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Resilient nations.*

Date: **21 October 2014**

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 Pricing Agent for UN System's Place to Place Survey 2014
Period of assignment:	From October to November 2014 for estimated 10 days

1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than: **12.00, 24 October 2014 (Hanoi time)**.

With subject line: **Pricing Agent for UN System's Place to Place Survey 2014**

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

Any request for clarification must be sent in writing, or by standard electronic communication to huynh.huong.thanh@undp.org. 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 interested consultants and

2. Please find attached the relevant documents:
 - Terms of Reference (TOR)
 - List of selected items to price
3. Interested individual consultants must submit an updated Curriculum Vitae (**in PDF Format**) to demonstrate their qualifications.
4. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant.



TERMS OF REFERENCE

FOR SPECIAL SERVICE AGREEMENT

TITLE: 01 Pricing Agent
COUNTRY OF ASSIGNMENT: Vietnam

1) GENERAL BACKGROUND

The UN system in Vietnam is in the process of undertaking Place to Place Survey 2014 in Viet Nam. One component of the survey is completion of Pricing Form during the same calendar month of the survey.

The survey is expected to commence in October 2014 and prospective Pricing Agent must be available to start the survey as soon as possible in October 2014.

2) OBJECTIVES OF THE ASSIGNMENT

The intention of the survey is determining whether the current post-adjustment index to compensate for differences in the cost of living at Vietnam duty stations is sufficient or need to be increased.

3) SCOPE OF WORK

The Pricing Agent is personally responsible for providing the pricing requested in Part III of Survey Coordinator Report. The Agent are required to STRICTLY adhere to the guidelines and procedures outlined in "Pricing guidelines and procedures" attached to this TOR.

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

The total duration of the assignment will be for an estimated period of 10 days.
The duty station is Hanoi.

5) FINAL PRODUCTS***

Deliverables

- Provide pricing data for 43 items specified in Survey Coordinator report

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Pricing Agent will be monitored by and report to Survey Coordinator.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The following are the qualifications of a “good” Pricing Agent. He or she:

- Is an independent person with no past or present work experience with any of the organizations of the United Nations Common System and is not an immediate relative of a UN staff member (child, parent, spouse, etc.).
- Has international shopping experience with knowledge of the local market.
- Has his/her own means of transport, particularly at duty stations where personal transport is necessary to get to the outlets.
- Is conversant with English, French or Spanish and the local language spoken at the duty station to ensure proper interpretation of item specifications as provided on the pricing forms.
- Possesses a High School Diploma or equivalent.
- Is an adult, capable of enduring long hours of concentration and hard work.
- Is able to communicate effectively (preferably in the local language) because the job requires interaction with outlet owners and workers.

8) Admin support and reference documents

The pricing agent will work in close collaboration with UNDP Common Services Associate for delivering the survey.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be based on lump sum package and therefore the proposal indicates the expected charges per package service. Whole contract value will be paid upon satisfactory completion of the outputs in the TOR.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- NONE PARTIAL INTERMITTENT FULL-TIME

Price data for selected items

1. It is the Coordinator's responsibility to complete the attached pricing forms for goods and services, which are applicable to UN Staff. There are 43 items to price.
 1. Services of an electrician;*
 2. Services of a plumber;*
 3. Charges for water consumption;
 4. Charges for electricity consumption;
 5. Charges for gas consumption;
 6. Heating oil;
 7. Doctor's fee;*
 8. Pediatrician's fee;
 9. Cardiologist;
 10. Dental filling, composite;*
 11. Dental prophylaxis;
 12. X-ray;*
 13. Laboratory test;
 14. Car insurance, full coverage;*
 15. Scooter insurance, full coverage;*
 16. Car Rental;*
 17. Parking
 18. Taxi fare;
 19. Bus fare;
 20. Metro/subway;
 21. Train journey;
 22. Coach trip, bus
 23. Airfare, international;
 24. Domestic letter postage;
 25. International letter postage;
 26. International letter, DHL;
 27. International telephone call;
 28. Fixed/land telephone service;
 29. Cellular phone calls;
 30. Residential internet service connection, DSL;
 31. Residential internet service connection, cable;
 32. Monthly cable subscription, basic package;
 33. Monthly satellite subscription, basic package;
 34. Admission to sporting event;
 35. Tuition fees, Grades 1 to 6; **
 36. Tuition fees, Grades 7 to 9; **
 37. Tuition fees, Grades 10 to 12. **
 38. Staff canteen, tea;
 39. Staff canteen, soup;
 40. Staff canteen, coca-cola can;
 41. Wire money transfer;
 42. Classified advertisement; and
 43. Safe deposit box.

2. Select companies/providers applicable or patronised by UN Staff for the above.
3. Please also provide along with company name and address the name of the contact person who provided the information and a phone number for future reference.

** You will be required to obtain prices from three different sources for this item, if possible.*

*** You should indicate prices for schools attended by children of international staff.*