08 July 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	**Viet Nam**
Description of the assignment:	**01 National consultant to evaluate the level of people's satisfaction with the resilient design and construction of safe houses**
Period of assignment/services (if applicable):	**25 October 2021 – 31 December 2021**
Duty Station:	**Homebased with travel to Dak Nong or Lam Dong province**
Tender reference:	**PN (N-210704)**

1. **Submissions should be sent by email to**: bid.submission.vn@undp.org

Deadline for submission: on or before **18 Oct 2021 (Ha Noi Time)**

With subject line:

1. **PN (N-211001) – 01 National consultant to evaluate the level of people's satisfaction with built houses**

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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- One sample report on related subject in English to be submitted for evaluation
- 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:

Qualification	Max. points
At least Bachelor's degree in civil engineering or architecture	200
At least 10 year experiences working on housing building or construction in general (management, design, monitoring) and having proven similar experience for at least one project/contract on the evaluation or verification of design or construction in general (sample report provided), ideally for resilient housing/building	300

Proven experience working with community or rural individual housing design or construction, ideally resilient houses in the coastal or disaster risk areas	200
Proven knowledge of and experience in UNDP projects or any other donor supported projects is an asset	200
Ability to communicate in English is an asset (a sample report delivered by English)	100
TOTAL	**1,000**

(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. Sf = 1000 x Fm / F, in which Sf is the financial score, Fm 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.**

TERMS OF REFERENCE

I. GENERAL INFORMATION

Post Title	National Consultant
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (GCF coastal resilience project)
Service Required	National consultant to evaluate the level of people's satisfaction with the resilient design and construction of safe houses
Type of Contract	Individual consultant
Duty Station	Home-based with travel to five GCF project provinces in Viet Nam (Thanh Hoa, Quang Binh, TT Hue, Quang Nam and Quang Ngai)
Duration	Total working days: 24 days maximum (travelling days included), from 25 October to 31 December 2021
Report to	UNDP Programme Management Specialist and Technical Consultant on Housing GCF Coastal Resilience (GCF) Project.

II. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which was established to contribute to the collective efforts of the international community to combat climate change. The GCF funds methodical approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI) and Ministry of Construction (MoC), UNDP is serving as the GCF accredited entity for an adaptation project titled ***"Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam"*** that was approved by the GCF in June 2017. The project is designed "to contribute to increased climate-resilient sustainable development though employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves and improve planning through the integration of climate risk information." The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of

mangroves, as well as increase the quality and accessibility of climate risk-related information. This will result in an increase of utility in decision-making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change and variability, considering human benefits).
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).
3. **Increased generation and use of climate risk information in decision-making** (Indicator: Use of climate risk information products/services in decision-making in climate sensitive sectors).

The resilience housing component's implementation has been ongoing since 2017 and is planned to continue until 2021 at five provinces including Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam and Quang Ngai. It is building on an existing protection programme to provide housing for the poor and marginalized (Decision No. 48/2014 / QD-TTg by Prime Minister dated 8/2014), the project aims to strengthen storm/flood resilient design features in 4,000 new houses for poor and highly disaster-exposed people in coastal areas.

As of today, over 3.700 houses have been built in five project provinces, while the remaining homes will be built before the end of project. In order to draw lessons from the design and construction to improve the quality of the remaining houses of the current project (that have not started construction) and also for the future project, it is necessary to evaluate and review the actual construction and design. The evaluation should take into account the needs of various groups including gender aspects, especially women, children, the elderly and people with disabilities.

With that in mind, the project is seeking a national consultant to evaluate the level of people's satisfaction with the resilient design and construction of safe built houses using the template developed by Vietnam Woman Union. Based on that, the consultant is expected to propose engineering measures focusing on further improving design and construction that will be recommended to the remaining houses supported by the project. The national consultant should have background and extensive experience in construction and design assessment for flood and storm resilient houses.

III. OBJECTIVE AND SCOPE OF WORK

The objective of this consultancy is to evaluate the level of people's satisfaction with the resilient design and construction of project built houses to propose feasible engineering solutions that take into account the needs of the beneficiaries.

