



## 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 Pricing Agent
Period of assignment/services (if applicable):	October 2021 (10 working days)
Duty Station:	Viet Nam
Tender reference:	A-210901

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., 15 October 2021 (Hanoi time)**

**With subject line:**

**A-210901 National Consultant working as Pricing Agent**

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](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:**

<a href="#">Term of References</a> .....	(Annex I)
Instruction for Pricing Agent .....	(Annex II)
Contract for the Pricing Agent .....	(Annex III)
Recommended Profile of a Pricing Agent .....	(Annex IV)

**3. Interested individual consultants must submit Signed Curriculum Vitae (in English, PDF Format) to demonstrate their qualifications.**

Interview with the candidates may be held if deemed necessary.

**4. Contract**

Please see the attached file as the Annex 3.

**5. 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.

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



## **TERMS OF REFERENCE FOR SPECIAL SERVICE AGREEMENT**

**TITLE:** 01 Pricing Agent (expatriate)

**COUNTRY OF ASSIGNMENT:** Vietnam

### **1) GENERAL BACKGROUND**

The UN system in Vietnam is in the process of undertaking Place to Place Survey 2021 in Viet Nam. One component of the survey is completion of Pricing Form during the same calendar month of the survey.

The survey is expected to commence in October 2021 and prospective Pricing Agent must be available to start the survey by 1 October 2021.

### **2) OBJECTIVES OF THE ASSIGNMENT**

The intention of the survey is determining whether the current post-adjustment index to compensate for differences in the cost of living at Vietnam duty stations is sufficient or need to be increased.

### **3) SCOPE OF WORK**

The Pricing Agent will be provided a list of outlets and pricing forms (by the Survey Coordinator) for the entry of prices for each item specified. The Agent is required to STRICTLY adhere to the guidelines and procedures outlined in “Pricing guidelines and procedures for price data collection” attached to this TOR.

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

The total duration of the assignment will be for a period of 10 working days.  
The duty station is Hanoi.

### **5) FINAL PRODUCTS\*\*\***

#### **Deliverables**

- Provide pricing data for 18 items specified in Survey Coordinator report and return with the completed questionnaire on local market conditions

### **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The Pricing Agent will be monitored by and report to Survey Coordinator.

### **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

The following are the qualifications of a “good” Pricing Agent. He or she:

- Is an independent person with no past or present work experience with any of the organizations of

the United Nations Common System and is not an immediate relative of a UN staff member (child, parent, spouse, etc.).

- Has international shopping experience with knowledge of the local market.
- Is preferably an expatriate who has lived at the duty station for at least one-year.
- Has his/her own means of transport, particularly at duty stations where personal transport is necessary to get to the outlets.
- Is conversant with English, French or Spanish and the local language spoken at the duty station to ensure proper interpretation of item specifications as provided on the pricing forms.
- Can communicate effectively (preferably in the official language off the duty station) as the job requires interaction with outlet owners and workers.
- Possesses a High School Diploma or equivalent.
- Is an adult, capable of enduring long hours of concentration and hard work.
- Has experience in the field of statistics, economics, project management, auditing, accounting, and/or finance is an additional asset.
- Is available to complete the job within the given time frame.

#### **8) Admin support and reference documents**

The pricing agent will work in close collaboration with UNDP HR Analyst for delivering the survey.

#### **9) REVIEW TIME REQUIRED AND PAYMENT TERM**

Payment will be based on lumpsum package and therefore the proposal indicates the expected charges per package service. Whole contract value will be paid upon satisfactory completion of the outputs in the TOR.

