



01 December 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant to develop a training manual on civil status registration for the vulnerable populations
Period of assignment/services (if applicable):	December 2022 – June 2023
Duty Station:	Home based, Hanoi
Tender reference:	T221201

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 11 December 2022 (Hanoi time)

With subject line:

T221201 – 01 National Consultant to develop a training manual on civil status registration for the vulnerable populations

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
- Submission of a legal technical guidance sample
- A training manual or technical guidance in legal field 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:

No.	Requirement	Points
1	<ul style="list-style-type: none">Advanced degree in Law	100
2	<ul style="list-style-type: none">Have at least 10-year experience working in legal area.Have strong knowledge and experience in civil status, civil law, marriage and family law is essential	200 200
3	<ul style="list-style-type: none">Proven track record in developing legal guidance documents, experience in civil status, civil law, marriage and family law is an asset. <p>Submission of a legal technical guidance sample</p>	250
4	<ul style="list-style-type: none">Have excellent technical writing skills in English and Vietnamese. <p>A training manual or technical guidance in legal field in English and Vietnamese to be submitted.</p>	150
5	<ul style="list-style-type: none">Having working experience with governmental organizations and international organizations in legal field, experience in working with Department of Civil Status, Nationality and Certification and UNDP as an asset.	100
Total		1,000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall 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

One National Consultant

Ref#: T221201

Name of service:	Develop a training manual on civil status registration for the vulnerable populations		
Project:	The EU Justice and Legal Empowerment Program in Vietnam (EU JULE)		
Reporting to:	The Governance and Participation Unit of UNDP		
Duty Station:	Ha Noi, home-based	Travel Required:	No
Duration of Assignment:	From December 2022 to June 2023		
Start Date:	12/15/2022	End Date:	6/30/2023

I. BACKGROUND & PROJECT DESCRIPTION

Civil status registration is one of the important personal rights, which is associated with the rights to birth registration (the rights to have name, nationality, etc.) the right to get marriage, the right to identify parents, the right to change their name and surname etc., which are recognized in the Constitution and other laws.

Civil status registration enables individuals to have important personal documents such as Identity document, Certificate of marriage, Certificate of death etc., which is basis for the individuals to enjoy the rights and exercise obligations. Registration of civil status events, precise and up-to-date data and statistics of civil status plays significant roles in resident management, social economic policy making process.

To ensure the right to birth registration for children and individual's civil status documents, the National Action Plan for registration and statistics of civil status for the duration of 2017-2024 (in short called CRVS), issued on 23 January 2017 by Prime Minister identified a task of strengthening the civil status registration and statistic system, improving the legal system towards the goal that all children must register birth, all people especially the vulnerable groups must be granted with certificate of birth registration and other civil status documents.

Under the Global Compact for Safe, Orderly and Regular Migration, for the duration of 2020-2025, Ministry of Justice is assigned to undertake the following tasks: (i) strengthening the civil status registration for the migrants, especially those in bordering areas,

women and children, ethnic minorities; certification of nationality and civil status documents for those eligible migrants (ii) reviewing, studying and proposing recommendations to ensure the right to have nationality, the right to birth registration for migrant children and children of Vietnamese persons with foreigners living in Viet Nam to avoid the situation of having no nationality recognition for those children living in Viet Nam.

In 2021-2022, within the framework of EU Justice and Legal Empowerment Programme, the Department of Civil Status, Nationality and Certification in collaboration with UNDP conducted an assessment of the situation of civil status registration for children of Vietnamese women and foreigners and of the Vietnamese women in marriage relations with foreigners who return to live in Viet Nam”. Via the assessment, some matters relating to the civil status registration for the above-mentioned groups, including application of the current legal regulations by the public cadres and officials working on civil status due to various reasons including limited capacity, qualification, and the different complicated cases, etc.). One of the recommendations of the assessment is to further strengthen capacity of the local justice officers working on civil status registration, including developing training manual of civil status registration, including guidance for some specific cases as examples for their future application

The EU Justice and Legal Empowerment Programme (EU JULE) funded by the EU and being implemented by UNDP and UNICEF seeks to strengthen the rule of law through a more reliable, trusted and better accessed justice system for vulnerable groups, including women and children who find themselves difficult to get access to the justice system, including the important public administration services of civil status registration and other civil status documents application.

