



20 September 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 working as Lab Assistant to support Viet Nam Accelerator Lab in 2021 and 2022
Period of assignment/services (if applicable):	October 2021 – March 2022
Duty Station:	Homebased and Ha Noi, Viet Nam
Tender reference:	A-210902

1. Submissions should be sent by **email** to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:

**23.59 hrs., 3 October 2021 (Hanoi time)**

**With subject line:**

**A-210902 Lab Assistant to support Viet Nam Accelerator Lab in 2021-2022**

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 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 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 **Vietnamese dong for National 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:

**National Consultant**

	Consultant's experiences/qualification related to the service	Points
1	At least Bachelor's degree in Social Sciences, Sustainability, Economics, Public Policy, Environmental Studies or related majors	100
2	At least one year of working experience in the public sector, government, IGO, NGO, social enterprise, impact business. Demonstrate capacity in assistant roles, supporting administrative and content development tasks. Background in sustainable development, social innovation, systems thinking field will be prioritized.	100 100
3	Working experience in projects related to social innovation, sustainable development, policy, community engagement etc...	200
4	Excellent communication, interpersonal skills and the ability to work effectively in an international environment.	150
5	Good organizational, creativity, and analytical skills, initiative and sound judgment. The applicant should also be able to navigate and have patience	200

	with bureaucracy.	
	High fluency in English and Vietnamese. Need to have good ability to write, speak, translate and communicate in both languages	150
<b>TOTAL</b>		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 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.

## 6. 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.

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

## **TERMS OF REFERENCE (TOR)**

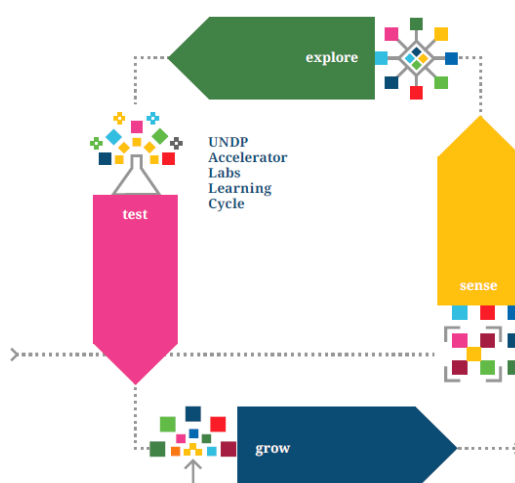
### **A. Consultancy Title**

**Lab Assistant** to support Viet Nam Accelerator Lab in 2021 and 2022

### **B. Organizational Context**

On the ground in about 170 countries and territories, the United Nations Development Programme (UNDP) works to eradicate poverty while protecting the planet. UNDP helps countries develop strong policies, skills, partnerships and institutions so they can sustain their progress. UNDP – Viet Nam partnership officially started in 1978. Since then, UNDP has been working closely with the Government and other partners to expand the choices for people and ensure that everyone has equal access to opportunities to realize their full potential.

In recognition of the increasing complexity of our world, the business-as-usual approach won't be sufficient to tackle the wicked sustainable problems we have today. UNDP set out in 2019 to build the world's largest and fastest learning network on sustainable development challenges. The Accelerator Labs Network (AccLab) was introduced globally to the UNDP system for the first time to provide a paradigm shift in development. 90+ labs are challenging the status quo globally by combining social innovation with sustainable development. UNDP is doing development differently because the speed, dynamics, and complexity of today's challenges are fundamentally different from even twenty years ago. We are creating a new capability for decision-makers to explore, experiment, and grow portfolios of mutually reinforcing solutions to tackle today's challenges.



