INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>International consultant on Developing the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) Program Proposal</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>October 2021</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Homebased</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>A-210903</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:

   **23.59 hrs., 6 October 2021 (Hanoi time)**

   **With subject line:**

   A-210903 International Consultant for UNPRPD

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 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, Individual Contract & General Conditions, Reimbursable Loan Agreement, Letter to UNDP Confirming Interest and Availability (Annex I III IV V)...

3. Interested individual consultants must submit the following documents/information (in English, PDF Format)
   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 US dollars 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:

<table>
<thead>
<tr>
<th>Consultant’s experiences/qualification related to the service</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Minimum master’s degree in disability studies, human rights, law, development, social science, or related fields.</td>
<td>200</td>
</tr>
<tr>
<td>2 Minimum 5 years of experience from leading the design, execution, and/or management of multi-sectoral project in contexts.</td>
<td>250</td>
</tr>
<tr>
<td>3 Proven experience in Project design skills, including capacity to prepare logical, coherent, and consistent technical documents, including proposals, budgets and work plans. Experience with UN Agencies is an advantage</td>
<td>250</td>
</tr>
<tr>
<td>4 Proven thematic knowledge of development issues, disability rights and environmental law and contextual knowledge of the disability situation in Viet Nam is an advantage</td>
<td>150</td>
</tr>
<tr>
<td>5 Proven Fluency in English, excellent written, communication and reporting skills with submission of two authored assessment reports, project proposals, including budgets and workplans, in English</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000</td>
</tr>
</tbody>
</table>
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.
ANNEX I

TERMS OF REFERENCE (TOR)

Developing the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) Program Proposal

<table>
<thead>
<tr>
<th>Service</th>
<th>International Individual Consultant (IC) on Developing the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) Program Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty station:</td>
<td>Home based</td>
</tr>
<tr>
<td>Expected Duration and Timing</td>
<td>The IC is expected to provide services specified in this TOR in Oct 2021</td>
</tr>
<tr>
<td>Supervision:</td>
<td>The IC will report to UNDP Disability Rights Officer</td>
</tr>
</tbody>
</table>

1. Background

The United Nations Partnership on the Rights of Persons with Disabilities Multi-Partner Trust MPTF (UNPRPD MPTF) is a unique partnership that brings together UN entities, governments, organisations of persons with disabilities (OPDs), and broader civil society to advance the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive Sustainable Development Goals (SDGs) at the country level around the world. It was established in 2011 to foster collaboration between its members and support their work disability inclusion through UN joint programming.

UNPRPD MPTF’s Strategic Operational Framework (SOF) 2020-2025 marks a shift from reactive to more proactive, results-oriented programming to drive implementation of the CRPD and disability inclusive SDGs with the meaningful participation of OPDs. This will be achieved by encouraging and supporting countries to develop and reform policies, plans, budgets, programs, and services to comply with the CRPD and SDGs by applying both disability-specific and disability-mainstreamed interventions through a multi-stakeholder approach. A critical new element of the SOF is a focus on the essential preconditions to disability inclusion. These are the foundational aspects that are indispensable in addressing the requirements of persons with disabilities (PWDs) across all sectors, such as accessibility, access to disability support services, protection from discrimination, and more.

Three cross-cutting approaches are intrinsically applied across all of UNPRPD MPTF’s work, including its structures, programs, and processes:

- Enabling full and effective participation of persons with disabilities through their representative organisations.
- Ensuring the inclusion of marginalised and underrepresented groups of persons with disabilities; and
- Addressing gender inequality and advancing the rights of women and girls with disabilities.
This fourth funding round focuses on three major themes: reforms for CRPD and SDG implementation, country level focus through a multi-stakeholder approach, and COVID-19 response and recovery. In each country, at least two UN agencies will jointly run the UNPRPD programme for two years (2021-2023), comprising of an inception phase and an implementation phase.

In the inception phase, each country will conduct a five-day induction workshop and various consultations with stakeholders to write a situation analysis and a full proposal by June 2021.

In the implementation phase, each country will be funded to implement their project for two years.

Viet Nam has successfully passed the first round of Expression of Interest of this fourth UNPRPD funding call and was selected amongst 26 countries which proceed to the next round of writing a full proposal. In this project, the following areas will be prioritised in UN Viet Nam’s interventions:

- Strengthen alignment of the legal framework with the CRPD;
- Combatting stigma and discrimination.
- Strengthen availability, quality, and coordination of services; and
- Empowering OPDs and PWDs

The UNPRD programme proposal for two years (2021-2023) in Viet Nam will be developed in accordance with the UNPRPD template and based on:

- The Situational Analysis, coordinated by UNDP with support from UNFPA and UNICEF, was undertaken by the UN in Viet Nam in close partnership with OPDs and Government actors. It reveals the breadth of issues that need to be addressed to ensure that PwDs are not only not left behind but supported to reach their full potential. Based on in-depth research and consultations, recommendations are offered, suggesting areas for further research and potential steps forward.

