



*Empowered lives.  
Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 October 2012

---

<b>Country:</b>	<b>Vietnam</b>
<b>Description of the assignment:</b>	<b>One national Field Researcher to conduct a Gender Analysis for the UN-REDD Viet Nam Programme</b>
<b>Project name:</b>	<b>UN-REDD in Vietnam</b>
<b>Period of assignment/services:</b>	<b>In November and December 2012 (including 10 days field travel to Lam Dong)</b>

Submission should be sent by email to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) no later than: **17.00 hrs, 22 October 2012** (Hanoi time).

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above. Procurement Unit – UNDP Vietnam 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.

---

**1. Background information, Scope of work, responsibilities and description of the proposed analytical work and requirements for experience and qualifications are as attached Terms of Reference (Annex I)**

**2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications - Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP.

- Motivation letter explaining why they are the most suitable for the work
- Personal CV including past experience in similar projects and at least 3 references

- Proposed work plan/number of working days
- Copy of 02 writing/report samples
- Financial proposal with detailed cost break down using the below format

### 3. FINANCIAL PROPOSAL

Interested individual consultants with experience and qualification can make their own estimate of the time taken to complete the assignment in line with the TOR and use this estimate as the basis of the financial proposals to be submitted. All costs will be quoted in Vietnam Dong (Otherwise, costs will be converted to Vietnam Dong at UN Exchange Rate the time of contract signing.)

The lumpsum offer covers all associated costs for the required service (fee, daily cost for accommodation and meals, travel cost, medical examination if required, taxes etc) until satisfactory acceptance of the final outputs in the TOR as below breakdown table:

#### Format of breakdown financial offer

Description	Unit cost	No of days/missions	Total amount
<i>Consultant fee</i>			
<i>Daily cost for accommodation, meals . . .in Lam dong</i>			
<i>Travel cost to Lam dong</i>			
<i>Other costs</i>			
<b>TOTAL:</b>			

### 4. EVALUATION

- Technical Criteria weight: 1000 points
- Financial Criteria weight: 1000 points

Technical Evaluation will base on the following criteria:

Evaluation Criteria		Maximum Points
1	Proven track record with qualitative, participatory field research on gender issues	320
2	Sound knowledge of gender issues in Viet Nam	170
3	Sound knowledge of environmental and livelihood issues in Viet Nam.	90

4	Direct experience in at least one of the localities where field work will take place	170
5	University degree	170
6	Language Qualification	80
	<b>Total</b>	<b>1,000</b>

Only candidates obtaining a minimum of 70% of Technical weight would be considered for the Financial Evaluation

Maximum 1000 points will be given to the lowest financial 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 proposal under consideration.

The weight of technical points is 70% and financial points is 30% of the obtainable points

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

## 5. CONTRACT

“Lump-sum” Individual Contract will be issued for Individual consultant

“Lump-sum” RLA will be issued for consultant assigned by firm/institution/organization

## 6. ANNEXES

### ANNEX 1- TERMS OF REFERENCES (TOR)

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** by visiting [http://www.undp.org.vn/digitalAssets/23/23724\\_General\\_Conditions\\_-\\_IC.pdf](http://www.undp.org.vn/digitalAssets/23/23724_General_Conditions_-_IC.pdf)