



20 October 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 support technical coordination of the International Conference on Sustainable Ocean Economy and Climate Change Adaptation
Period of assignment/services (if applicable):	October 2021 – December 2021
Duty Station:	Hanoi (GOUNH), Vietnam
Tender reference:	T211008

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

17.00 hrs., 27 October 2021 (Hanoi time)

With subject line:

T211008 – 01 National Consultant to support technical coordination of the International Conference on Sustainable Ocean Economy and Climate Change Adaptation

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](#).....
(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
- 01 report in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND 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:

No	Criteria	Score
1	<u>Bachelor Degree in:</u> Energy, Fishery, Environment and Climate Change Adaptation, Integrated Coastal Zone Management, Economics or related fields;	200
2	<u>At least 08 years of experiences</u> in the thematic areas related to energy efficiency, fishery, climate change, Integrated Coastal Zone Management, marine plastic, seas and islands management, solid waste management, water supply, sewerage, water resources and environmental sanitation.	200
3	<u>Having demonstrated knowledge</u> of the thematic areas related to energy efficiency, fishery, climate change, Integrated Coastal Zone Management, seas and islands management, solid waste management, water supply, sewerage and environmental sanitation.	300
4	<u>Having demonstrated experience</u> and skill for coordination and for working with ministries in Viet Nam such as: MOIT, MONRE, MOFA, MOF and MPI and development partners such as UNDP, UN agencies, WB	200
5	Have a good command of English (one report submitted)	100

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 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

1. GENERAL INFORMATION

Post Title	01 National Consultant
Consultancy service required	National Consultant to support technical coordination of the International Conference on Sustainable Ocean Economy and Climate Change Adaptation
Type of appointment	Individual consultancy contract
Duty Station	Hanoi (GOUNH)
Duration	Full-time, to be completed by 20 December 2021 Total estimated working days: 40 days
Technical supervision:	UNDP Team Leader for the Conference
Report to	UNDP Team Leader for the Conference

2. BACKGROUND

Between 3.5 and 7% of global GDP is derived from the oceans (UNCTAD, 2020); however, they are under considerable threat from climate change, overfishing and marine pollution. The COVID-19 pandemic has also caused deep disruptions in the ocean economy. Sustainable ocean economy, or the Blue Economy, is an emerging concept which refers to the development of ocean economic activities in an integrated and sustainable way. Blue Economy includes different economic sectors, including renewable energies, coastal and marine tourism, fisheries and aquaculture, maritime transport, waste management and marine conservation.

Many coastal cities and deltas are subsiding at rates sometimes much higher than sea level rise because of anthropogenic and natural causes, and urban infrastructure is under immense pressure. The flow regimes of rivers are changing because of dam construction and other changes in river basins, which can increase or reduce flood and drought risks, depending on operational management. Climate-related security risks have emerged as a critical concern. Climate change has amplified and created new national, regional and global security risks including displacement and migration pressures and conflicts over increasingly scarce resources.

Over much of the 20th century global mean sea level rose at a rate of 1.4 mm/year and from 2005 to 2015 it rose at a rate of 3.6 mm/year (IPCC SROCC, 2019). The ASEAN Working Group on Climate Change has noted the projection of a rise of 4.8 Degrees Celsius in mean annual temperatures and a 70 centimetre rise in mean sea level by 2100 in Indonesia, the Philippines, Thailand, and Viet Nam.¹ Typhoons are intensifying. Extreme rainfall and drought events are becoming more frequent. Coastal zones experience increased saline water intrusion because of sea level rise and changes in river flow patterns.

For developing and vulnerable countries, ensuring adequate adaptation strategies and building resilience for vulnerable communities are crucial, as these communities bear the brunt of the impacts of climate change and the COVID-19 crisis while exhibiting specific

¹ <https://environment.asean.org/asean-working-group-on-climate-change/>

vulnerabilities related to a lack of finance, limited alternative livelihoods, social safety nets, and food security. If no adaptation measures are taken, projections indicate that sea level rise will increase the risk of storm surges and inundation, displace millions of people, cause potentially enormous losses of lives, property, infrastructure, livelihoods and habitats, and threaten food security by disrupting food supply and distribution systems.

The Government of Viet Nam, in the context of its role as a non-permanent member at the United Nations Security Council (UNSC) for the 2020-2021 term and as part of its commitment as chair of the ASEAN network in 2020, will convene an international conference on sustainable ocean economy and climate change adaptation with the aim to accelerate action for a sustainable and resilient Blue Economy.

