

08 June 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 conduct a study on “Developing output indicators for the National Survey on Persons with Disabilities conducted by the General Statistics Office in 2023 (VDS-2023)”
Period of assignment/services (if applicable):	38 working days from June 2022 to Dec 2022
Duty Station:	Home base and travel to the consultation workshop, interview sites in Ha Noi
Tender reference:	P220603

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

23.59 hrs., 21 June 2022 (Hanoi time)

With subject line:

P220603 – National Consultant for Study on disability inclusive data

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:

- CV including experience with a similar type of work
- Financial offer
- 02 sample reports (one in English and one in 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	Bachelor's degree in Statistics, laws or social sciences or related field;	200
2	A minimum of 10 years working experience in the area of statistics, law, human rights, international development, understandings of the rights of PWDs would be an advantage;	250
3	Experience in research, evaluation and development of national reports on statistics related to persons with disabilities.	250
4	Good report writing skills in English and Vietnamese language by submitting 2 research reports (one in English and the other in Vietnamese)	150
5	Experience in working as a consultant designing and conducting interviews with persons with different types of disabilities.	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

The payments will be made upon satisfactory certification of the products by the Disability Inclusion Officer, UNDP Viet Nam following UNDP rules.

Sequences	Percentage of installment	Tentative Payment Schedule
1st payment	20% upon receipt and acceptance of Deliverable 1 listed in the Section 5	30 July 2022
2nd payment	30% upon receipt and acceptance of Deliverables 2 and 3 listed in the Section 5	30 September 2022
Final payment	50% upon receipt and acceptance of Deliverable 4 listed in the Section 5	15 January 2023

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

TERMS OF REFERENCE

Title of Consultancy:	01 National Consultant to conduct a study on “Developing output indicators for the National Survey on Persons with Disabilities conducted by the General Statistics Office in 2023 (VDS-2023)
Type of Contract:	Individual Contract
Duration of the assignment:	20 June 2022 – 31 December 2022
Duty Station:	Home base and travel to the consultation workshop, interview sites in Ha Noi
Maximum number of days:	38 days
Reporting to:	Disability Inclusion Officer, Governance and Participation Unit, UNDP Vietnam

1) BACKGROUND

The United Nations Partnership on the Rights of Persons with disabilities Multi-Partner Trust Fund (UNPRPD MPTF) is a unique partnership that brings together United Nations UN) entities, governments, Organizations of Persons with disabilities (OPDs), and broader civil society to advance the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive Sustainable Development Goals (SDGs) at the country level around the world. The Situational Country Analysis of the rights of Persons with disabilities (PWDs) in Viet Nam has been developed as part of the inception phase of the UNPRPD programme in Vietnam coordinated by UNDP Vietnam. It provides an analysis of the situation of PWDs in Viet Nam and gives an overview of areas that call for further attention, including gaps and opportunities, to ensure better and more systematic fulfilment of the rights of PWDs. The report indicates that the Government of Viet Nam is clearly committed to disability inclusion in its efforts to achieve Agenda 2030 and the Sustainable Development Goals. However, data collection for national SDG indicators and other national systems is not sufficiently broad or disaggregated by disabilities, and sometimes not undertaken, even when called for in Government instruments. Given the lack of disaggregated data on PWDs in general, it can be difficult to gain a detailed picture of how Viet Nam’s efforts to empower PWDs which will assist in achieving middle-income status through sustainable development.

To support the Vietnamese government in collecting disability data for policy planning, monitoring and evaluation requirements, the revision of the Law on Disabilities in compliance with the CRPD, SDG and other international commitments, the UNPRPD project coordinated by UNDP Vietnam in collaboration with Vietnam Federation on Disability would

like to seek for 1 national consultant to conduct the research on "Developing Output Indicators for the National Survey on Persons with Disabilities conducted by General Statistics Office in 2023 (VDS 2023). The research is composed of three parts: (i) Evaluating gaps between the disability data required for monitoring and evaluation of the CRPD and SDG implementation and existing statistical data on PWDs in Viet Nam; (ii) Developing key themes and a set of output indicators for the VDS-2023, and; (iii) Issuing recommendations on methodology and principles in conducting the VDS-2023.

2) OBJECTIVES OF THE ASSIGNMENT

Key objective of the assignment is:

- Developing key themes and a set of output indicators for the VDS-2023 which will be the grounds for designing questionnaires and output tables for the VDS-2023 to meet the requirements of evidence-based for policy planning, M & E for the achievements of the CRPD, SDG and other related international conventions committed by the Vietnamese government.

3) SCOPE AND SCHEDULE OF WORK

The assignment for the national consultant includes desk review of relevant reports on statistical data of PWDs and interviews with United Nations (UN) agencies, OPDs, organizations for PWDs and line ministries online and in person in Ha Noi. UNDP and the consultant will together develop the list of specific interviewees after the contract is signed.

Desk review: (12 days)

- Review the Initial CRPDs State Report, the Independent Report on the CRPD implementation by Viet Nam Federation on Disability, Viet Nam annual SDG reports, the Report on the National Survey on Persons with Disabilities 2018 and related reports by line ministries, OPDs, organizations for PWDs using statistical data of PWDs to identify gaps between the requirements for monitoring and evaluation of the CRPD, SDG and existing statistical data of PWDs in Viet Nam.
- Develop key themes and a set of output indicators for the VDS-2023.