#### **10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☐ NONE                      ☐ PARTIAL                      ☒ INTERMITTENT                      ☐ FULL-TIME

## ANNEX II



**United Nations**  
**International Civil Service Commission**  
Nations Unies  
*Commission de la fonction publique internationale*

### **Instructions for the Pricing Agent**

#### **INTRODUCTION**

1. You are required to **STRICTLY** adhere to the guidelines and procedures outlined below.
2. The following documents will be provided to you by the Survey Coordinator:
  - TWO copies of the **pricing form** for the entry of the prices collected for each of the items specified.
  - **A list of stores/outlets** (with complete addresses) to be used for price data collection.
  - **The questionnaire** on general market conditions in the duty station.
  - One **prescription medication pricing form** for each pharmacy, that can be dropped off and then picked up at a later time/date.
3. Additional copies of the pricing forms and the questionnaire on the general market conditions can be downloaded (if needed) from the following website:  
***<https://www.unicsc.org/COLsurveys/>***
4. You may use one copy of the pricing form as a working copy from which you will transfer the information to the other (and cleaner) copy. Make sure that the information is identical in both copies. If you chose to use the prescription medication pricing form, ensure that all prices are copied into the larger pricing form. The entire period of the price data collection exercise should be entered on the COVER page of the pricing form. All prices should be collected within the same calendar month.
5. When the task is completed, please, return both copies of the pricing form and the completed questionnaire on local market conditions to the Survey Coordinator. The working copy of the pricing form will be retained by the Survey Coordinator at the local office and the clean copy sent to the ICSC, our office in New York, by the Survey Coordinator.

#### **LIST OF OUTLETS**

6. The names and addresses for the outlets to be visited will be provided to you by the Survey Coordinator.

7. The names and addresses of all outlets used should be entered and numbered sequentially on the sheet entitled "List of Stores" provided in each form. Thereafter, the **NUMBER** of the outlet in which a price was collected, **NOT ITS NAME**, should be entered under the "Store" column on the pricing sheet.
8. An outlet on the approved list should not be used for price data collection if it:  
is no longer in business;
  - could not be found at the location address provided; contains no items with the desired specifications;
  - does not correspond to the type of outlet it was supposed to represent (for instance, an outlet that was supposed to be a supermarket but turns out to be a gourmet shop for selected items cannot be used as originally classified); or
  - is a small designer boutique or bargain basement or budget store (these types of outlets are not used for price data collection).
9. In such cases, you are encouraged to propose to the Survey Coordinator for approval, substitute outlets to replace these 'unusable' ones, on the basis of your knowledge of the local market, provided that this process will not impede the overall schedule of pricing activities or the quality of the collected data. However, outlets that you propose should be likely to be patronized by international UN staff or expatriates in general and can be used for item price collection only upon the approval of the local Survey Coordinator.

## **LETTER OF INTRODUCTION**

10. You will receive from the survey coordinator a letter of introduction to present to the management of each outlet you visit. In addition to identifying you, the letter should also state the purpose of the exercise and request management's permission for you to collect the required data in the outlet. You should bear in mind that the sole purpose of the data collection is to compare current living costs at the duty station with those in New York and not for comparing one outlet's prices with those of other outlets at the duty station.

## **GUIDELINES AND PROCEDURES FOR PRICE DATA COLLECTION**

### **Open market outlets**

11. **DO NOT** collect prices in any open market unless that is where expatriates shop or, if that is the only market available.

### **Number of price quotations**

12. Your goal is to collect prices for up to 5 brands from up to 5 outlets, for a total of 25 price quotations per item. However, this goal is difficult to attain, due to the often limited number of outlets and brands, as well as the tightness of the specifications for

some items. In any case, it is desirable to obtain a **minimum** number of 5 price quotations for each item.

13. If a number of brands to be priced have the same price in a given store or across the stores, you may consider only a few of these brands and give preference to other available brands (that meet the specifications) with different price levels, so as to broaden the price range for the item, both within and across stores.
14. In some situations, where the stores patronized by the international officials are limited in number, three quotations may be sufficient. For a few items where only one specific brand from one specific outlet is specified, one quotation is sufficient.

### **Review of items to be priced**

15. The items included in these pricing forms are standard and used worldwide for the UN common system. It is assumed that some items may not be available due to local conditions. If some items cannot be priced due to conditions specific to the duty station, please provide an explanation. For instance, woollen clothing such as items 019-05 (Men's suit, wool) and 020-05 (Women's blazer, mainly wool), might not be available in a country with a warm climate.

