



14 March 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 Produce a Podcast Miniseries on Gender and Climate Change
Period of assignment/services (if applicable):	March 2022 – February 2023
Duty Station:	Vietnam
Tender reference:	T220301

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

17.00 hrs., 21 March 2022 (Hanoi time)

With subject line:

T220301 – 01 National Consultant to Produce a Podcast Miniseries on Gender and Climate Change

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
- 02 samples of reports/products in English and Vietnamese 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:

A National Consultant

No.	Requirement	Points
1	Bachelor's degree in journalism, communication, environmental sciences or related field	150
2	At least 3 years work experience in journalism in Viet Nam	200
3	Proven experience in developing and producing podcasts, (submit link to podcast)	200
4	Experience and knowledge on key topics related to climate change and environment in Viet Nam.	150
5	Knowledge of digital technology and multimedia platforms.	150
6	Fluency in English and Vietnamese (02 samples of reports/products)	150
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 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

Name of service:	National Consultant to Produce a Podcast Miniseries on Gender and Climate Change		
Project:	NDC Private Sector engagement in Viet Nam Agriculture and Ending Plastic Pollution Innovation Challenge (EPPIC)		
Reporting to:	Programme Officer on Climate Change Programme Analyst on Waste and Chemicals UNDP Viet Nam		
Duty Station:	Home-based	Travel Required:	No
Duration of Assignment:	45 days		
Start Date:	3/20/2022	End Date:	2/1/2023

I. BACKGROUND & PROJECT DESCRIPTION

The impacts of climate change are not gender-neutral. In Viet Nam, as in other countries, climate change often exacerbates existing inequalities between women and men, the poor and other vulnerable groups. It is clear that people who are poor, especially women, women-headed households and ethnic minorities are most at risk from climate change because they have less ability to adapt to and deal with severe weather events such as storms, floods, and drought.

The landmark [Paris Agreement](#) (COP21, 2015) al makes three specific references to gender and in particular outlines in its Preamble the approach that Parties should take in order to respect the rights of vulnerable group in **all climate action policies**. *Acknowledging that climate change is a common concern of humankind, Parties should, when taking action to address climate change, respect, promote and consider their respective obligations on[...] the right to development, as well as gender equality, empowerment of women and intergenerational equity.*

The theme of International Women’s Day 2022 is: “Equality today for a sustainable tomorrow” recognizing the contribution of women and girls around the world who are leading the charge on climate change adaptation, mitigation, and response, to build a more sustainable future for all. The theme for International Women’s Day is also aligned with the priority theme for the upcoming 66th Commission on the Status of Women (CSW66): “Achieving gender equality and the empowerment of all women and girls in the context of climate change, environmental and disaster risk reduction policies and programmes.”

UNDP Viet Nam works to enhance the role of women as agents of change who actively engaged in dealing with the impacts of climate change and in finding solutions. Women from all different backgrounds are engaged in many areas of climate change such as in sustainable energy, circular economy, low-carbon development, climate change adaptation, and youth

empowerment. There is a wealth of knowledge and lessons to be learned from the diversity of women champions for climate and environment in Viet Nam.

II. OBJECTIVES

In this context, UNDP is looking for a national consultant specializing in podcasts and journalism to produce a podcast miniseries to showcase Vietnamese women champions working to advance gender equality and women empowerment in climate change action, environmental protection, disaster risk reduction. The consultation will be required to curate the podcast miniseries, from concept, production, and dissemination.

The miniseries podcast will be produced to achieve two main objectives:

- 1) Highlight the champions in various fields working to promote gender equality and women's empowerment in climate change, environment and disaster risk reduction, their work, their journey, their success in Viet Nam
- 2) Promote gender-sensitive climate action at high-level climate change forums and policy dialogues, through the use of tailor-made targeted multimedia sub-products including 1-minute footage and complimentary communication contents, based on the podcast

The podcast will target an audience from 15 to 39 years old, residing in Viet Nam or abroad. It will be recorded in Vietnamese language and English transcripts will be made available. Each episode will range from 20 to 30 minutes, and should be developed in the engaging format of interviews/documentaries.

III. SCOPE OF WORK

The National Consultant will be required to produce ten (10) podcast episodes that will be disseminated between April 2022 to January 2023. To do so, she is expected to conduct the following tasks:

- Develop the concept of the podcast mini series, including the communications plan and branding of the miniseries.
- Propose and finalize in consultation with UNDP a list of thematic and speakers to be discussed in the miniseries, that are relevant to Viet Nam's priorities, the international agenda on environment and climate change, and UNDP's key events
- Be responsible of the production of the podcast (content and technical aspects) including connecting with the speakers, schedule of interviews, all research/preparations for interview prepare interviews, research and write scripts, gather audio and multimedia materials
- Record sound/video images in the agreed format, record the interview, manage the postproduction (sound editing, audio production, digital mixing etc)
- Work with UNDP to ensure that the podcast will be accessible to People with Disabilities
- Disseminate the podcast on streaming platforms (to be decided with UNDP e.g: Spotify/ Apple Podcasts)
- Contribute to the development of the communication and multimedia plan
- Attend meetings with UNDP's team when required

It is expected that the episodes of the podcast will be release on a monthly basis, but the recording and production can take place anytime to accommodate the speakers and the contractor.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverables	Estimated days to complete	Target due date
1	Inception Report containing: Podcast Series concept idea (name, themes, key champions to be interviewed, etc.), work-plan, communications plan, branding,	2	3/25/2022
2	3 Podcasts recorded, edited and disseminated	13	07/01/2022
3	4 Podcasts recorded, edited and disseminated	17	11/1/2022
4	3 Podcasts recorded, edited and disseminated	13	2/1/2023

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

Estimated number of working days: 45 working days

Duty station: home based

Expected places of travel: no

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The contractor will report to the Project Officer on Climate Change and Disaster Risk Reduction and Programme Analyst on Waste and Chemicals. S/he will work very closely with international Climate Change Analyst/Officers at UNDP Viet Nam, and with the communication focal point for the project.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will provide support to the consultant to arrange for relevant meetings and interview with related parties, provision of working space for meetings. The cost of the podcast is inclusive of all the direct costs. if there is fieldwork arise the cost will be covered separately using UN-EU cost norm.

Reference Documents

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

- Bachelor's degree in journalism, communication, environmental sciences or related field
- At least 3 years work experience in journalism in Viet Nam
- Proven experience in developing and producing podcasts, (submit link to podcast)
- Experience and knowledge on key topics related to climate change and environment in Viet Nam.
- Knowledge of digital technology and multimedia platforms.
- Fluency in English and Vietnamese in both written and oral communication

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Inception Report	March 2022	20%
2	3 Podcasts recorded, edited and disseminated	July 2022	25%

3	4 Podcasts recorded, edited and disseminated	November 2022	30%
4	3 Podcasts recorded, edited and disseminated	February 2023	25%

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XI. EVALUATION CRITERIA

No.	Requirement	Points
1	Bachelor's degree in journalism, communication, environmental sciences or related field	150
2	At least 3 years work experience in journalism in Viet Nam	200
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4	Experience and knowledge on key topics related to climate change and environment in Viet Nam.	150
5	Knowledge of digital technology and multimedia platforms.	150
6	Fluency in English and Vietnamese (02 samples of reports/products)	150
	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:

B. Core Documents

1. **Cover Letter;**
2. **Current and complete CV** in English; link to podcast example
3. **Financial offer** using the standard UNDP template.

C. Additional Documents

Enter any additional documents required for evaluation here, if not already listed above.

Delete this section if it is not applicable.

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).