

17 August 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	Junior Communications Consultant to support the communications activities and products on Green Chemistry Project
Period of assignment/services (if applicable):	05 months (September 2021 – January 2022) (105 days)
Duty Station:	Ha Noi, Viet Nam
Tender reference:	P210808

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

13.30 hrs., 24 August 2021 (Hanoi time)

With subject line:

P210808- Communications Consultant to support the communications activities on GC

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
- 2 samples of work in layout and design and in photography and editing
- 1 sample of video that the contractor has contribute to (should be a link)

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:

	Contractor's experience/qualifications related to the service	Points
1	Minimum bachelor's degree in communication, marketing, public relations, environment, climate change or any other related fields	100
2	At least 03 year of experience in areas of communication, marketing, website management, content creation, social media	150
3	Excellent skills in, layout and design (photoshop, InDesign, Illustrator, etc.) and in photography and editing (Lightroom/Bridge) by providing two samples of work	150
4	Strong skills in videography, including production and editing skills is a must (filming and Adobe Premiere), livestreaming by providing one sample of video that the contractor has contribute to (should be a link)	150
5	Proven track record in communications activities	200
6	Proven Good English skill	150
7	Experience working with UN/UNDP projects on similar topic such as plastic pollution, waste management and harmful chemicals is an asset	100
TOTAL		1000

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

Payment terms: Payment will be made upon satisfactory completion of the following deliverables with UNDP Viet Nam and PMU acceptance. The Contractor is required to deliver the following:

No.	Deliverables	Timeline	Payment Terms
1	<ul style="list-style-type: none"> - A knowledge product on the implementation of the GC competition among university students - Design and infographic for the knowledge product on GC demonstration at Plato and Nishu 	30 September 2021	30%
2	<ul style="list-style-type: none"> - Design and materials for the organization of the GC project closing workshops and activities - GC project communications products (brochures, leaflets designed) 	30 November 2021	40%
3	Written inputs and guidance that leads to full development of the online portal on POPs/green chemistry	January 2022	30%

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

OF REFERENCE (TOR)

Title:	01 National Communications Consultant
Type of contract:	Individual Contractor
Duration & timing:	05 months (September 2021 – January 2022)
Duty Station:	Ha Noi, Viet Nam
Reporting to:	UNDP Viet Nam Programme Analyst on Waste and Chemicals Green Chemistry Project Management Unit (PMU)

1) GENERAL BACKGROUND

The Vietnam Chemical Agency (VINACHEMICA) – Ministry of Industry and Trade of the Socialist Republic of Vietnam is currently implementing the project: “Application of Green Chemistry in Vietnam to support green growth and reduction in the use and release of POPs/harmful chemicals”, which are funded by GEF/UNDP with contribution from related agencies and private sectors in Vietnam. The project is currently in its 2nd year of implementation.

The project aims to create the enabling environment for the introduction of GC in Viet Nam and introduce GC applications in manufacturing sectors with the specific goal of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project will also stimulate reduction in use and releases of chemicals of high concern not covered under the Conventions; improve energy and resources efficiency and create co-benefits in reducing Green House Gas (GHG) emissions through the adoption GC application in industries supported by the project.

Through project implementation, reduction of POPs, U-POPs emissions will be achieved through the introduction of Green Chemistry approaches into 6 selected sectors, namely: 1. Electro-plating; 2. Pulp and paper, 3. Plastic; 4. Textile, 5. Pesticides; and 6. Paint and Solvents. Detail guidance documents for sectors will also be developed, Green Chemistry approaches/principles will be integrated into relevant regulations/policies. Two demonstrations of GC approached will be implemented in two selected manufacturing facilities. The project has three main components:

1. Develop an enabling environment for GC in Viet Nam;
2. Promote awareness on GC and the application of GC and its guiding principles
3. Introduce GC approaches into priority sectors and at least two entities

In this context, UNDP Viet Nam, in collaboration with Viet Nam Ministry of Industry and Trade, is looking for a Junior Communications Consultant to support the communications activities and products on GC.

2) OBJECTIVES OF THE ASSIGNMENT

The National Communications Consultant is expected to support and review the production of communications materials of the GC project.

3) SCOPE OF WORK

Under the direct supervision of UNDP Viet Nam and PMU, the Contractor is expected to undertake the following activities.

- Supervise the website developer and provide inputs to the development of the online portal on POPs/green chemistry;
- Support the implementation of the Green Chemistry competition among university students and a talk show on GC;
- Review, finalise and provide design work the GC project communications products, e.g., videos, leaflets, knowledge briefs, reports;
- Support the organization of the GC project closing workshops and activities;
- Ensure that these products align with other products of the waste/chemicals and circular economy portfolio;
- Other tasks assigned by UNDP Viet Nam and PMU.

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

Duration: The Contractor is expected to provide the specified services in from September 2021 to January 2022.

Duty station: Ha Noi, Viet Nam

5) DELIVERABLES AND PAYMENT TERMS

Payment terms: Payment will be made upon satisfactory completion of the following deliverables with UNDP Viet Nam and PMU acceptance. The Contractor is required to deliver the following:

No.	Deliverables	Timeline	Payment Terms
1	<ul style="list-style-type: none">- A knowledge product on the implementation of the GC competition among university students- Design and infographic for the knowledge product on GC demonstration at Plato and Nishu	30 September 2021	30%
2	<ul style="list-style-type: none">- Design and materials for the organization of the GC project closing workshops and activities- GC project communications products (brochures, leaflets designed)	30 November 2021	40%
3	Written inputs and guidance that leads to full development of the online portal on POPs/green chemistry	January 2022	30%

6) PROVISION OF MONITORING AND PROGRESS CONTROL

Upon contract signing, the Contractor will be expected to work closely with UNDP Viet Nam and PMU to deliver communications tasks as described in this TOR. The Contractor will report directly to UNDP Viet Nam and PMU.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Potential candidate is expected to meet the following requirements:

- Minimum bachelor's degree in communication, marketing, public relations, environment, climate change or any other related fields;
- At least 03 year of experience in areas of communication, marketing, website management, content creation, social media;
- Excellent skills in, layout and design (photoshop, InDesign, Illustrator, etc.) and in photography and editing (Lightroom/Bridge);
- Strong skills in videography, including production and editing skills is a must (filming and Adobe Premiere), livestreaming;
- Proven track record in communications activities;
- Good command of English in both written and oral;
- Experience working with UN/UNDP projects on similar topic such as plastic pollution, waste management and harmful chemicals is an asset

8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

UNDP Viet Nam and GC PMU will assist the selected contractor with administrative support related to, but not necessarily limited to:

- Contact of other contractors that are related to the work of the IC
- Necessary documents and materials of the project

9) EVALUATION CRITERIA

	Contractor's experience/qualifications related to the service	Points
1	Minimum bachelor's degree in communication, marketing, public relations, environment, climate change or any other related fields	100
2	At least 03 year of experience in areas of communication, marketing, website management, content creation, social media	150
3	Excellent skills in, layout and design (photoshop, InDesign, Illustrator, etc.) and in photography and editing (Lightroom/Bridge) by providing two samples of work	150
4	Strong skills in videography, including production and editing skills is a must (filming and Adobe Premiere), livestreaming by providing one sample of video that the contractor has contribute to (should be a link)	150
5	Proven track record in communications activities	200
6	Proven Good English skill	150
7	Experience working with UN/UNDP projects on similar topic such as plastic pollution, waste management and harmful chemicals is an asset	100
TOTAL		1000

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).