### **Item specifications**

16. The specification of each item for which prices are to be collected is described in detail on the pricing form. Please study the specifications thoroughly before collecting the relevant prices.
17. Prices should be collected in accordance with the specifications and any deviation should be explicitly noted. The column "Comments" should be utilized for any explanation or observations.
18. Prices should be collected for brands suggested in the specifications. If a target brand is not listed in the specification, refer to the Target Brand List provided. If none of the specified brands are available, price well-known good quality brands available in the local market, and indicate clearly in the pricing form that according to your knowledge of international markets, these brands are equivalent to the target brands.
19. All prices should refer to items which are in good condition and which are sold in sufficient quantity in the outlets. If the available item meeting the specification is not in good condition, or is the only piece (either because the management plans to stop selling it or because it will no longer be manufactured), then do not price that item. You may then replace this item by other well-known quality brands available in the local market as indicated in para.18 above.

### **Recording of the price data**

20. Use one line (of the five lines per sheet) for each outlet. Leave no blank spaces in any of the columns; the store, brand, weight, capacity, quantity, price, etc. must be filled in. Unless all the information is properly entered, your work cannot be considered as completed.

21. Special attention should be given to the recording of the NET WEIGHT, CAPACITY, QUANTITY OR SIZE. For instance, if the price for French bread is given as "50 cents per loaf", the average weight of a loaf must be indicated; otherwise the price without the weight is meaningless for the purpose of comparison. This rule also applies to the "bottle", "tube", "can", "box", or "piece"; these units must be further described as to weight or capacity. Be sure to indicate not only the weight but also the UNIT of measurement, for example, kilos, grams, ounces, etc.
22. The store/outlet number that corresponds with the store/outlet on the outlet list, should be used on the form. **DO NOT** use the store name on the pricing form itself.
23. Since data for five separate outlets will be recorded on a single page, do not allow any merchant to see the data collected in any other outlet. If it is necessary to show the item specification to any person who is assisting you, cover up any data already entered.

### **Domestic or imported**

24. It should be clearly mentioned (where applicable) whether the priced item is domestic or imported. But in any case, the item should be one that is regularly consumed by international staff at the duty station.

### **Sales tax**

25. Final prices should include retail sales tax and/or other taxes paid. If the tax is not included in the price of the item, indicate the tax rate to be used for the item in the comments column.

### **Sale prices**

26. Whether or not a sale price should be used may be determined by the type of sale involved. If the sale lasts for a week or more, and if the price collection is done during this period, then enter the sale price in the "Price" column, and in the "Comments" column, record also the regular price. If, however, the sale is due to the complete liquidation of the outlet, a close-out of an entire line of merchandise, fire-damaged goods being cleared from the outlet, a one-day event or similar special circumstances, then enter only the regular price of the item in the "Price" column. No additional notation is required.

### **Price ranges**

27. In the case where there are several brands/models/varieties of an item, all of which meeting the same specification, and there does not seem to be any part of the specification, that helps you decide which one to price, then choose the one that is the best seller (usually the one occupying the largest shelf space). If there is no substantial difference among them in quantities sold, then give prices for three of the types which meet the specification and which show the lowest, highest and medium prices for the item in that outlet.

### **Specific commodity groups**

28. For seasonal food items, it is especially important that you indicate the seasonality of the item priced.
29. If items sold in bulk (e.g., flour, rice) are usually sold by some special local unit/measure, you may give the price for that unit/measure, as long as you provide the equivalent standard weight or capacity.
30. In all descriptions of food items, when the word "fresh" is used, it does not mean "good-looking", "recently delivered to the market", or "newly-harvested". It rather means, "not further processed". Therefore, "Fresh pasteurized milk" is milk that has had nothing done to it except pasteurization. Thus, "fresh milk" is differentiated from "long life" and "tinned milk".
31. It is accepted that items of clothing may not always match the specifications perfectly. For example, all wool or all cotton clothing may not be available, while 80% wool or cotton plus some other fibre may be available. Notwithstanding exclusions listed in pricing forms, in such cases, price those items that are nearest to the specification and indicate the composition of the fabric (i.e., 80% wool 20% silk, or 90 % wool 10% mohair).

### **Items priced in other than local currency**

32. If for any reason the prices of items in a particular outlet are quoted in another currency, please indicate clearly the name of the currency, the exchange rate at time of the survey and the reason for this method of payment.

