

10 February 2022



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Gender & Community Consultant to support ISEE-COVID Project Implementation
Period of assignment/services (if applicable):	252 working days (est.) from February 2022 to February 2023
Duty Station:	Hanoi, Viet Nam, with possible travel to other provinces
Tender reference:	P220203

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 27 March 2022 (Hanoi time)

With subject line:

P220203 – National Gender & Community Consultant to support ISEE-COVID Project Implementation

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:

- CV including experience with a similar type of work
- Financial offer
- Relevant writing samples, each in English and Vietnamese

b. Financial proposal (with your signature):

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

Consultant's experiences/qualification related to the services		
1	Minimum Bachelor's degree or higher in Social Sciences, Sustainability, Economics, Public Policy, with specialization in gender issues	150
2	A minimum of three (3) years of professional experience in providing policy research/advisory/advocacy services in the area of gender equality and/or supporting the SIB.	150
	Sound knowledge of the major development issues regarding gender issues in Viet Nam;	50
	Previous experience and knowledge of UN/UNDP procedures are advantages	50
3	Proven track record of partnership building and private sector engagement.	100
4	Hands-on experience monitoring and evaluation of development projects;	150
5	Experience in supporting social impact businesses, women-led businesses is an advantage.	100
6	Excellent ability to use essential computer software (Word, PowerPoint, and Excel) is required. Basic social media & website management ability are advantages.	100
7	Excellent command both of English and Vietnamese at the written by providing two writing report samples, one in English and one in Vietnamese	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.

Interview with the candidates may be held if deemed necessary.

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 the new online security awareness training is 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

- 18% upon the completion of the Output 1.1, 2.1, 2.2 & progress reports for Output 4,5,6,7
- 18% upon the completion of the Output 2.3, 3.1 & progress reports for Output 4,5,6,7
- 18% upon the completion of the Output 2.4, 2.5 & progress reports for Output 4,5,6,7
- 18% upon the completion of the Output 2.6,3.2 & progress reports for Output 4,5,6,7
- 18% upon the completion of the Output 2.7, 2.8
- 10% upon the completion of the Output 1.2 and process reports for Output 4,5,6,7

The total contract value includes the consultancy fee only. If the consultant is requested to travel outside Ha Noi, a separate payment for per diem and travel cost (based on UN-EU Cost norm) will be paid by UNDP on a factual basis..

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



TERM OF REFERENCE

Service	National Gender & Community Consultant to support ISEE-COVID Project Implementation
Duty station:	Hanoi, Viet Nam, with possible travel to other provinces
Expected Duration	25 February 2022- 25 February 2023
Status	Full time, could be part-time with at least 20 working day per month
Reporting to	UNDP Programme Analyst

1) BACKGROUND

The project “Leveraging Viet Nam’s Social Impact Business Ecosystem in Response to COVID-19” (ISEE COVID project), with sponsorship from the Global Affairs Canada, is co-implemented by UNDP and Agency of Enterprise Development (AED), Ministry of Planning and Investment, aims to enhance the resilience of social impact businesses (SIBs) in Viet Nam and contribute to reducing the impact of COVID-19 on vulnerable groups, especially women and girls. The ISEE COVID project has two primary objectives: (i) improving the effectiveness of SIBs, especially those led by women and vulnerable groups, to address the social and gendered impacts of COVID-19 and to accelerate the achievement of the SDGs; and (ii) strengthening the regulatory environment for SIBs to be more gender-responsive, inclusive and transparent, thereby supporting the resilience of SIBs to COVID-19 impact, with a particular focus on SIBs that are led by women and other vulnerable groups.

As a project funded by the Government of Canada, the project will follow both the guidelines of Canada's Feminist International Assistance Policy (FIAP) and the UN system-wide Action Plan on Gender Equality and the Empowerment of Women (GEWE), including adopting the gender markers system to monitor the project’s impact on gender equality and women’s empowerment.

In implementing the project, gender equality and empowerment of women and girls are mainstreamed throughout the outputs. Gender equality is integrated as a cross-cutting issue by the rationale, activities, indicators, and budget associated with each output. Each result promotes gender equality in a significant and consistent way.

Under the guidance and direct support to the Programme Analyst/Project Manager, UNDP Gender expert, in collaboration with Project Associate, other UNDP staff in the Country Office, project teams, and relevant GOVN staff, the Gender & Community Consultant is expected to provide technical inputs on Gender aspect for all project activities, and support on the implementation of the ISEE-COVID project, including Community Building, Monitoring and Evaluation, and Operation.

