



29 November 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Coordinator (Insurance and Risk Finance)
Period of assignment/services (if applicable):	December 2021 – June 2022
Duty Station:	Ha Noi with possible travel to 5 project provinces
Tender reference:	PN (N-211101)

1. Submissions should be sent by **email** to: [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org)

**Deadline for submission:** before **5pm, 13 December 2021 (Ha Noi Time)**

**With subject line:**

1. PN (N-211101) – National Coordinator (Insurance and Risk Finance)

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](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:

- 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
- Two 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:

No.	Requirement	Points
1	At least Master's in business administration, public administration, economics, finance, development, or other relevant disciplines	300
2	At least 5 years in insurance, and finance through public or private sector engagement	200
3	5 years' experience in developing technical assistance interventions from generic recommendations and developing organized work plans.	200

4	Proven good understanding of how both inclusive insurance and risk finance market of Viet Nam.	100
5	3 years' experience in high-level knowledge on the important technical aspects of inclusive insurance and risk finance.	100
6	Ability to write reports in English (providing two English reports as evidence)	100
	<b>Total</b>	<b>1,000</b>

(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.  $S_f = 1000 \times F_m / F$ , 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.

### 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 NATIONAL INDIVIDUAL CONSULTANT

**Ref#:** Enter Ref #

<b>Name of service:</b>	National Coordinator (Insurance and Risk Finance)		
<b>Project:</b>	UNDP Insurance & Risk Finance Facility Project – GCF Coastal Resilient (GCF1) Project		
<b>Reporting to:</b>	Senior Technical Advisor on Disaster Risk Reduction and Climate Change Adaptation.		
<b>Duty Station:</b>	Ha Noi, Viet Nam	<b>Travel Required:</b>	Possible travel to 5 project provinces
<b>Duration of Assignment:</b>	Ha Noi, Viet Nam		
<b>Start Date:</b>	12/20/2021	<b>End Date:</b>	6/30/2022

### I. BACKGROUND & PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) is a global organization with 17,000 staff working in approximately 170 offices towards supporting governments in developing strong policies, institutions, and partnerships to achieve the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals.

UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. To streamline its financial and investment engagement, UNDP launched the Finance Sector Hub, a finance and innovation platform, that draws on a critical mass of UNDP expertise, initiatives, and partnerships to support the mobilization and leveraging of resources for the SDGs and lead the implementation of the new UNDP private sector strategy and other initiatives.

#### **UNDP's Work on Insurance, Risk Financing and Risk Management**

The collaboration between the insurance industry and the development sector has grown significantly over the last five years. Key initiatives, such as the Insurance Development Forum, InsuResilience Global Partnership and the Ocean Risk and Resilience Action Alliance, have evolved into significant policy and standard setting partnerships, bringing together countries, the development sector, and the private and mutual/cooperative sectors of industry.

Increasingly, these partnerships are moving beyond policy to programming, with a strong focus on not only delivering insurance and risk financing solutions to countries and communities, but also on long-term transformational change of insurance markets.

UNDP's growing work in this space led to the creation of a flagship initiative on insurance and risk finance, and the creation of a dedicated facility for supporting UNDP Country Offices and country partners worldwide, within the newly created Finance Sector Hub. This work covers a range of critical areas where insurance and risk transfer solutions and collaboration with the industry can add significantly to achieving and delivering on the Sustainable Development Goals (SDGs.) Covering inclusive insurance, sovereign risk financing, insurance investments, natural capital, health, SME development and more, UNDP will work towards developing and delivering insurance, disaster risk finance and risk management solutions together with countries and communities, as well as collaborating with partners to transform insurance markets through enhancing legislation, regulation, and institutional capacity.

The UNDP Vietnam Country Office has received funding to carry out diagnostic and readiness support in shaping a programmatic workplan for insurance and risk finance in the country. To inform this workplan, a country diagnostic is being conducted which will identify gaps, opportunities and lessons learned in the various aspects of insurance and risk finance experiences of Vietnam. The results and recommendations from the diagnostic report will be translated into a country implementation workplan. The Country Office is also working with the Insurance and Development Forum to propose an insurance development initiative to the government that will align with broad mandates for the management of disaster risks and of state property.

A National Coordinator is being recruited to manage and coordinate the current set of insurance and risk finance activities, under the guidance of relevant technical experts and considering the collaborative inputs from key government partners and stakeholders

## **II. OBJECTIVES**

The main objective of the assignment is to coordinate the implementation of insurance and risk finance activities of UNDP in Viet Nam. The National Coordinator will work under the overall supervision of the Head of Climate Change and Environment Unit and will be technically managed by UNDP Senior Technical Advisor on Disaster Risk Reduction and Climate Change Adaptation.

## **III. SCOPE OF WORK**

**The National Coordinator is expected to perform the following functions:**

**Task 1: Manage and coordinate the implementation of the workplan of activities funded under the diagnostic and readiness support for insurance and risk finance for the UNDP Country Office in Viet Nam.**

- Coordinate preparations for an in-person national consultation event on insurance and risk finance.
- Contribute to the development of Terms of References for specified assignments and feasibility studies

**Task 2: Support the completion of the country diagnostic process, including:**

- Participating in the review of findings and recommendations of the diagnostic and on feedback from key government partners and other stakeholders.
- Organizing meetings and workshops and

- Arranging high level dialogues and consultations.