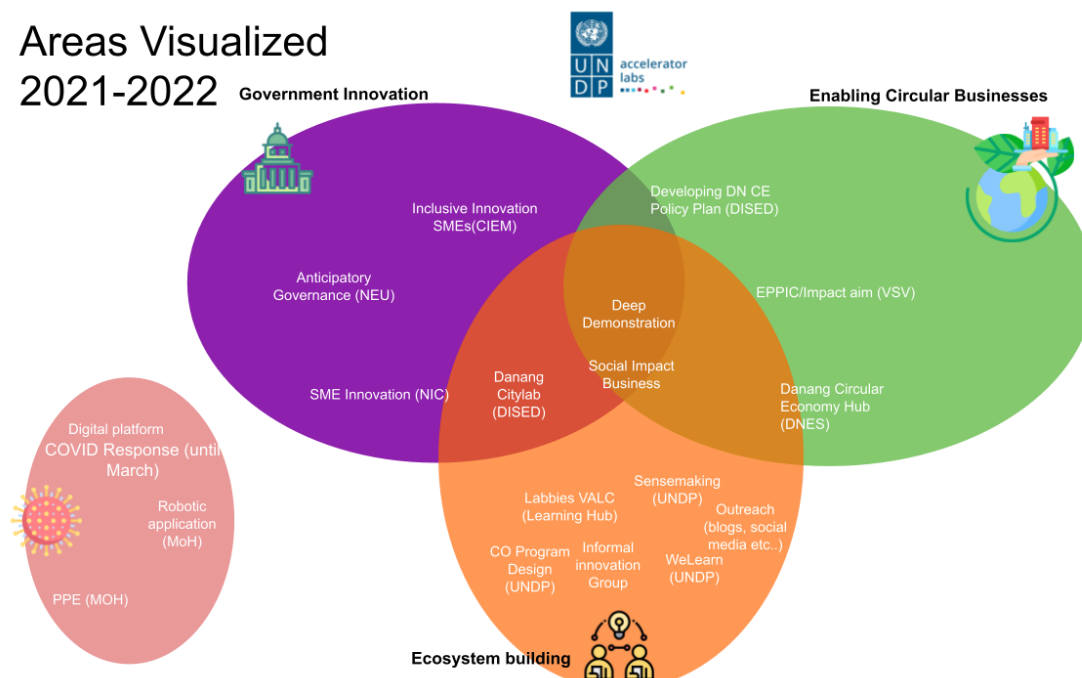
AcclLab provides a suite of innovative approaches for UNDP and partners such as systemic design, collective intelligence, solutions mapping, experimentation, and more to offer. The Lab's work is centred around tackling on-the-ground sustainable development issues through a learning cycle. One example is that by leveraging lean experimentation: the team tested current answers to social issues, the hypothesis of the ideal states, then came up with the optimal solution, backed by data and evidence within a much shorter time frame compared to traditional approaches.

The Accelerator Lab in Viet Nam is among the first lab cohort to be set up in the world. In 2019, the team achieved certain achievements in Da Nang in the areas of waste segregation, with the cooperation of Da Nang's Department of Natural Resource (DONRE). Danang Socio-Economic Institute to develop a City Night Lab, an initiative that aims to run by the Da Nang government, with the first feasibility report completed. Part of the work has been blogged and could be accessed via this [link](#).

In 2021 and 2022, the team aims to further expand the impact by stepping in additional areas, both in terms of scope and geography. Across Viet Nam, the areas will include (1) Enabling Circular Business – making our planet green again from the circular economy approach; (2) Government innovation – developing government innovative capacity in line with anticipatory, agile and adaptive governance; and (3) Ecosystem Building and investment

With such ambitious goals and expectations, UNDP in Viet Nam is seeking a National Lab Assistant consultant to support the Accelerator Lab team to achieve its desired targets.

## Areas Visualized 2021-2022



## C. Scope of Work

The main objective of the Lab Assistant is to support the Accelerator Lab's work on **Circular Economy, Government Innovation, and Ecosystem Building**. The Lab Assistant will make contributions to the formulation of new projects and the implementation of ongoing projects. Responsibilities will include but are not limited to, coordination, community engagement, reviewing

project documents, consulting with national and international counterparts, conducting feasibility studies, and policy research. The Lab Assistant is responsible for supporting the oversight and implementation of projects assigned to him/her to ensure high-quality data analysis, design, implementation, reporting, monitoring, and evaluation so that project deliverable are achieved on time. Concrete tasks may include:

- **Research, Writing & Editing:** Drafting policy briefs, blogs, project documents, reports, and online media content. Conducting solutions mapping exercises, literature reviews, risk assessments, and ethnographic research to inform project implementation.
- **Community engagement & coordination:** Organize events, workshops, webinars, and field trips on behalf of AccLab to facilitate community development.
- **Communication, social media and knowledge sharing:** Support AccLab in developing content and marketing for Viet Nam Accelerator Lab Community (VALC) and internal office learning activities such as WeLearn and mentorship.
- **Procurement:** Support in developing Terms of Reference (ToRs), project budgeting, liaison with the procurement team and providing support in evaluating and hiring consultants and firms for AccLab related projects.

## **D. Expected Outputs and Deliverables**

### **Outputs:**

1. Support project activities through the formulation of ToRs, drafting summaries of lessons learned, making presentations, translation, helping with facilitation of Labs' events.
2. Research and contribute to the formulation of CO programs/projects in the areas of Circular Economy, Government Innovation, and Ecosystem building to translate UNDP's priorities into local interventions.
3. Act as a point of contact and coordinator for Accelerator Lab, partners, and community
4. Contribute to the development of a community of practice such as Circular Economy Hub, support UNDP partners such as National Innovation Center, Danang Socio-Economic Institute, and others... Helping to mobilize resources in an effective and efficient manner.
5. Build a professional network with working partners such as the government of Viet Nam, NGOs, social innovators, private businesses, investors, and consultants.

### **Deliverables:**

1. A Learning and Actions portfolio for 2021-2022 after reviewing the AccLab project portfolio and upcoming initiatives. Online Bootcamp training attended. Personal portfolio developed that helps to enhance the Lab portfolio.
2. #1 Reflection and report on AccLab Q4 2021 progress and result
3. Final Reflection and report on AccLab Q4 2022 progress and result

## **E. Institutional Arrangement**

The Lab Assistant will report to all Heads of the **Accelerator Lab** team in Viet Nam depending on the assignment.

## F. Duration of Work

The assistant is required to work for at least 6 months from October 2021 until March 2022 with possible extension until the end of 2022 subject to : (i) requirement and fund availability and (ii) satisfactory performance.

## G. Duty Station

The assistant is expected to work both remotely and at the UNDP Viet Nam Country Office at 304 Kim Ma, Ha Noi. There will be frequent meetings outside of the office for stakeholder meetings and occasional missions outside of Hanoi.

Cost for missions outside Hanoi will be paid separately based on UN-EU cost norms

## H. Qualifications of the Ideal Candidate

Qualification	Points Obtainable
At least Bachelor's degree in Social Sciences, Sustainability, Economics, Public Policy, Environmental Studies or related majors.	100
At least one year of working experience in the public sector, government, IGO, NGO, social enterprise, impact business.	100
Demonstrate capacity in assistant roles, supporting administrative and content development tasks. Background in sustainable development, social innovation, systems thinking field will be prioritized.	100
Working experience in projects related to social innovation, sustainable development, policy, community engagement etc...	200
Excellent communication, interpersonal skills and the ability to work effectively in an international environment.	150
Good organizational, creativity, and analytical skills, initiative and sound judgment. The applicant should also be able to navigate and have patience with bureaucracy.	200
High fluency in English and Vietnamese. Need to have good ability to write, speak, translate and communicate in both languages.	150
<b>TOTAL</b>	<b>1000</b>

## I. Scope of Price Proposal and Schedule of Payments

#	Target Outputs/ Deliverables	Target Due date	Payment % upon completion
1	A Learning and Actions portfolio for 2021-2022 after	31 October 2021	33%

	reviewing the AccLab project portfolio and upcoming initiatives. Online Bootcamp training attended. Personal portfolio developed that helps to enhance the Lab portfolio.		
2	#1 Reflection and report on AccLab Q4 2021 progress and result	31 December 2021	33%
3	Final Reflection and report on AccLab Q1 2022 progress and result	31 March 2022	34%



## **ANNEX IV**

### **OFFEROR'S LETTER TO UNDP 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 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.

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**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, 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).*