17 October 2021

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>01 National Consultant on organizing a virtual 2-day training workshop on selecting indicators to monitor the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) in Viet Nam on 26 -27 October 2021 and facilitate follow-up activities of data collection with 20 Leaders of 10 core organisations of persons with disabilities</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>October 2021 – January 2022</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home- based and in Hanoi, Vietnam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T211006</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:

   17.00 hrs., 21 October 2021 (Hanoi time)

   With subject line:

   T211006 – 01 National Consultant on organizing a virtual 2-day training workshop on selecting indicators to monitor the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) in Viet Nam

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

   b. **Financial proposal (with your signature):**

   - The financial proposal shall specify a total lump sum amount in **YND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.

   - Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

   - If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.
4. Evaluation

The technical component will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Consultant(s)’ experiences/qualification related to the services</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Master’s degree or higher in international development, human rights, politics, or a related field;</td>
<td>150</td>
</tr>
<tr>
<td>1.2. Proven experience in disability inclusion and good understanding of the CRPD Monitoring.</td>
<td>200</td>
</tr>
<tr>
<td>1.3 Proven experience in organizing and facilitating consultation workshops with accessible facilities for diverse groups of people with disabilities (provision of track records of similar contracts in the last 3 years); Experience with UN Agencies is an advantage</td>
<td>200</td>
</tr>
<tr>
<td>1.4 Minimum 10 years of experience from working with organizations of persons with disabilities and demonstrated experience working to ensure the participation of under-represented groups.</td>
<td>200</td>
</tr>
<tr>
<td>1.5 Good command of English is a requirement, and proven interpersonal and team-work skills is highly desirable asset.</td>
<td>200</td>
</tr>
</tbody>
</table>

**Total** 1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. \( S_f = 1000 \times F_m / F \), in which \( S_f \) is the financial score, \( F_m \) is the lowest price and \( F \) the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant’s past performance.

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 in 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 to the payment.

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

Organizing a virtual 2-day training workshop on selecting indicators to monitor the implementation of the Convention on the Rights of Persons with Disabilities in Viet Nam facilitate follow-up activities of data collection with 10 core organisations of persons with disabilities

| Service | National Individual consultant (IC) on organizing a virtual 2-day training workshop on selecting indicators to monitor the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) in Viet Nam on 26 -27 Oct 2021 and facilitate follow-up activities of data collection with 20 Leaders of 10 core organisations of persons with disabilities |
| Duty station: | Home-based and in Hanoi |
| Expected Duration and Timing | The IC is expected to provide services specified in this TOR within 24 days from Oct 2021 to January 2022 (with possible extension until December 2023) |
| Supervision: | The contractor will report to UNDP Disability Rights Officer |

1) Background

Although the Vietnamese government is the duty bearer of human rights, they are not the sole player who has a role in facilitating the UN human rights processes. Multistakeholder engagement is critical for genuine human rights improvement, regardless of the right in question. Persons with disabilities (PWDS) and their representative organisations played an integral role in the formulation and negotiation of the Convention under the slogan “Nothing about us without us!” . In essence, civil society is critical in adding the voice of the most vulnerable members of the society as well as in monitoring the performance of the government during and after each review cycle. For Universal Periodic review (UPR) in particular, strong civil society engagement in preparation and during the third review particularly contributed to the success of Viet Nam’s third review cycle. During the Phase 1 (2019 – 2021) of the Norway funded project, implemented by UNDP, the capacity, and networks of organisations of Persons with disabilities (OPDs) and civil society organisations (CSOs) in Viet Nam have been strengthened. During the trainings and events, OPDs and CSO have strongly expressed the need for consistency in reviving their networks and further building their capacity. Failing in doing so would risk that they will lessen their engagement and momentum. With support of Norway project - phase II, phase III and an extensive set of UPR indicators was developed with practical examples taken from previous reports submitted by Viet Nam,
CSOs and OPDs should be trained on how to use this recommended set of indicators to monitor human rights progress against UPR recommendations. 2022-2023 is foreseen to be critical years for Viet Nam in the Convention on the rights of Persons with disabilities (CRPD) process. Viet Nam is waiting for the list of issues adopted by the CRPD Committee on the Initial CRPD State Report submitted in 2018. OPDs and PwDs need to be prepared in order to engage in the dialogue with the CRPD Committee effectively, especially on raising critical issues to the Committee and influencing the Committee’s future concluding observations for Viet Nam. While the Government of Viet Nam is preparing for the first periodical report due in 2022, Viet Nam OPDs also need to prepare for their second Independent Report due in 2024, for which, they should be trained in selecting and employing indicators in monitoring CRPD implementation, collecting and analyzing relevant data, and identifying gaps where baseline assessment should be conducted. A series of training workshops to build capacity for core organisations of persons with disabilities to develop the second CRPD Independent Monitoring Report, which is expected to be submitted to the CRPD Committee by 2024 will be organized from Oct 2021 to Aug 2022.

