



20 January 2022

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 develop and roll-out the training material package on HIV Care and Treatment in prison settings
Period of assignment/services (if applicable):	February 2022 – September 2022
Duty Station:	Vietnam
Tender reference:	L220102

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1. Submissions should be sent by **email** to: nguyen.duc.long@undp.org no later than:
23.59 hrs., Thursday, 03 February 2022 (Ha Noi time)

With email subject line:

L220102 – National Consultant to develop and roll-out the training material package on HIV Care and Treatment in prison settings

Followed by 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.

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 **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.	Requirement	Points
1	Master or higher degrees on medicine and/or public health;	100
2	At least 10-year experience on HIV Care&Treatment and treatment and/or HIV interventions in prisons;	350
3	Proven experience in development of health policy and technical guidelines, training materials through broadly consultative process;	350
4	Being trained by or getting involved in UNODC's basic or advanced training modules on HIV services in the prisons in the country and in the region;	100
5	Experience in training/workshop facilitation is required;	100
	Total	1,000

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 affect 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 INDIVIDUAL CONSULTANT

REF#: GLOG32

Name of service:	Consultant Service for development and rolling-out of training material package on HIV Care and Treatment in prison settings		
Project:	GLOG32-HIV/AIDS prevention, treatment, care and support for people who use drugs and people in prison settings		
Reporting to:	UNODC HIV/Health National Programme Officer		
Duty Station:	Vietnam	Travel Required:	No
Duration of Assignment:	22 working days		
Start Date:	2/10/2022	End Date:	9/30/2022

I. BACKGROUND & PROJECT DESCRIPTION

UNODC, a co-sponsor of the Joint United Nations Programme on HIV/AIDS (UNAIDS), provides technical assistance to countries in the area of HIV/AIDS in accordance with the relevant resolutions and decisions adopted by respective UN governing bodies (General Assembly, Economic and Social Council, Commission on Narcotic Drugs, CCPCJ, UNAIDS Programme Coordinating Board).

UNODC is the UNAIDS convening agency for protecting people who use drugs from becoming infected with HIV and ensuring access to comprehensive HIV services for people in prisons, and is assisting countries in reaching the target 3.3 (ending the AIDS epidemic by 2030) of the Sustainable Development Goal 3.

More specifically, in the context of the UNAIDS Strategy 2016-2022 and UNAIDS 2016-2022 Unified Budget, Results and Accountability Framework (UBRAF), UNODC is expected to support implementation of evidence-based HIV services for people in prisons (UBRAF Result Area 4, Output 4.1).

The HIV/AIDS Programme Unit of UNODC Vietnam Country Office functions under the global programme of HIV Prevention and Care, coordinated and led by the headquarters office in Vienna. In collaboration with the main national counterparts in Vietnam such as Ministry of Health, Ministry of Labour, Invalids and Social Affairs, Ministry of Public Security, civil society and NGOs, the Programme Unit focuses on the following fields:

- Technical support to the MOH, NGOs and civil society organizations providing prevention, care, and treatment services to people who use drugs (PWUD), specifically injecting drug users (PWID); and to people in prisons;
- Technical guidance and policy advice to the Government of Vietnam on the three UNODC HIV/AIDS key policy and programmatic areas, namely HIV/AIDS

prevention and care related to (a) drug dependence, particularly injecting drug use (b) prison settings and (c) the trafficking in human beings;

- Trying to reduce stigma and discrimination associated with HIV and drug use through raising the knowledge on HIV/AIDS among the community, health system, NGOs and the affected populations themselves;
- Assistance to the Government of Vietnam in developing, implementing, and mainstreaming of strategies which effectively deal with HIV/AIDS prevention and care among IDUs in the community and in prison settings;
- Cooperation with other UNAIDS cosponsor agencies in carrying out UN policies and strategies in the country.

II. OBJECTIVES

1. To develop and roll-out the training material package on the HIV Care&Treatment in prison settings;

III. SCOPE OF WORK

The successful consultant will be expected to be responsible for the following:

Task 1: Literature Review.