Given the context, under the EU JULE, United Nations Development Programme (UNDP) commissions a national consultant to support Department of Civil Status, nationality and certification to develop a training manual of civil status registration for the vulnerable groups, to be used by the justice officers of civil status registration.

II. OBJECTIVES

A training manual in simple, and friendly user format is developed to increase knowledge for local justice officers of applying regulations of civil status registration for people in general and for the children of Vietnamese persons and foreigners and for Vietnamese women in marriage relations who return to live in Vietnam.

III. SCOPE OF WORK

The assignment will be carried out by a national consultant. He/She is expected to be responsible to produce the training manual with the following tasks:

General tasks:

- Take ultimate responsibility for the final products
- Take the lead in discussions and responsibility for the whole process of the assignment with UNDP and Department of Civil Status, Nationality and Certification (hereinafter referred to as the Department)

Specific tasks

No.	Tasks	Number of working days
1.	Review all relevant legal documents of civil status registration and other basic civil status documents for children of Vietnamese women and foreigners and the Vietnamese women in marriage relations with foreigners who return to live in Viet Nam; previous professional guidance handbook of civil status, administrative reports, study reports, guidance document of professionals of civil status registration for children of Vietnamese women and foreigners and for The Vietnamese women in marriage relation with foreigners who return to live in Viet Nam; participatory learner-center training methodologies guidance developed by EU JULE to develop an outline of the training material. Develop working plan and trainee's handbook outline, share the two draft documents with the Department and UNDP for inputs and comments, and revise the draft documents based on UNDP and the department's comments.	3
2.	Develop the draft trainee's handbook, share the draft with UNDP and the Department for comments and inputs, and revise it based on their comments.	10
3.	Draft trainer's guide, based on the content developed and agreed upon by UNDP and the Department. Revise the trainer's guide, based on the comments and inputs by UNDP and the Department before a technical meeting	5
4.	Prepare and present the main contents for the training manual at a technical meeting organized by the Department in Ha Noi. document at a one-day technical meeting in Ha Noi Prepare a meeting minute recording all comments and inputs provided by the participants, share it with UNDP and the Department (0.5 day for preparation, 1 day for workshop and 0.5 day for completion of the workshop agenda)	2
5.	Revise and finalize the training manual, based on the comments from the participants from technical meeting	3
6.	Prepare and finalize the summary of the training manuals (in both English and Vietnamese) and share it with UNDP and the Department for review and clearance.	3
Total of days		26 days

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

Final product

The national consultant is expected to deliver the final product as follows:

The training manual will be used for building capacity of justice officers working on civil status registration, guiding how to apply legal regulations of civil status registration for people in general and for vulnerable groups, especially children of Vietnamese persons with foreigners, and Vietnamese women in marriage relations who return to live in Viet Nam.

The training manual should be simple, easy to understand, and friendly user manner, which can be used in training session or self-study purpose for the justice officers working on civil status registration.

The training manual must be gender sensitive, developed based on legal regulations on birth registration and civil status registration, administrative reports, professional guidance documents of civil status registration.

The training manual is comprised of

1. Trainee's handbook, which includes the main contents, but not limited to
 - (1) Summary of the rights relating to civil status
 - (2) Overview of the legal regulations on civil status registration
 - (3) Notices for addressing the civil status registration for the vulnerable populations
 - (4) Guidance to address the civil status registration for specific cases, specific legal questions/cases, and guidance to address these cases.
2. Trainer's guide, which includes the main contents, but not limited to
 - (1) Introduction of the participatory learner centered training methodologies
 - (2) Suggested training agenda
 - (3) Lesson plans for each of the lessons/activities (objective for each lesson or activity, methodologies, teaching aid tool, time allocation, and steps to proceed the activity or lesson, and summary of the main points to take home after each activity/lesson)
 - (4) Annexes (PowerPoint for each activity or lesson, pre and post training evaluation template, training report template)
3. Summary of the Trainee's handbook and trainer's guide (in both English and Vietnamese)
 - a. Trainee's handbook: brief introduction of the material, main contents of each lesson.
 - b. Trainer's guide: Brief introduction of the material, objectives, the target users, methodologies
 - Summary of the lessons/activities: objectives, expected results after training, methodologies.