The Government of Norway, which is co-chair of the High Level Panel on Ocean Economy, will provide financial support and UNDP will provide technical support to the Government of Viet Nam to host this international conference in the final week of November or first week of December 2021. The outcomes from the conference will feed into the discussions and debates at ASEAN, the UNSC and in other relevant regional and global forums in 2021 and beyond.

This high-level conference on Sustainable Ocean Economy and Climate Change Adaptation will bring leaders, practitioners, scientists, experts, private sector and civil society together to:

- Discuss key opportunities to promote sustainable use of ocean resources and key challenges posed by the COVID-19 crisis, climate change, and environmental pollution;
- Identify opportunities to accelerate actions to protect ocean ecosystems for blue recovery and economic development and enhance the resilience of vulnerable countries and communities;
- Share experiences, best practices and research results to enhance shared knowledge of successful sustainable ocean economy and climate change adaptation strategies and actions;
- Encourage networking for South-South and North-South collaboration, foster cooperation and develop synergies between initiatives;

As soon as the Government approved the proposal to organise this Conference on 08 October 2021, MONRE and its department met with UNDP and Norway on all preparations and organisation. UNDP will mobilise one technical coordinator for substantive contents to support the team and related Government agencies for organization of the Conference.

3. CONSULTANCY SERVICE

The objective of this service is that the technical coordinator will lead the sub-teams and work with VASI, related agencies of MONRE and other related Ministries on contents for the Conference from October 2021 until the successful organization of this important Conference.

1. Act as the focal point for UNDP to coordinate with the Organizing Committee and sub-committees
2. Act as the focal point for UNDP to arrange for weekly meetings between MONRE, VASI, UNDP and Norway. Represent UNDP team and prepare contents for these meetings
3. Lead the team in discussion with partners and develop the script for the Conference suitable with identified equipment and facilities for virtual stream (video, audio, ICT equipment, virtual platforms, etc)
4. Ensure all task groups are well coordinated, and ensure high-quality proper logistic to organise the Conference, including: TORs for recruitment, procurement request forms, justification notes, analysis of quotations and contracts.
5. Prepare all arrangements and lead all necessary technical substantive contents for 03 technical consultative meetings during October and November 2021.

6. Provide all necessary technical support to UNDP, VASI and Norway in meetings, discussions, tripartite meetings
7. Undertake other necessary tasks required by UNDP for the success of the Conference

4. DELIVERABLES AND TIMELINE

The National Consultant is to submit the following deliverables **in English** language:

No.	Key Deliverables	Timeline (2021)
1	A consolidated rapid report on 03 technical consultative meetings before the Conference	By 20 November
2	06 preparatory notes for 06 weekly meetings between VASI, UNDP and Norway	By 20 November
3	A draft of the overall script for the Conference and list of equipment and facilities to be procured for the Conference	By 20 November
4	A set of work packages fully ensured: communication plan; logistic plan; reception plan;	By 10 November
5	A set of translated speeches and presentations carefully reviewed for the Conference	By 10 December

5. ADMINISTRATION

UNDP will provide administrative support to the consultant throughout the implementation of this consultancy service. The consultant should be proactive in all arrangements to deliver the expected outputs.

The consultant will report to the UNDP Team Leader for the Conference

6. DURATION

The contract duration is from the date of signature to 20 December 2021,

Estimated level of effort: 40 workdays

7. SELECTION CRITERIA

No	Criteria	Score
1	<u>Bachelor Degree in:</u> Energy, Fishery, Environment and Climate Change Adaptation, Integrated Coastal Zone Management, Economics or related fields;	200
2	<u>At least 08 years of experiences</u> in the thematic areas related to energy efficiency, fishery, climate change, Integrated Coastal Zone Management, marine plastic, seas and islands management, solid waste management, water supply, sewerage, water resources and environmental sanitation.	200
3	<u>Having demonstrated knowledge</u> of the thematic areas related to energy efficiency, fishery, climate change, Integrated Coastal Zone Management, seas and islands management, solid waste management, water supply, sewerage and environmental sanitation.	300
4	<u>Having demonstrated experience</u> and skill for coordination and for working with ministries in Viet Nam such as: MOIT, MONRE, MOFA, MOF and MPI and development partners such as UNDP, UN agencies, WB	200

5	Have a good command of English (one report submitted)	100
---	-------------------------------------------------------	-----

8. PAYMENT

The consultant must send a financial proposed fee for a total number of 40 working days. The proposed fee shall quote an all-inclusive budget for the contract period. The term “all-inclusive” implies that all costs (taxes, professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the fee.

Payment schedule:

Installment of Payment	Deliverables	Approval should be obtained from	Percentage of Payment
Final Installment	1,2,3,4,5	UNDP	100%

9. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

☐ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☒ FULL-TIME

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 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

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

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant 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).

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 for local firm (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).