Specifically, the consultant will focus on the following key activities:

- Desk review of existing GCF project approved designs for resilient houses, housing evaluation form (developed by Central Woman Union) and relevant reports of MOC PMU
- Conduct interviews in five project provinces (Thanh Hoa, Quang Binh, TT Hue, Quang Nam and Quang Ngai) to collect data from provincial level, including Project

Management Units (PPMUs), Department of Constructions (DoCs), sample households (at least 15 households/province; Criteria for household selection will be included and agreed in the inception report) and other stakeholders

- Conduct provincial level consultations on the draft report and key findings to collect feedback to be integrated in the final report (at the end of each fieldtrip. In case of social distancing due to Covid, online consultation will be considered)
- Share the first draft of the report to UNDP for review and feedback with feasible suggestions on the engineering solutions of design and construction that will apply for the remaining GCF project-support houses to better and proper improvement of design and construction for the households.
- Develop PowerPoint presentation for the consultation meeting on the final draft report in Ha Noi with participations from the UNDP, MOC and CPMU
- Finalize report incorporating all feedback received, and submit to UNDP for final approval.

IV. REPORT AND COORDINATION

- Report to UNDP (through Technical Consultant on Housing) on any assignment relevant issues on a timely basis.

V. EXPECTED OUTPUTS AND REPORT TIMELINE

The consultant will provide specific outputs for UNDP approval as followings:

No.	Outputs	Timeline	Remarks
1	Short inception report detailing workplan, methodology, field visit plan, housing evaluation form	30 October 2021	Within five days from signing the contract The consultant is expected to use the housing evaluation form developed by Central Woman Union, and can introduce any better suggestions for its improvement if required
2	Initial draft report and presentations for consultation meeting	25 November 2021	The initial draft report will include results of the survey and consultation in five provinces. In case of social distancing due to Covid, online consultation will be considered Draft report and PPT to be cleared by UNDP before the meeting
3	Consultation meeting minutes	30 November 2021	During the consultations meeting in Hanoi, the consultant presents the draft report and collects feedback. The meeting will be organised by UNDP
4	Final report	10 December	Final report incorporating all feedback and comments

		2021	

VI. ADMINISTRATIVE ARRANGEMENT /SUPPORT

- The consultant with the support of the UNDP shall coordinate with five GCF provincial PMUs to carry out the study in line with the working plan and methodology agreed by UNDP.

VII. DURATION

- The consultancy is expected to commence on 25 October 2021 and it is expected to be completed by 31 December 2021. Total number of consultancy days should not exceed **24 days**, that includes travelling and working days at five project sites.

VIII. QUALIFICATIONS , DEGREE OF EXPERTISE AND EVALUATION CRITERIA

- At least Bachelor's degree in civil engineering or architecture (200 points)
- At least 10 year experiences working on housing building or construction in general (management, design, monitoring) and having proven similar experience for at least one project/contract on the evaluation or verification of design or construction in general (sample report provided), ideally for resilient housing/building (300 points)
- Proven experience working with community or rural individual housing design or construction, ideally resilient houses in the coastal or disaster risk areas (200 points)
- Proven knowledge of and experience in UNDP projects or any other donor supported projects is an asset (200 points)
- Ability to communicate in English is an asset (a sample report delivered by English) (100).

IX. REVIEW TIME REQUIRED AND PAYMENT TERM

- The consultancy rate will be applied in accordance with the UN-EU cost norms 2017.
- The consultant will receive 3 payments:

  - 20% contract value will be made upon receipt of approved Inception report;

  - 30% contract value will be made upon receipt of draft report and completion of consultation meeting;

  - 50% contract value will be made upon receipt of final report approved by UNDP.
- Travel costs and all other associated costs will be included in consultant's financial proposal.

The consultant will need to send a financial proposal based on Daily Fee using UN-EU cost norm 2017. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (PIT tax, professional fees, communications, consumables, etc.) that could be incurred in completing the assignment are already factored into the daily fee submitted in the proposal.

ANNEX IV

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:

_____

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, 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, PIT, taxes, insurance 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)			
	Total			

** 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)