- Review and self-familiarize with relevant background documents provided by UNODC and MOH especially UNODC's technical guide on on HIV interventions in prisons and MOH's guidelines on HIV Care&Treatment and treatment;
- Get acquainted with diverse regulations of health and education activities in prison settings provided by the Ministry of Public Security.

Task 2: Drafting the training material package on Prison HIV Care&Treatment training materials (in the format of proposal to submit to the MOH).

- In consultations with relevant experts from MOH, UNODC and Ministry of Public Security to get agreement on an outline of training package;
- With guidance from MOH and UNODC and in consultation with other stakeholders like prison authorities, developing full draft of the Prison HIV Care&Treatment training material package;

Task 3: Finalization of the Prison HIV Care&Treatment training materials through a consultation process.

- Cofacilitate one one-day (virtual or in-person subject to Covid-19 situation and MOH's guidance) involving an wide range of national stakeholders from relevant sectors including health, labor, justice, law enforcement, community, international development, etc to collect inputs for the draft;
- Collect additional inputs for the draft through alternative channels including email or mail correspondences;
- Finalize the Prison HIV Care&Treatment training materials incorporating inputs from relevant stakeholders;

Task 4: Prepare and co-facilitate one 4-day training workshop for prison health care officials.

- Cofacilitate one 4-day training workshop for prison health care officials, the training will be conducted in-person or virtual or hybrid modes depending on Covid-19 situation and subject to UNODC mutual decision with partners;

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	Outline of the training package shared with MOH and UNODC for review and approval	6	3/1/2022
2	Full draft of the Prison HIV Care&Treatment training material package shared with MOH and UNODC	8	3/31/2022
3	One 4-day training workshop organized with agenda and materials prepared and approved by UNODC and MOH	6	7/20/2022
4	Final version of the Prison HIV Care&Treatment training materials package and a short training report submitted to UNODC and MOH	2	8/31/2022

V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 22 working days from 2/10/2022 to 9/30/2022.

Duty station: Vietnam

Expected places of travel: No

VI. PROVISION OF MONITORING & PROGRESS CONTROL

Designated UNODC National Programme Officer will contact regularly with the contractor to monitor and track the job progress against the agreed timeline and deliverables. At each step, UNODC will acknowledge the receipt of deliverables in satisfactory standards or not.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

A. Administrative Support

UNODC may provide administrative support during his/her performance, where applicable and necessary. UNODC will provide the individual contractor with the relevant technical documents including the UNODC publications and guidelines related to drug law and circulation Reference Documents.

B. Reference Documents

N/A

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none">• Master or higher degrees on medicine and/or public health;
Relevant Professional Experience	<ul style="list-style-type: none">• At least 10-year experience on HIV Care&Treatment and treatment and/or HIV interventions in prisons;• Proven experience in development of health policy and technical guidelines, training materials through consultative process;
Other Competencies	<ul style="list-style-type: none">• Being trained by or getting involved in UNODC's basic or advanced training modules on HIV services in the prisons in the country and in the region;

	<ul style="list-style-type: none"> • Experience in training/workshop facilitation is required;
Language Requirements	<ul style="list-style-type: none"> • Fluency in English

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Submission of the full draft of the training material package	25/April/2022	70% of contract value
2	Submission of the final version of Prison HIV Care&Treatment training materials	31/August/2022	Remaining 30% of the contract value

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE
 PARTIAL
 INTERMITTENT
 FULL-TIME

XI. EVALUATION CRITERIA

No.	Requirement	Points
1	Master or higher degrees on medicine and/or public health;	100
2	At least 10-year experience on HIV Care&Treatment and treatment and/or HIV interventions in prisons;	350
3	Proven experience in development of health policy and technical guidelines, training materials through broadly consultative process;	350
4	Being trained by or getting involved in UNODC's basic or advanced training modules on HIV services in the prisons in the country and in the region;	100
5	Experience in training/workshop facilitation is required;	100
	Total	1,000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Documents for Submission

Applicants will be expected to include the following along with their application:

Core Document

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **Financial offer** using the standard UNDP template.

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).