Interviews: (10 days)

- Liaison with UNDP Disability Inclusion Portfolio to prepare a list of interviewees from line ministries (MOLISA, Ministry of Health, Ministry of Education, Ministry of Information and Communication, Ministry of Planning and Investment...), UN agencies (WHO, UNICEF, UNDP, ILO, UN Women...), organizations of and for PWDs
- Conduct at least 15 in-depth interviews with stakeholders mentioned above to determine the needs of data users to complete the set of output indicators on disability inclusion.
- Online focus group discussions with representatives of persons with different types of disabilities, from different age and ethnic groups and regions
- Analyze and synthesize data from the interviews.

Report: (15 days)

- Develop and share the report outline, the draft report with stakeholders and incorporate inputs/comments from relevant Stakeholders into the report
- Select and synthesize comments and feedback in the consultation workshop in agreement with UNDP.
- Finalize the report which ensures that comments from the consultation workshop are fully integrated.
- Translate the final Vietnamese version into English.

Presentations: (1 day)

- Present research findings/recommendations at one consultation workshop in Ha noi.

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

- The assignment starts on 20 June to 31 December 2022.
- Duty Station is Home base and travel to the consultation workshop, interview sites in Ha Noi

5. FINAL PRODUCTS

The contractor, according to the following terms of reference and under the coordination of the UN Viet Nam, shall complete the final product:

Deliverables	Description	Expected Results	Timeline
Deliverable 1	Work plan and outline of report	Approved work plan and outline of report, interview questions by UNDP (both English and Vietnamese)	15 July 2022
Deliverable 2	Desk review report/Interview questions	Approved desk review report by UNDP (both English and Vietnamese)	30 August 2022
Deliverable 3	The draft report	Approved the Vietnamese draft report before the consultation workshop by UNDP	15 September 2022
Deliverable 4	Final report	Approved the report based on the comments from UNDP, General Statistics Office, Vietnam Federation on Disability and the consultation workshop in both English and Vietnamese	31 December 2022

Final products:

- A study in English and Vietnamese (approximately about 30-40 pages of each version, exclusive of appendices). The following main contents must be included in the report:

- Gaps between the disability data required for monitoring and evaluation of the CRPD and SDG implementation and existing statistical data on PWDs in Viet Nam;
- Key themes and a set of output indicators for the VDS-2023,
- Recommendations on methodology and principles in conducting the VDS-2023.
- An executive summary in English and Vietnamese (10% of the length of the whole report- equivalent to 3-4 pages)
- A presentation on the desk review, key findings and recommendations in Vietnamese and English to be delivered in the consultation workshop

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

- UNDP shall be responsible for quality control of the outputs.
- The contractor will report directly to UNDP Disability Inclusion Officer.

7) QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor's degree in Statistics, laws or social sciences or related field;
- A minimum of 10 years working experience in the area of statistics, law, human rights, international development; understandings of the rights of PWDs would be an advantage;
- Experience in research, evaluation and development of national reports on statistics related to persons with disabilities.
- Excellent report writing in both Vietnamese and English language.
- Experience in working as a consultant designing and conducting interviews with persons with different types of disabilities.

8) PROVISION OF MONITORING AND PROGRESS CONTROLS

Upon signing of the contract, the successful bidder shall work closely with the UNDP Disability Inclusion Officer on Governance and Participation to discuss and agree on the task requirements and working methodology. The successful bidder shall discuss on and keep the UNDP Disability Inclusion Officer abreast of any change to the research progress and outcomes. The UNDP Disability Inclusion Officer and relevant stakeholders shall review and comment on the successful bidder's required outputs in the TOR.

The successful bidder shall review the comments and submit the revised outputs for further review and comments. The UNDP Disability Inclusion Officer shall monitor every stage of deployment of the research and shall evaluate the deliverables of each phase as described in Section 5 of this TOR.

UNDP shall disburse payments to the successful bidder against the milestones provided for in Section 6. Each payment shall be made upon UNDP's satisfaction with the expected deliverables. The final payment for each phase shall be made to the successful bidder only when UNDP is fully satisfied with the final deliverable in this assignment.

9) PAYMENT TERMS:

The payments will be made upon satisfactory certification of the products by the Disability Inclusion Officer, UNDP Viet Nam following UNDP rules.

Sequences	Percentage of installment	Tentative Payment Schedule
1 st payment	20% upon receipt and acceptance of Deliverable 1 listed in the Section 5	30 July 2022
2 nd payment	30% upon receipt and acceptance of Deliverables 2 and 3 listed in the Section 5	30 September 2022
Final payment	50% upon receipt and acceptance of Deliverable 4 listed in the Section 5	15 January 2023

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

None

Consultant's experiences/qualification related to the services		
1.1	Bachelor's degree in Statistics, laws or social sciences or related field;	200
1.2	A minimum of 10 years working experience in the area of statistics, law, human rights, international development, understandings of the rights of PWDs would be an advantage;	250
1.3	Experience in research, evaluation and development of national reports on statistics related to persons with disabilities.	250
1.4	Good report writing skills in English and Vietnamese language by submitting 2 research reports (one in English and the other in Vietnamese)	150
1.5	Experience in working as a consultant designing and conducting interviews with persons with different types of disabilities.	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).