative and qualitative analysis. This analysis will be used to prepare a baseline for future UNDP engagement. This work will be done in collaboration with UNDP regional and global team which are part of the Global UNDP Insurance and Risk Finance Facility. The consultant will play a key role in facilitating and coordinating relevant workstreams with ISA/MoF, UNDP Viet Nam and the UNDP Global team.

The national consultant will discuss with ISA of MOF their additional needs in the revision of the Insurance Business Law, and support UNDP with the development of relevant Terms of References focusing on policy formulation related to disaster risk reduction and climate change.

Specific duties will include the following:

- Develop an inception report, covering initial findings, proposed methodology and workplan.
- Draft Prime Minister's Decision on public property insurance related to the list of public assets subject to the storm, flood and flood risks insurance and the implementation roadmap.
- Draft Amendment of the current Decree on compulsory insurance in the investment of the construction and installation activities.
- Develop a list of key insurance stakeholders in country, focusing on providers of inclusive insurance and risk financing.
- Develop a report on stakeholder analyses, including specific roles and responsibilities for each stakeholder and power distributions between stakeholders on risk insurance.
- Facilitate and coordinate all activities with the UNDP global team and arrange and lead interviews with key stakeholders.
- Work with ISA and other relevant departments under the Ministry of Finance to elaborate their needs in policy formulation addressing disaster risk reduction and climate change.
- Arrange and facilitate stakeholder consultations and workshops, including opening and closing workshops (as per the proposed Concept in Annex 1).
- Work with industry partners and support the development of the industry-led concept note<sup>1</sup> for the preparation of risk financing solutions for the country, including undertaking some preliminary research into the areas UNDP would recommend be considered for the focus for those solutions.
- Coordinate and collect information and data required from key stakeholders (see list below). The information and data, including: Public property damage and loss (houses, headquarters, roads) due to storms, floods, floods in 63 provinces and cities over the past 5-10 years; Value of public assets (houses, offices, roads) of 63 provinces and cities in 2020 and estimated premium (net fee and gross fee) when public property participates in property insurance with different scenarios (regions at risk of storms, floods) will be collected in a format agreed with UNDP, and data will be requested from the insurance regulator and insurance companies that will be in formats that have been standardized by international guidelines (IAIS standards). UNDP's institutional advisor will confirm the format and type of information and data required.
- Complete analysis of information and data. Analysis will be done at a detailed level, to be used in the diagnostic report and utilized as entry points for the drafted decision. (The detail and approach for the analysis will be agreed with UNDP's institutional advisor once the information and data has been collected by the consultant).
- Develop diagnostic report on disaster risk financing and insurance, covering findings and recommendations, to be used by UNDP and partners.
- Facilitate training courses for UNDP and government partners on technical aspects of inclusive insurance and risk finance.

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<sup>1</sup> This concept note is also referred to as an "Opportunity note", which will be developed with industry partners.

- Facilitate surveys and focus groups with potential consumers for inclusive insurance.
- Regularly advise UNDP team of the progress.

The Stakeholders for consultation are:

- Insurance Supervisory Authority (ISA) of Ministry of Finance
- Ministry of Agriculture and Rural Development (MARD)
- Viet Nam Disaster Management Authority (VNDMA)
- Ministry of Natural Resources and Environment (MONRE)
- Other government Ministries responsible for health and social programs
- Insurance associations
- Insurance companies
- Microfinance organizations, NGO's offering financial services
- Civil society and Community groups (Women Union, Fatherland Front, etc.)
- SME and MSMEs, and relevant associations (Farmers Associations, etc.)
- Provincial authorities and relevant associations and organizations at the sub-national level

<b>3. Expected Outputs/Deliverables:</b>		
<b>No.</b>	<b>Deliverables</b>	<b>Due date (2021)</b>
1	Inception Report	26 July
2	Draft Prime Minister's Decision on public property insurance	6 August
3	Stakeholder analysis (including Interview reports with key stakeholders)	15 August
4	Draft Amendment of the current Decree on compulsory insurance in the investment of the construction and installation activities	25 August
5	Draft Diagnostic Report	15 September
6	Closing Workshop (report)	30 September
7	Final Diagnostic Report	29 October

#### **4. Payment terms and contract duration**

This contract duration is from 12 July to 25 December 2021.

For potential travels to provinces, all travel related costs, such as DSA and tickets will be provided by UNDP separately.

Payment schedule will be as follows:

No	Deliverables	Percentage
1st payment	- 1 & 2	20%
2nd payment	- 3 & 4	40%
3 <sup>rd</sup> payment	- 5, 6 & 7	40%

## **5. Institutional Arrangements and Supervision:**

The consultant will work under the guidance and direct supervision of the CCE Unit Head of UNDP Viet Nam, and will be guided by the Senior Technical Advisor of UNDP Viet Nam. The consultant will also work closely with the International Consultant and UNDP Global IRFF team.

UNDP will provide limited administrative support to the contractor in the implementation of this contract. The contractor has the primary responsibility to actively facilitate discussions, consultations, appointments, meetings, and other tasks with any related organizations and individuals as may be required in order to complete the deliverables.

### **Presence requirements in UNDP Office :**

The consultant is expected to work remotely and will attend relevant meetings at UNDP Office in Hanoi, with possible travel to provinces. Travel arrangements to provinces will be made by UNDP and paid separately.

## **6. Qualifications, Required Skills and Experience (Selection Criteria)**

### **Academic qualifications:**

- University degree (bachelors or above) in economics, business administration, public finance, environmental economics or other relevant disciplines is required.

### **Experience:**

- Proven track record of at least 3 years in one of the following fields: economics, insurance, finance through public or private sector.
- Solid understanding of both inclusive insurance and risk financing markets in Viet Nam, with additional knowledge of the broader environmental factors is required.
- Good understanding of key relevant areas and stakeholders, such as insurance legislation, supervisory authority of MoF, regulation and institutions, industry capacity and engagement, consumer awareness is highly desirable.
- Excellent understanding of public sector financings, economics, budgetary regulations is highly desirable.



- Experience in collaborating with international and national experts and institutions is highly desirable.

**Language:**

- Fluency in written and spoken English is required in addition to Vietnamese language.
  - Copy of research reports and publications.

Evaluation criteria:

No	Qualification	Points
1	University degree (bachelors or above) in economics, business administration, public finance, environmental economics or other relevant disciplines is required.	200
2	Proven track record of at least 3 years of experience in one of the following fields: economics, insurance, finance through public or private sector.	300
3	Experience in working with the Insurance Regulatory Authority of Ministry of Finance in developing insurance-related policies and guidelines.	300
4	Good understanding of key aspects of insurance market in Viet Nam, such as insurance legislation, regulation as well as stakeholders, institutions, industry capacity and engagement, consumer awareness (assessed through review of reports and working experience/CV).	200
	<b>TOTAL</b>	<b>1000</b>

**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:

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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.

## Annex V

## FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of ..... (VND for National Consultant).

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

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
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). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	<b>Total</b>			

*\* Individual Consultants/Contractors who are over 65 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)*