Implementation timeline

No	Deliverable	Target due date
1.	Draft workplan and draft outline of the training manual approved by UNDP and Department	25 December 2022
2.	A draft trainee's handbook with inputs by Department and UNDP cleared by the two organizations before a technical meeting.	30 January 2023
3.	A draft trainer's guide with inputs by Department and UNDP and cleared by the two organizations before a	31 March 2023

	technical meeting	
4.	Presentation of the document delivered at the technical meeting organized by Department and UNDP in Ha Noi	31 May 2023
5.	A final training manual in Vietnamese, and summary of the documents in both English and Vietnamese document submitted to UNDP and the Department for review and approval	30 June 2023

V. COPY RIGHTS AND INTELLECTUAL PROPERTY RIGHTS

All outputs produced in this TORs shall remain the property of UNDP and MOJ Department of Civil Status, Nationality and Certification who shall have exclusive rights over their use. The consultant may not use, reproduce such works without prior consent from UNDP and MOJ Department of Civil status, Nationality and Certification

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

Estimated number of working days: 26 days from 15 December 2022 to 30 June 2023.

Duty station: Hanoi and home-based.

Expected places of travel: None

VII. PROVISION OF MONITORING & PROGRESS CONTROL

The national consultant shall work, under monitoring of the Program Officer in charge in the UNDP Governance and Participation Unit and MOJ Department of Civil Status, Nationality and Certification and deliver final product as described in Section IV above.

VIII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will collaborate with MOJ Department of Civil Status, Nationality and Certification to invite stakeholders to a technical meeting of the draft document.

IX. DEGREE OF EXPERTISE & QUALIFICATIONS

UNDP selects one national consultant in consultation with MOJ Department of Civil Status, Nationality and Certification, with the following expected qualifications:

1. National consultant

Qualifications	<ul style="list-style-type: none"> Advanced degree in law
Relevant Professional Experience	<ul style="list-style-type: none"> Have at least 10-year experience working in legal area. Have strong knowledge and experience in civil status, civil law, marriage and family law is essential
Other Competencies	<ul style="list-style-type: none"> Proven track record in developing legal guidance documents, experience in civil status, civil law, family and marriage law is an asset. Have good technical writing skills. A research report sample on legal issue to be submitted Having working experience with governmental organizations and international organizations in legal field, experience in working with Department of Civil Status, Nationality and

	Certification and UNDP as an asset.
Language Requirements	<ul style="list-style-type: none"> Excellent writing skills in Vietnamese and English A training manual or technical guidance in legal field in English and Vietnamese to be submitted.

X. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Upon submission of deliverables 1 and 2 indicated in Section IV	30 January 2023	40%
2	Upon submission of all deliverables indicated in Section IV	30 June 2023	60%

XI. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

XII. EVALUATION CRITERIA

No.	Requirement	Points
1	<ul style="list-style-type: none"> Advanced degree in Law 	100
2	<ul style="list-style-type: none"> Have at least 10-year experience working in legal area. Have strong knowledge and experience in civil status, civil law, marriage and family law is essential 	200 200
3	<ul style="list-style-type: none"> Proven track record in developing legal guidance documents, experience in civil status, civil law, marriage and family law is an asset. Submission of a legal technical guidance sample	250
4	<ul style="list-style-type: none"> Have excellent technical writing skills in English and Vietnamese. A training manual or technical guidance in legal field in English and Vietnamese to be submitted.	150
5	<ul style="list-style-type: none"> Having working experience with governmental organizations and international organizations in legal field, experience in working with Department of Civil Status, Nationality and Certification and UNDP as an asset. 	100
	Total	1,000

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).