**Task 3: Coordinate the finalization and dissemination of knowledge products.**

**Task 4: Support the conduct of the feasibility study for city disaster insurance to be jointly conducted with the Insurance Development Forum.**

**Task 5: Monitor budget expenditures and liaise with Supervisor and/or relevant Country Office programme associates to address any relevant issues in a timely manner.**

**Task 6: Monitor and report on the progress in implementation of activities, ensuring that appropriate quality assurance and risk management measures are applied.**

#### **IV. Deliverables & Implementation Timeline**

<b>No.</b>	<b>Deliverable</b>	<b>Estimated days to complete</b>	<b>Target due date</b>
1	Final diagnostic (full) report and a Summary report for publication (translated and disseminated)	21 days	1/31/2022
2	Workplan of activities funded under the diagnostic and readiness support for insurance and risk finance for the UNDP Country Office in Viet Nam	18 days	2/28/2022
3	TOR for a feasibility study	20 days	3/31/2022
4	Quarterly implementation progress report	20 days	4/30/2022
5	Develop and distribute at least one knowledge product covering disaster risk insurance and disseminate to stakeholders	20 days	5/31/2022
6	Final Report (in English and Vietnamese)	21 days	6/30/2022
	<b>TOTAL</b>	<b>120</b>	

#### **V. Duration of Assignment, Duty Station & Expected Places of Travel**

**Estimated number of working days:** 120 working days from 12/20/2021 to 6/30/2022. The contract may be extended end of 2022 based on (i) satisfactory performance and (ii) Project's need and available budget.

**Duty station:** Ha Noi, Viet Nam

**Expected places of travel:** GCF1 project provinces, including: Nam Dinh, Thanh Hoa, Quang Binh, Quang Nam, Quang Ngai and Ca Mau provinces. Travel cost and per-diem will be paid separately by UNDP Vietnam in compliance with UN-EU cost norm 2017.

#### **VI. PROVISION OF MONITORING & PROGRESS CONTROL**

UNDP Viet Nam will assist the coordinator during the implementation of this assignment.

The coordinator is under the supervision of UNDP Viet Nam and responsible for following all laws and regulations of the Viet Nam's Government and complying with all related regulations of UNDP Viet Nam.

## VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### ADMINISTRATIVE SUPPORT

The National Coordinator will receive administrative support from the UNDP/GCF team and work closely with local government partners in Ministry of Agriculture and Rural Development (MARD), Ministry of Finance (MOF) and relevant Local authorities.

### REFERENCE DOCUMENTS

To be provided upon request.

## VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<b>Qualifications</b>	At least Master's degree in business administration, public administration, economics, finance, development, or other relevant disciplines is required
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"><li>• Proven track record of at least 5 years in insurance, and finance through public or private sector engagement is required.</li><li>• At least 5 years' experience in developing technical assistance interventions from generic recommendations and developing organized work plans.</li><li>• Excellent understanding of how both inclusive insurance and risk finance market of Viet Nam is required.</li><li>• Excellent understanding of key relevant areas and stakeholders and their function such as insurance legislation, regulation and institutions, industry stakeholders and how to engage with public sector is highly desirable.</li></ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"><li>• Experience in high-level knowledge on the important technical aspects of inclusive insurance and risk finance is highly desirable.</li><li>• Ability to convey complex technical details in a concise and understandable manner is an asset.</li></ul>
<b>Language Requirements</b>	<ul style="list-style-type: none"><li>• Fluency in both oral and written English and Vietnamese</li></ul>

## IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Final diagnostic (full) report and a Summary report for publication (translated and disseminated)	31 January 2022	20%
2	Workplan of activities funded under the diagnostic and readiness support for insurance and risk finance for the UNDP Country Office in Viet Nam	28 February 2022	15%



3	TOR for a feasibility study	31 March 2022	15%
4	Quarterly implementation progress report	30 April 2022	15%
5	Develop and distribute at least one knowledge product covering disaster risk insurance and disseminate to stakeholders	31 May 2022	15%
6	Final Report	30 June 2022	20%

#### **X. Consultant Presence Required on Duty Station**

☐ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT    ☒ FULL-TIME

**UNDP computer and IT services provided.**

#### **XI. Evaluation Criteria**

No.	Requirement	Points
1	At least Master's in business administration, public administration, economics, finance, development, or other relevant disciplines	300
2	At least 5 years in insurance, and finance through public or private sector engagement	200
3	5 years' experience in developing technical assistance interventions from generic recommendations and developing organized work plans.	200
4	Proven good understanding of how both inclusive insurance and risk finance market of Viet Nam.	100
5	3 years' experience in high-level knowledge on the important technical aspects of inclusive insurance and risk finance.	100
6	Ability to write reports in English (providing two English reports as evidence)	100
	<b>Total</b>	<b>1,000</b>

**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, 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).

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)			
	<b>Total</b>			

*\* 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)*