2) OBJECTIVES

Overall, the consultant is expected to provide support to the ISEE-COVID project in the following areas of work:

- Enhance the mainstreaming of gender equality and empowerment, ensuring that the project results align with Canada's Feminist International Assistance Policy (FIAP) and GEWE
- Build and maintain SIB' stakeholder's community including SIBs, SIB supporting agencies, and policymakers
- Organize project events and operating activities, including monitoring and evaluation

3) SCOPE OF WORK

3.1 Ensure the gender equality and women's empowerment (GEWE) mainstreamed in project's activities

- Develop the annual strategic plan to integrate gender-responsive and inclusiveness in all project activities
- Provide inputs on gender aspect to the work plans, TORs, Concept notes, gender guidelines for SIBs ensuring that the project results align with Canada's Feminist International Assistance Policy (FIAP) and GEWE
- Provide technical support for responsible parties in the design and implementation of gender-responsive training courses, incubation, and mentorship programmes
- Identify gender-related issues during implementation and troubleshoot issues.
- Conduct data collection, literature review, and compilation of background and secondary

data on gender equality for project planning, monitoring, reporting, and briefings

- Guide and work closely with the project's responsible party and partners to ensure the ratio of female participants, women-led SIBs supported in the project's activities as committed

3.2 Support in SIB community engagement

- Find and consolidate a database and mapping of SIB, SIB stakeholders
- Support to connect the appropriate partners for the partnership while building the SIB ecosystem in Viet Nam
- Support in creating and maintaining the connection between UNDP and SIB's stakeholders through multiple channels
- Organize meetings between project partners, stakeholders, etc...

3.3 Support operation of project activities and monitoring & evaluation

- Contribute to the preparation of written materials, reports as per the requirements to UNDP and the Government of Viet Nam
- Monitor the participation of SIBs, SIB intermediaries, and the government officials in the project activities by joining all relevant activities
- Collect data, complete the monitoring and evaluation form for each activity
- Support in completing the M&E monthly, quarterly and annual reports as required
- Brief translation of project materials, briefs, standees, speeches, social media campaigns, etc. on an ad-hoc basis from English to Vietnamese
- Take notes/minutes at meetings and ensure follow-up within the assigned area.
- Carry out other relevant requests from the Project Manager

4) DURATION OF ASSIGNMENT, DUTY STATION, AND EXPECTED PLACES OF TRAVEL

a) Expected duration of the assignment

- Start 25 February 2022
- End 25 February 2023

b) Duty station

The assignment will be based in Green One UN House or the office of SIB Hub in Hanoi, with possible field travel to Ho Chi Minh City, Da Nang, Hue, Hoa Binh, or other locations in Viet Nam,

and field travel costs would be covered separately by the project (if necessary) based on UN-EU cost norms

5) TASKS, TIMEFRAME, AND EXPECTED DELIVERABLES

No	Tasks	Timeline	Deliverables
a) Ensure the gender equality and women's empowerment (GEWE) mainstreamed in project's activities			
1	<p>Annual strategic plan to integrate gender-responsive and inclusiveness in all project activities</p> <p>1.1 Annual strategic plan for 2022</p> <p>1.2 Annual strategic plan for 2023</p>	<p>March 2022</p> <p>January 2023</p>	<p>An annual strategic plan with the quarterly update</p>
2	<p>Provide inputs on gender aspect to the activities' work plans, TORs, Concept notes, gender guidelines for SIBs, ensuring that the project results align with Canada's Feminist International Assistance Policy (FIAP) and GEWE</p> <p>2.1 Provide relevant inputs for the TOR for SIB network members, SIB management board</p> <p>Provide relevant inputs for the TOR for the website, telephone portal, personnel for the SIB Hub</p> <p>2.2 Provide relevant inputs for the Call for applications and criteria for selecting SIB to receive the COVID-19 adaptation support program</p> <p>2.3 Provide relevant inputs for the TOR for the national firms to provide incubating and accelerating programme for SIBs</p> <p>2.4 Provide relevant inputs for the</p>	<p>2.1: March 2022</p> <p>2.2: April 2022</p> <p>2.3: May 2022</p> <p>2.4: July 2022</p> <p>2.5: August 2022</p> <p>2.6: September 2022</p> <p>2.7: December 2022</p> <p>2.8: November 2022</p>	<p>Relevant activities' plans, TORs, Concept Notes, and reports</p>