- The logframe developed and agreed with partners and validated by the UNPRPD Technical Secretariat within the situational analysis process.

2. Objective of Consultancy and Main Tasks

In conjunction with the UNDP disability inclusion team, with support from UNFPA and UNICEF in Viet Nam, the consultant will take the lead in developing a full UNPRPD proposal. The consultant will bring to the programme design process previous experience from developing and writing successful, integrated, multi-sectoral proposals involving several stakeholders. It is desirable that the consultant also bring a good understanding of legal frameworks and systems, human rights-based approaches in communication about PWDs; state obligations under CRPD; inclusive service delivery for children, adolescents, youth and adults with disabilities, including in sexual and reproductive health, education, communication, youth development, information accessibility including during humanitarian crisis. This will require scoping, reviewing, analysing, and integrating existing plans, projects, and areas of expertise among Government partners, UN Agencies and organisations of and for PWDs.

The consultant will ensure the UNPRPD proposal is aligned with the Government of Viet Nam’s national disability policies and the UN Disability Strategy. The consultant will consider the risks and vulnerabilities of target communities, analyse the current gaps, and identify the role of relevant stakeholders in order to ensure that the joint programme addresses unmet needs. The consultant will analyse and prioritise activities for the programme and develop the results framework of the project.
3. Specific Tasks to be performed by the Consultant

Based on the Situational Analysis and Log frame submitted to the UNPRPD, the consultant will write the full project proposal, including the narrative and results framework, in consultation with the UNDP disability inclusion team, with support from UNFPA and UNICEF in Viet Nam.

A completed, comprehensive project proposal as per identified by UNPRDP (including but not limited to the full proposal and the results framework) will be developed with involvement from UN agency staff members.

4. Duration of assignment, deliverables, remuneration and payment schedule

The contract for the consultant is expected to last for a total of 15 days in October 2021 (please note the start/end date of the assignment may change due to unavoidable circumstances in which case a revised timeframe will be drawn up with the mutual agreement of both parties).

The performance of the Consultant will be evaluated based on the satisfactory delivery of the following deliverables:

<table>
<thead>
<tr>
<th>No</th>
<th>Deliverable</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>First draft of the full proposal the results framework submitted and approved by the UNDP Disability Right Officer</td>
<td>15 Oct 2021</td>
</tr>
<tr>
<td>2.</td>
<td>The completed, comprehensive proposal project as per identified donor requirements submitted and approved by the UNDP Disability Right Officer</td>
<td>30 Oct 2021</td>
</tr>
</tbody>
</table>

4. The payment schedule

The payment of 100% of the total contract value will be made upon the completion of the assignment.

5. Qualifications

The Candidate selected to undertake this present assignment should have the following qualifications:

- Minimum of a master’s degree in disability studies, human rights, law, development, social science, or related fields.
- Minimum of 5 years’ experience in leading the design, execution, and/or management of multi-sectoral project in contexts.
- Proven experience in Project design skills for UN agencies, including capacity to prepare logical, coherent, and consistent technical documents, including proposals and results framework.
- Proven thematic knowledge of development issues, disability rights and environmental law and contextual knowledge of the disability situation in Viet Nam is considered an asset.
- Fluency in English, excellent oral, written, communication and reporting skills.
- Excellent time management and ability to produce outputs as per agreed deadlines.
6. Evaluation Criteria

<table>
<thead>
<tr>
<th>Consultant(s)’ experiences/qualification related to the services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Minimum master’s degree in disability studies, human rights, law, development, social science, or related fields.</td>
</tr>
<tr>
<td>1.2</td>
<td>Minimum 5 years of experience from leading the design, execution, and/or management of multi-sectoral project in contexts with the submission of a work plan on the methodologies of how you are going to work with three agencies (UNDP, UNICEF and UNFPA) to complete this assignment.</td>
</tr>
<tr>
<td>1.3</td>
<td>Proven experience in Project design skills, including capacity to prepare logical, coherent, and consistent technical documents, including proposals and results framework. Experience with UN Agencies is an advantage (Please give two referees in your CV with whom we can verify your proposal development skills)</td>
</tr>
<tr>
<td>1.4</td>
<td>Proven thematic knowledge of development issues, disability rights and environmental law and contextual knowledge of the disability situation in Viet Nam is an advantage</td>
</tr>
<tr>
<td>1.5</td>
<td>Proven Fluency in English, excellent written, communication and reporting skills <strong>with submission of two authored assessment reports in English</strong></td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

7. **Provision of monitoring and progress controls**

- UNDP shall be responsible for quality control of the outputs.
- The IC will report directly to UNDP.
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, Processional 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).

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>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).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify)……...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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

(\textit{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).