



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	National Individual Consultant to support implementation of the Climate - Health activities
Period of assignment/services (if applicable):	80 days, From December 2022 to March 2023
Duty Station:	UNDP Viet Nam – 304 Kim Ma Ha Noi, Viet Nam
Tender reference:	P221103

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

12.30 hrs., 2 December 2022 (Hanoi time)

With subject line:

P221104 – NC to support implementation of the Climate - Health activities

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
- At least 2 writing samples provided on topic related to the scope of work in English to be submitted

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:

No.	Requirement	Points
1	Bachelor's Degree in Medicine or Public Health Master's Degree is preferable	200 100
2	Experiences in supporting health related projects	100
3	Experiences in supporting and organizing trainings, workshop, events	150
4	Experiences in administrative support is an advantage	150
5	English interpretation or translation experiences is an advantage	100
6	Fluence in written English with two sample reports/documents submitted	200
	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

All the documents related to deliverables need to be in English.

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Submission of the brief progress report and products as described in section IV by 30 December 2022 with approval by UNDP Programme Analyst on Climate Health nexus	30/12/2022	20%
2	Submission of the brief progress report and products as described in section IV by 30 January 2023 with approval by UNDP Programme Analyst on Climate Health nexus	30/01/2023	25%
3	Submission of the brief progress report and products as described in section IV by 28 February 2023 with approval by UNDP Programme Analyst on Climate Health nexus	28/02/2023	25%
4	Submission of the brief progress report and products as described in section IV by 30 March 2023 with approval by UNDP Programme Analyst on Climate Health nexus	30/03/2023	30%

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



TERMS OF REFERENCE

National Individual Consultant

Ref#: Enter Ref #

Name of service:	National Individual Consultant to support implementation of the Climate - Health activities		
Project:	Japan Supplementary Budget (JSB) support for COVID-19 Response for Strengthening Vaccine Access and Health System Capacity Support to Digital Transformation of Public Administration and Health Services for Building Forward Better from COVID-19 in Viet Nam		
Reporting to:	Programme Analyst on Climate – Health nexus, UNDP in Viet Nam		
Duty Station:	UNDP Viet Nam – 304 Kim Ma Ha Noi, Viet Nam	Travel Required:	Yes
Duration of Assignment:	80 working-days		
Start Date:	10/12/2022	End Date:	30/03/2023

BACKGROUND & PROJECT DESCRIPTION

Insert text here.

UNDP had cooperated with the Ministry of Health (MOH) to support innovation and experimentation for developing and piloting a “Doctor for everyone” or “Bac si cho moi nha” digital health service to improve healthcare services quality and access in remote areas and for ethnic minorities and people with disabilities. To support the GoV strategy for digital transformation of the health sector, based on initial success in supporting pilot activities on digital health services, and responding to the request of MOH partners, UNDP has been supporting development of a nationwide digital health service connecting the general public, commune health stations and higher-level healthcare facilities.

The COVID-19 pandemic has also highlighted the need for digital transformation of health to reduce disease transmission risk, to maintain and strengthen essential health services, to utilize effective technologies and to strengthen health administration and management of personnel, patient data, procurement processes, equipment and essential supplies and other processes through digitalization and improved data management. The project will scale up and extend key results of the previous JSB-funded project to support the urgent ongoing national response to the prolonged and unpredictable health impacts of the pandemic and to contribute to longer-term health systems strengthening and digital transformation. The project will support the expansion of the grassroots telemedicine solution to five new provinces and will support the development of the telemedicine policy and legal framework, contributing to universal access and quality of healthcare services at the grassroots level is enhanced and health services can be maintained during periods of disease outbreaks and social distancing measures with reduced transmission of disease.

There is also a critical need to ensure global equitable access to COVID-19 vaccines for containing the pandemic and it is predicted that COVID-19 vaccination will need to be maintained as a long-term global effort due to the risk posed by new variants and the uncertain duration of immune response. The Government of Viet Nam has made a strong representation to WHO as well as to international vaccine companies for technology transfer to supply domestic needs as well as countries in the region and has approved a new National Science and Technology Programme to Promote Research and Production of Vaccines for Human Use in Viet Nam. The Ministry of Health has requested UNDP's support for documenting and sharing international models and experiences on developing national production of vaccines and medicine, organizing seminars on vaccine policies and promotion of domestic production, support to formulate policies and laws, and other related areas.

The project will support urgent initial steps towards strengthened vaccine access and licensing of vaccines during the COVID-19 pandemic and beyond, addressing the need for increased vaccine access in Viet Nam and the wider region, and contributes to addressing existing constraints faced by Vietnamese Government agencies, institutes and enterprises in relation to domestic R&D, clinical trials and certification of vaccines for use face considerable challenges. Through documentation and sharing of international models and experiences, support to undertaking studies and organizing seminars on vaccines and developing the capacity of officials and experts on the WHO technology transfer model for mRNA vaccines, the project will support Viet Nam to identify the critical steps to be undertaken and to build the required capacities necessary to support Viet Nam's long-term plan to produce vaccines for domestic use and to potentially become a regional hub for vaccine supplies. Through a series of meetings and technical support, the project will support Viet Nam to engage more strategically in regional discussions and to identify its comparative advantage and feasible strategies to contribute to strengthening equitable access to vaccines, diagnostics and therapeutics in the Asia-Pacific Region.

