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Date: 9 April 2013

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International consultant to develop the UNCT Universal Period Review report for Viet Nam
Project name:	Project 59372
Period of assignment/services (if applicable):	March – June 2013

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **17.00 hrs., 16 April 2013 (Hanoi time).**

**With subject line: International consultant - UNCT Universal Period Review report**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

**Note:** Maximum size per email is **7 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.

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm) & [General Conditions](#) (Annex III)
- [Insurance Coverage Table](#)..... (Annex IV)
- [Vendor Form](#) ..... (Annex V)
- [Guidelines for CV preparation](#)..... (Annex VI)
- [Format of financial proposal](#)..... (Annex VII)

3. Interested individual consultants must submit the following documents/information (**in PDF Format**) to demonstrate their qualifications:

- a. Technical component:
  - Signed Curriculum vitae
  - Expression of interest, explaining why he/she is the most suitable for the work.
  - Copy of 1-3 publications/writing samples.
  - Contact reference of past 4 clients for whom you have rendered preferably the similar service
- b. Financial proposal (**with your signature**):

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- 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 US Dollar at UN Exchange Rate at the submission deadline.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm**. The documents must be submitted by the assigned consultant.

#### 4. Evaluation:

The technical component will be evaluated using the following criteria:

<b>Consultant's experiences/qualification related to the services</b>		
	<b>Criteria</b>	<b>Maximum Points</b>
1	At least a master degree in Human Rights, International law, International development, social sciences or related field.	100
2	A minimum of 8 years of professional experience in human rights and international development, working with UN agencies, or other multilateral development agencies	200
3	Extensive experience working with various aspects of Human Rights, especially on UPR	100
4	Track record of providing high-quality expert advice on human rights issues in Viet Nam	300
5	Demonstrated, excellent skills in report writing.	200
6	Fluency in written and spoken English.	100
	<b>TOTAL</b>	<b>1000</b>

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.

An interview with the candidate given the highest combined score may be held before contract awarding, if deemed necessary.

#### 8. 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:

- Personal History

- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website:

<https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 9. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

- 100% of the total contract value will be paid to the consultant upon receipt and satisfactory acceptance of the final UNCT UPR report following UN's comments.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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



### **TERMS OF REFERENCE (TOR)**

#### **International consultant to develop the UNCT Universal Period Review report for Viet Nam**

#### **I. BACKGROUND**

The Universal Periodic Review (UPR) is a unique process which involves a review of the human rights records of all UN Member States. The UPR is a State-driven process, under the auspices of the Human Rights Council (HRC), which provides the opportunity for each State to declare what actions they have taken to improve the human rights situations in their countries and to fulfill their human rights obligations. As one of the main features of the Council, the UPR is designed to ensure equal treatment for every country when their human rights situations are assessed.

The UPR was created through the UN General Assembly on 15 March 2006 by resolution 60/251, which established the Human Rights Council itself. The UPR is one of the key elements of the Council which reminds States of their responsibility to fully respect and implement all human rights and fundamental freedoms. The ultimate aim of this mechanism is to improve the human rights situation in all countries and address human rights violations wherever they occur<sup>1</sup>.

The documents on which the UPR review is based are: (I) information prepared by the State concerned, (II) information contained in the reports of treaty bodies, special procedures, including observations and comments by the State concerned, and other relevant official United Nations documents, compiled in a report prepared by the OHCHR, (III) and information provided by other relevant stakeholders.

As it did for the first cycle of the UPR for Viet Nam, which took place in 2009, the UN Country Team (UNCT) has agreed to contribute to the process by developing a joint UNCT report containing an update of the human rights situation on the ground since the last review. This report will be focusing especially on the UN agencies own analysis of the implementation status of the recommendations from the 2009 review.

The second cycle of the UPR for Viet Nam will take place at the beginning of 2014 (January-February) and the deadline for the submission of the UNCT report to the OHCHR is the 14<sup>th</sup> June 2013.

#### **II. PURPOSE**

The overall purpose of the consultancy is to provide guidance to the UN interagency Human Rights Technical Working Group and to develop the UNCT report for the second UPR for Viet Nam. The report will be developed based on contributions prepared by UN agencies in Viet Nam.

#### **III. SCOPE OF WORK**

The assignment will include the following key components:

1. To develop an annotated outline for the UNCT UPR report based on initial information available from UN agencies.
2. To provide guidance to the UN Human Rights Technical Working Group (HRTWG) HRTWG to ensure the relevance and quality of agencies inputs.
3. To draft the UNCT report:
  - a. To review the 2008 UNCT report and to identify the needs for updates in the general chapters on *Background and framework* and on *Cooperation with human rights mechanisms*.
  - b. To conduct a desk review and to prepare the first two above-mentioned chapters.
  - c. To prepare the 3<sup>rd</sup> chapter of the report on *Implementation of human rights* based on information provided by UN agencies and on additional research, if needed.

<sup>1</sup> <http://www.ohchr.org/en/hrbodies/upr/pages/uprmain.aspx>

- d. To draft a first version of the report for UNCT comments.
- e. To revise the report based on UNCT feedback and prepare a final report.

#### **IV. DURATION OF ASSIGNMENT AND DUTY STATION**

The assignment requires 10 full-time working days. The international consultant will be working from his/her home country. The duration of the assignment is expected to commence 29<sup>th</sup> march 2013 and be concluded by 14th June 2013.

#### **V. DELIVERABLES**

1. Annotated outline for the UNCT UPR report;
2. Draft UNCT UPR report: 26 April
3. Final UNCT UPR report: 7 June

#### **VII. MANAGEMENT**

The consultant will work under the overall guidance of the UNCT and he/she will work under the direct supervision of the UN HRTWG. The HRTWG will work closely with the consultant and will provide him/her all necessary document, information and support.

#### **VIII. REQUIRED EXPERTISE AND QUALIFICATIONS**

The international consultant should have the following qualifications:

- At least a master degree in Human Rights, International law, International development, social sciences or related field.
- A minimum of 8 years of professional experience in human rights and international development, working with multilateral and bilateral development agencies, governments and other national partners.
- Extensive experience working with various aspects of Human Rights in Viet Nam.
- Extensive experience with a track record of providing high-quality expert advice on human rights issues.
- Demonstrated ability to deliver results within strict deadlines.
- Demonstrated, excellent skills in report writing.
- Fluency in written and spoken English.

#### **IX. PAYMENT TERMS**

- 100% of the total contract value will be paid to the consultant upon receipt and acceptance of the final UNCT UPR report following UN's comments.

## **Annex VI**

### **GUIDELINES FOR PREPARING CV**

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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