2) Objective of Consultancy and Main Tasks

This assignment is aimed at supporting the UNDP Viet Nam with logistics preparation and facilitation of:

- A virtual 2-day training workshop on 26 -27 Oct 2021 for 20 Leaders of OPDs from who are reflective of the diversity of persons with disabilities and provinces
- Training follow-up including Data collection, for each of the indicators that have been long listed will be collected by OPDs after the training workshop from Nov 2021 to Jan 2022.

3) Specific Tasks to be performed by the Consultant

The contractor will work to complete the Outputs outlined in Part 2 above, in delivering and facilitating the workshop, monitoring the follow-up, and producing the activity reports. The consultant will receive technical support from UNDP throughout the assignment.

Participants must include:

- **UN system representatives**
  - Relevant staff and focal points from UNDP and other UN agencies which have expressed an interest in the CRPD monitoring

- **Representatives of OPDs**
  - Viet Nam Federation on Disability and representatives of local organisations of persons with disabilities.
  - Representatives of associations of parents of deaf and hard hearing children, parents of people with autism, parents of children with Cerebral Palsy, parents of children with intellectual disabilities, association of the deaf, of people with spinal cord injuries etc.
4) Duration of Assignment, Deliverables, remuneration and Payment Schedule

The consultant will work closely with UNDP Disability Right Officer to deliver final outputs as described in Part 2 above within 24 days from Oct 2021 to Jan 2022. The contract can be extended with the new relevant TORs until December 2023 subject to: (i) UNDP requirement; (ii) fund availability and (iii) satisfactory performance and (iv) same daily rate applied

The assignment is home-based and in Hanoi

The consultant, according to the following terms of reference and under the coordination of UNDP, shall deliver the following services:

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Description</th>
<th>Expected Results</th>
<th>Deadlines</th>
</tr>
</thead>
</table>
| Output 1| Two-day virtual workshop with all partners (25 participants max) to select a set of indicators to monitor the CRPD implementation in Viet Nam, using OHCHR human rights monitoring tools                                                                                                                                                                                                 | Invitation and agenda sent to participants  
Logistics preparation for the online workshop  
Training plan and presentations to facilitate the workshop  
Training facilitation  
Training report in English and Vietnamese, together with OPDs’ action plans on data collection and CRPD indicators selected by training participants to monitor the CRPD implementation in Viet Nam. | 22 Oct 2021  
23 Oct 2021  
26-27 Oct 2021  
10 Nov 2021 |
| Output 2| Data for each of the indicators that have been long listed will be collected by OPDs after the training workshop from Nov 2021 to January 2022.                                                                                                                                                                                                                 | Follow-up, coordinate and provide support for training participants to collect data from reports, articles, studies etc. in their localities appropriate with selected indicators in the workshop with relevant information highlighted in the texts  
Together with participants organize collected data in folders of priority issues agreed in the training workshop  
Create a bibliography for the Shadow Report | 15 Nov 2022 |
Payment schedule:

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

Notes:

The financial proposal, accordingly, should take into account all expenses for accessibility, environment protection and COVID-19 preventive measures.

5. Qualifications

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

- Master’s degree or higher in international development, human rights, politics, or a related field;
- Proven experience in disability inclusion and good understanding of the CRPD Monitoring;
- Proven experience in organizing and facilitating consultation workshops with accessible facilities for diverse groups of people with disabilities (provision of track records of similar contracts in the last 3 years);
- Experience with UN Agencies is an advantage;
- Experience working with organizations of persons with disabilities and demonstrated experience working to ensure the participation of under-represented groups.
- Good command of English is a requirement, and proven interpersonal and team-work skills is highly desirable asset.

6) Evaluation Criteria

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1.5 Good command of English is a requirement, and proven interpersonal and team-work skills is highly desirable asset. 200

Total 1000

7. Provision of monitoring and progress controls
- UNDP shall be responsible for quality control of the outputs.
- The IC will report directly to UNDP Disability Right Officer
ANNEX IV

OFFEROR’S LETTER TO UNDP

CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ________________________

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex I;

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>
</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>
</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>
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</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>
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</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 and USD for International 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 for local firm (in case your company signs the contract)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</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

(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).