The project will also support the next steps on raising awareness and promoting adoption of new national PPE standards that were developed through the previous JSB project, based on international standards, enabling healthcare workers and the public to protect themselves from Covid-19 and providing a market incentive for domestic manufacturers to produce products that comply with these standards in future. This will draw on UNDP's regional approach to digital transformation of health, including the approach to national assessment of digital health ecosystems and digital health building blocks as applied in some other countries in the region, and sharing of good examples of digital health solutions.

Activities of this project are under below areas but not limited to this list:

Grassroot Telehealth and Health Digitalization: Health systems strengthening for digital transformation of commodity procurement and management and telemedicine for universal health access

Vaccine Production: Strengthened vaccine access and capacity for certification of COVID-19 vaccines in Viet Nam

OBJECTIVES

The objective of this assignment is to recruit a Junior National Consultant to support Programme Analyst on Climate Health nexus in implementation of activities related to the project Strengthening Vaccine Access and Health System Capacity Support to Digital Transformation of Health Services for Building Forward Better from COVID-19 in Viet Nam supported by Japan Supplementary Budget (JSB).

SCOPE OF WORK

The successful Consultant will be expected to support Programme Analyst on Climate Health nexus to carry out following tasks, but not limited to:

Task 1: Support coordination and implementation of JSB Health project activities

- Keep contact with 05 provincial coordinators at 05 Provincial Departments of Health in Thua Thien – Hue, Quang Ngai, Binh Dinh, Dak Lak and Ca Mau to monitor the progress of the grassroots telehealth implementation and inform the Project Manager the issues may occur and affect the timely completion of the project activities as planned;
- Keep contact with National Consultant teams and International Consultants who conduct the studies on vaccine production to monitor the progress of the studies and inform the Project Manager the issues may occur and affect the timely completion of the project activities as planned;
- Keep contact with National Consultant(s) who works on the health digitalization review to monitor the progress of the studies and inform the Project Manager the issues may occur and affect the timely completion of the project activities as planned;

- Proactively contribute technical inputs to the implementation of project activities;
- Attend required meetings with MOH, DOHs, relevant partners and UNDP to prepare meeting minutes.

Task 2: Support regular organization of project events

- Provide operational support in planning, organization and follow-up of project events including trainings, workshops, conferences and other events on Grassroots Telehealth, Vaccine Production, Health Digitalization, PPE New Standards and Health Procurement in close liaison with Project Manager, Programme Associate and Project Partners if appropriate;
- Provide and coordinate project related administrative and on-site logistics support as required for the events;
- Support with the development and translation of letters, statements, briefs, project materials into English and/or Vietnamese.

Task 3: Procurement and administrative supports

- Assist in paper work for small value procurement if appropriate;
- Provide logistic support for online and offline meetings, workshops, and dialogues in collaboration with project partners including creating vendor ID, taking note of the meetings if required;
- Perform other administrative tasks as required by the supervisor.

Task 4: Perform other activities related to Climate Health portfolio as required.

DELIVERABLES & IMPLEMENTATION TIMELINE

- Brief progress reports for every month describing products that have been delivered during reporting period;
- List of products that have been completed during reporting month, including letters, progress reports by end of January and March 2023, minutes of meetings taken within reporting month, communication materials/ documents developed etc.

DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 80 working days from 10/12/2022 to 30/03/2023.

With possible extension up to 31 December 2025 based on: (i) requirement, (ii) fund availability and (iii) satisfactory performance

Duty station: Green One UN House, 304 Kim Ma street, Ba Dinh District, Hanoi, Viet Nam

Expected places of travel: It is expected that the consultant will have 02 trips to 05 provinces implementing the grassroots telehealth program including Thua Thien – Hue, Quang Ngai, Binh Dinh, Dak Lak and Ca Mau, 10-working days for the missions during December 2022 – March 2023. Travel costs upon UNDP agreement will be paid separately based on UN-EU cost norms.

PROVISION OF MONITORING & PROGRESS CONTROL

The National Consultant will work in close consultation as well as supervision of the Programme Analyst on Climate Health nexus.

Upon the due dates as stated in the section IX, the consultant needs to submit the qualified deliverables to UNDP Climate-Health Programme Analyst for approval and payment proceeding.

ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

N/A

Reference Documents

Project documents and other relevant documents will be provided once the National Consultant is accepted.

DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none">• Possesses the Bachelor's Degree in Medicine or Public Health• Master's Degree is preferable
Relevant Professional Experience	<ul style="list-style-type: none">• Experiences in supporting health related projects• Experiences in supporting and organization of public events• Experience in project administrative support is an advantage
Other Competencies	<ul style="list-style-type: none">• English interpretation or translation experience is an advantage
Language Requirements	<ul style="list-style-type: none">• Fluence in written English (two sample reports/documents in English will be submitted for review)

PAYMENT TERMS

All the documents related to deliverables need to be in English.

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Submission of the brief progress report and products as described in section IV by 30 December 2022 with approval by UNDP Programme Analyst on Climate Health nexus	30/12/2022	20%
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CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☒ FULL-TIME

EVALUATION CRITERIA

No.	Requirement	Points
1	Bachelor's Degree in Medicine or Public Health	200

	Master's Degree is preferable	100
2	Experiences in supporting health related projects	100
3	Experiences in supporting and organizing trainings, workshop, events	150
4	Experiences in administrative support is an advantage	150
5	English interpretation or translation experiences is an advantage	100
6	Fluence in written English with two sample reports/documents submitted	200
	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:

1. Core Documents

Letter of Confirmation of Interest and Availability using the template provided by UNDP;

Current and complete CV in English;

02 similar **sample reports or documents (in English)**;

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 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).