### **Additional information**

33. Whenever you feel that you can provide additional information on some of the local conditions, which affect price levels, that can be useful for the study, please provide it under the column labelled "comments". Examples of such local conditions are: heavy rains damaged the onion crop and onions are in short supply; a disturbance in a neighbouring territory has limited rail transport of certain goods; some commodities are rationed and can be purchased at both rationed and off-rationed prices; or some of the specifications may not, by law, be sold in the duty station.
34. You are also required to provide more detailed information about the market conditions in the duty station as well as the pricing activities in general, using the questionnaire on the general market conditions provided to you by the Survey Coordinator (see paragraph 2).

## ANNEX III



**United Nations**  
**International Civil Service Commission**  
Nations Unies  
*Commission de la fonction publique internationale*

### **Contract for the Pricing Agent**

1. **Background:** A place-to-place survey involves price data collection activities performed by a pricing agent in retail outlets patronized by the UN staff members. It is carried out at least once every four years in all field locations where staff of the UN system are stationed. ICSC has scheduled a place-to-place survey for **Viet Nam**.
2. **Duration of Assignment:** October 2021 (14 days)
3. **Proposed Payment:** The authorized fee is **US\$1,140** to be paid in \_\_\_\_\_ (currency) on satisfactory completion of contract.

I certify that as the Pricing Agent for the place-to-place survey being conducted in Ha Noi, Viet Nam, I

- a) Have reviewed the following documents received from the Survey Coordinator:
  - i. Instructions to Pricing Agent
  - ii. Two copies of the Pricing Form
  - iii. Questionnaire on market conditions
  - iv. A list of outlets at the duty station to be visited with the objective of collecting the prices of the specified items for the survey.
  - v. A letter of introduction, to be presented to the management of each outlet that I shall visit for the purpose of price data collection.
- b) Understand that in signing a United Nations contract to collect prices for the above survey, my primary employer is the International Civil Service Commission (ICSC), and not the survey coordinator or his/her organization.
- c) Shall work independently in the execution of my duties and avoid being influenced by anyone on what prices to collect for the survey.
- d) Will be guided only by the "Instructions to Pricing Agent" provided by the ICSC and the item specifications on the pricing forms.
- e) Have noted that the total number of items to be priced is 232.
- f) Have noted that the agreement shall expire on the satisfactory completion of the services, but not later than \_\_\_\_\_ 2021, unless sooner terminated.

Should I experience any difficulties with the price collection, I should feel free to contact the ICSC as my employer. The name and email address of the contact person as given below:

**Chief, Cost-of-Living Division**  
United Nations  
International Civil Service Commission  
Two United Nations Plaza, Room DC2-1020  
New York, NY10017, USA  
Email: [coldmail@un.org](mailto:coldmail@un.org)

\_\_\_\_\_  
**Survey Coordinator**

\_\_\_\_\_  
**Agency Name**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Pricing Agent Full Name**

\_\_\_\_\_  
**Tel number (Home)**

\_\_\_\_\_  
**Tel number (Mobile)**

\_\_\_\_\_  
**Email:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**

## ANNEX IV



**United Nations**  
**International Civil Service Commission**  
Nations Unies  
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### **Recommended profile of a Pricing Agent**

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The following are the qualifications of a “good” Pricing Agent. He or she:

1. Is an independent person with no past or present work experience with any of the organizations of the United Nations Common System and is not an immediate relative of a UN staff member (child, parent, spouse, etc.).
2. Has international shopping experience with knowledge of the local market.
3. Is preferably an expatriate who has lived at the duty station for at least one year.
4. Has the ability to get around the duty station to visit the outlets by either public transportation or his/her own means of transport if necessary.
5. Is conversant with English, French or Spanish to ensure proper interpretation of item specifications as provided on the pricing forms.
6. Is able to communicate effectively (preferably in the official language of the duty station) because the job requires interaction with outlet owners and workers.
7. Possesses a High School Diploma or equivalent.
8. Having experience in the field of statistics, economics, project management, auditing, accounting and/or finance is an additional asset
9. Is available to complete the job within the given time frame.