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Date: 23 October 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 Consultant for HIV training for UN staff (International or National consultant)
Project name:	UN Care
Period of assignment/services (if applicable):	December 2013

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **5 November 2013 (Hanoi time)**.

With subject line: Consultant for HIV training for UN staff

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 **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 (if available).
- Reference contacts 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 (for international consultant)** or **Viet Nam Dong (for national 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 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 USD/Viet Nam Dong 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		
	Criteria	Maximum Points
1	Extensive experience in HIV/AIDS workplace training in several organizations and ability to work in a multicultural environment.	300
2	Training consultants that have the necessary educational background and experience in basic HIV/AIDS knowledge, behaviour change communication	300
3	Practical experience in developing training material for, and conducting interactive, participatory, learner centred experiential training that encourages participants to think, learn, enjoy and be inspired to seek positive behaviour change	200
4	Experience in training events and working with people living with HIV/AIDS.	200
	TOTAL	1000

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.

Interview with the candidates may be held 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 contract amount shall be paid upon satisfactory completion of the outputs in the TOR.

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)

TITLE: 01 Consultant for HIV training for UN staff
(National or International)

COUNTRY OF ASSIGNMENT: Vietnam

1) GENERAL BACKGROUND

The UN system in Vietnam is in the process of undertaking training for approximately 100 staff and their family members in the various UN agencies in Vietnam. The intention is to train them in group using participatory and experiential training methodology and ensuring that the training meet the minimum UN standard that presented in Living in a world with HIV booklets.

The training is expected to commence in December and prospective trainer must be available to start the training by 9 December 2013.

2) OBJECTIVES OF THE ASSIGNMENT

To increase the UN staff's awareness of HIV (including current updated HIV situation, strategies for the personal protection against HIV, how to live positively with HIV, HIV services related, access to voluntary counseling and testing, elimination of stigma and discrimination, UN Personnel Policy and UN Cares)

3) SCOPE OF WORK

To ensure that all staff members and their family members go through an orientation session on HIV/AIDS by 16 December 2013 that they are knowledgeable in the basics on HIV/AIDS prevention, care, treatment, UN policies; affect of HIV in world/country; living and working in a world with HIV as outlining in the UN booklet of the same title, including elimination of stigma and discrimination.

The training approach must be interactive, learner-centred and experiential, involving the active participation of the learner, in an environment and approach which will encourages him or her to think, learn, enjoy and be inspired to seek more knowledge, VCT services, avoid risky sexual behaviours and generally lead to positive living and behaviour change.

Specific Tasks

In brief, the external training consultant will be responsible for:

- Facilitation and delivery of knowledge in a participatory, experiential and participative training for all the 100 employees and their family members in the UN system in Vietnam.
- To ensure the training meets the UN minimum standards, i.e. based on the UN booklet, 'Living in a world with HIV', participation of people living with HIV/AIDS, demonstration of the use of male and female condoms and provision of information on UN policies and other materials.
- In corporation with UN Care Coordinator to prepare training reports, which must include the numbers trained, the agencies represented in the training, including assessments and comments made during the training.
- To participate in monitoring and evaluation of the orientation training and in the production of the necessary reports and verifiable indicators.
- Preparation for and administration of a Knowledge, Attitude and Practices survey as part of the training schedule and M&E plan.

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

The training is expected to be 3 full days in Hanoi and 1 day in HCMC.

The training is expected to commence in December and prospective trainer must be available to start the training by 9 December 2013.

5) FINAL PRODUCTS***

Deliverables

Specific deliverables within these categories must include all staff members participating in:

- Facilitated orientation sessions based on the UN booklet Living in a World with HIV for United Nations employees and their family members and must be interactive and participatory;
- Mandatory sensitivity sessions on HIV/AIDS with the participation of people living with HIV/AIDS;
- Demonstration on the use of male and female condoms.

All staff members must also receive:

- Information on HIV/AIDS; care and treatment; services available including VCT;
- Information on UN Policy on HIV/AIDS;
- IEC materials (booklets, posters, stickers, leaflets).

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The external training consultant will work with and under the supervision of the Common Services Associate/UN HIV Learning Coordinator who in turn reports to the UN Learning Team on HIV/AIDS in Vietnam through the Chairs of the team

7) SUBMISSION REQUIREMENTS

The successful training consultant must demonstrate verifiable capacity, track record and experience in the following:

- Extensive HIV/AIDS workplace training in several organizations and ability to work in a multicultural environment, and respect for diversity.
- Training consultant that have the necessary educational background and experience in basic HIV/AIDS knowledge, behavior change communication.
- Developing instruments for, and conducting interactive, participatory, learner centred experiential training that encourages participants to think, learn, enjoy and be inspired to seek positive behaviour change.
- Experience in training events and working with people living with HIV/AIDS.
- Fluency in oral and written English and Vietnamese is required (bilingual).

Please provide Lump sum cost of works specified in Scope of Work above indicating the expected charges per training day and other associated fees.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The curriculum for the training has been developed and available for reference. The training consultant will work in close collaboration with Common Services Associate/UN HIV Learning Coordinator to update this document for delivering the training.

UNDP will provide training venue and invite participants.

9) CONTRACT AND PAYMENT TERM

The contract will be bound by UNDP standard terms and conditions for this service.

Whole contract value will be paid upon satisfactory completion of the outputs in the TOR.

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)