	<p>training documents for SIBs</p> <p>2.5 Provide relevant inputs for the training documents for the SIB intermediaries, SIB Innovation Champions</p> <p>2.6 Provide relevant inputs for the communication campaign for SIB, SIB products, SIB policies</p> <p>2.7 Provide relevant inputs for the 2022 Final report</p> <p>2.8 Provide relevant inputs for the 2023 Workplan</p>		
b) Support in community engagement			
3	<p>Find and consolidate a database and mapping of SIB, SIB stakeholders</p> <p>3.1 First version of the database and mapping</p> <p>3.2 Update of the database and mapping</p>	<p>3.1 May 2022</p> <p>3.2 October 2022</p>	<p>A database of SIB, SIB intermediaries, and policymakers updated quarterly</p> <p>An ecosystem mapping update annually</p>
4	Support in creating and maintaining the connection between UNDP and SIB's stakeholders through multiple channels	Quarterly	Quarterly narrative report on community building and suggest ideas to strengthen this community
c) Support operation of project activities and monitoring & evaluation			
5	Provide data for M&E monthly Data report and annually Narrative report	Monthly/ Annually	M&E data report and

			narrative report
6	Conducting data collection, literature review, and compilation of background and secondary data for project planning, monitoring, reporting, and briefings	Ad-hoc	Inputs of data and information analysis as required by the supervisor
7	Direct inputs in project meetings, communication, and reporting	Regularly	Meeting minutes, translation of materials, administrative support to partners, etc

6) MONITORING AND PROGRESS TRACKING

The National Consultant shall report to UNDP Programme Analyst/ Project Manager on the deliverables of his/her work regarding a work plan, deadlines, and verification activities.

7) EXPERTISE AND QUALIFICATIONS

- Minimum Bachelor's degree or higher in Social Sciences, Sustainability, Economics, Public Policy, with specialization in gender issues
- A minimum of three (3) years of professional experience in providing policy research/advisory/advocacy services in the area of gender equality and/or supporting the SIB. Sound knowledge of the major development issues regarding gender issues in Viet Nam;
- Proven track record of partnership building
- Hands-on experience monitoring and evaluation of development projects from gender angle;
- Experience in supporting social impact businesses, women-led businesses are advantages.
- Excellent ability to use essential computer software (Word, PowerPoint, and Excel) is required.
- Previous experience and knowledge of UN/UNDP procedures are advantages.

*** Language Requirement:**

Fluent **English and Vietnamese** are required — the deliverables must be presented in either or both languages according to the audience.

8) TERMS OF PAYMENT

18% upon the completion of the Output 1.1, 2.1, 2.2 & progress reports for Output 4,5,6,7

18% upon the completion of the Output 2.3, 3.1 & progress reports for Output 4,5,6,7

18% upon the completion of the Output 2.4, 2.5 & progress reports for Output 4,5,6,7

18% upon the completion of the Output 2.6,3.2 & progress reports for Output 4,5,6,7

18% upon the completion of the Output 2.7, 2.8

10% upon the completion of the Output 1.2 and process reports for Output 4,5,6,7

The total contract value includes the consultancy fee only. If the consultant is requested to travel outside Ha Noi, a separate payment for per diem and travel cost (based on UN-EU Cost norm) will be paid by UNDP on a factual basis.

9) CONSULTANCY RATE AND REQUIREMENTS FOR SUBMISSION OF APPLICATIONS

- Interested national consultant must submit the following documents/information to demonstrate the qualification of the national consultant:
- CV including experience with a similar type of work and **two writing samples each in English and Vietnamese**.
- Financial offer in line with “2017 EU-UNDP Guidelines for Financing Local Costs in Development Cooperation with Viet Nam”.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE x PARTIAL INTERMITTENT x FULL-TIME

ANNEX 1 – Technical Evaluation Criteria

Qualifications	Points
Minimum Bachelor's degree or higher in Social Sciences, Sustainability, Economics, Public Policy, with specialization in gender issues	150
A minimum of three (3) years of professional experience in providing policy research/advisory/advocacy services in the area of gender equality and/or supporting the SIB.	150
Sound knowledge of the major development issues regarding gender issues in Viet Nam;	

Previous experience and knowledge of UN/UNDP procedures are advantages	50
	50
Proven track record of partnership building and private sector engagement.	100
Hands-on experience monitoring and evaluation of development projects;	150
Experience in supporting social impact businesses, women-led businesses is an advantage.	100
Excellent ability to use essential computer software (Word, PowerPoint, and Excel) is required. Basic social media & website management ability are advantages.	100
Excellent command both of English and Vietnamese at the written by providing two writing report samples, one in English and one in Vietnamese	150
TOTAL	1000

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 ofUS\$

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 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).