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Date: 9 April 2015

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|---|--|
| Country: | Viet Nam |
| Description of the assignment: | National consultant for Viet Nam Component |
| Project name: | Regional Review of Policy and Practice Supporting Implementation of Community-based Interventions to Strengthen Disaster Resilience in Southeast Asia |
| Period of assignment/services (if applicable): | 30 working days between May and July 2015 |

1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than **14 May 2015 (Hanoi time)**.

With subject line: National consultant for Viet Nam Component

Submission received after that date or submission not in conformity with the requirements specified 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)..... (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 English, PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Letter to UNDP Confirming Interest and Availability
- Copy of 1-2 report samples.

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

| Technical Proposal Evaluation | | Max. Points |
|--|--|--------------------|
| 1. Consultant’s experiences/qualification related to the services | | |
| 1 | Master’s Degree in a relevant field: Sustainable Development, Natural resource development, Environment, Economics and Social Sciences. | 200 |
| 2 | At least seven years work experience in Disaster Risk Management in the Viet Nam context; with preference on CBDRM | 200 |
| 3 | In-depth working knowledge of legislations, institutions, and stakeholders (particularly CSOs) in supporting community-based interventions on strengthening disaster resilience | 200 |
| 4 | Proven awareness or experience of gender-focused interventions in disaster resilience at community levels | 100 |
| 5 | Excellent communication skills in written and spoken English and Vietnamese | 100 |
| TOTAL POINT | | 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.

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:

- 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.

6. 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.

Payments will be made in 3 installments based on successful completion of the three milestones:

| | |
|--|---------------------------|
| Short Inception report (3-5 pages) | 20% of the contract value |
| Presentation of findings at roundtable discussion organized by UNDP to finalise report after discussion and feedback | 40% of the contract value |
| Final report submitted and approved by UNDP Viet Nam | 40% of the contract value |

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

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



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**REGIONAL REVIEW OF POLICY AND PRACTICE SUPPORTING IMPLEMENTATION OF
COMMUNITY-BASED INTERVENTIONS TO STRENGTHEN DISASTER RESILIENCE IN
SOUTHEAST ASIA.**

TERMS OF REFERENCE FOR VIETNAM COMPONENT NATIONAL CONSULTANT

20 APRIL 2015

1) GENERAL BACKGROUND

Strengthening disaster resilience at the community level is a priority that has been identified by the Southeast Asian Disaster Management Centres, and various development partners are providing support for implementation. The range of support typically extends from designing policy frameworks; developing community-based disaster loss and damage databases; undertaking participatory risk assessments; strengthening capacity of local governments, civil society organizations (CSOs), and vulnerable populations; implementing small-scale structural measures to reduce risk, and improving community-level disaster preparedness.

With disaster losses increasing in the region, and with the expected increase in intensity (and frequency in some areas) of climate extreme events, the demand for strengthening disaster resilience at the community level will increase in the future, and will require a common understanding and approach among government and its partners to ensure large-scale implementation that can create a sustainable impact. While the engagement of local governments and grassroots organizations, such as women and youth groups, will be crucial to identify the needs of the vulnerable population and address the root causes of vulnerability through community infrastructure, livelihoods and social protection, there is much need for local scientific organizations to engage with communities to help identify current and future risks, and for development agencies to help support governments scale up implementation.

Within Viet Nam, the Law on Natural Disaster Prevention and Control (2013), Decree 66/2014, the DRM National Strategy, the NTP-RCC and the 1002 CBDRM Decision, all emphasize the importance of local authority and community participation in DRR and CCA. Currently, the DRM law regulates details of rights and responsibilities of individuals, households, governmental agencies, civil society organizations and international organizations working in Vietnam. The 1002 Decision on CBDRM emphasizes the involvement of people and communities in DRR and aims to support the roll out of CBDRM activities in 6,000 disaster-prone communes (out of total 11,112) by 2020. The national CBDRM programme is now in its fifth year, and a midterm review workshop will be recently undertaken in early 2015 to review progress and to chart next steps.

The review is being undertaken as part of an Asian Development Bank (ADB) regional project in collaboration with the United Nations Development Programme Bangkok Regional Hub (BRH) and the UNDP Country Office in Viet Nam.

2) OBJECTIVES OF THE ASSIGNMENT

Overall, the national consultant will provide an analysis of the policy and practice landscape to support community-based and gender-focused interventions on strengthening disaster resilience in Vietnam. T

Specifically, the national consultant will be to:

1. Undertake desk review of the existing policy framework supporting community-based and gender-focused interventions on strengthening disaster resilience;
2. Provide analysis of data currently available in the CBDRM database and tracking tools looking at key progress in terms of location, and in terms of achieving national M&E indicators. Analyse trends in implementation to date by factors including socio economic status of the province and level of disaster risk.
3. Identify and document community initiatives that have helped reduce shocks from natural disasters including social safety nets, environmental interventions etc.;
4. Undertake interviews with key stakeholders from the government, civil society (including women's groups and NGOs), and other think tanks and international NGOs;
5. Present findings of the analysis and facilitate discussions at the national consultations; and
6. Submit a report with findings, case stories and recommendations.

3) SCOPE OF WORK

The Viet Nam consultant's work will contribute to a wider regional programme. The review will lead to improved design of policy and practice supporting implementation of community-based interventions to strengthen disaster resilience in Southeast Asia.

The regional review aims to improve understanding of how to support community-based interventions to strengthen disaster resilience through regular development interventions across sectors and themes; and help establish partnerships with CSOs involved in implementing CBDRM-related initiatives in the Southeast Asia region.

Analysis undertaken through this consultancy can both learn from and contribute to national level learning for this review, particularly in close contribution to the on-going national review on the 5 years implementation of the national programme on community based disaster risk management that is being undertaken by Disaster Management Center (DMC) under the UNDP-MARD project SCDM2 - Strengthening institutional capacity for disaster risk management in Vietnam, including climate change related disasters.

This work will also contribute to a specific reviews planned in Viet Nam to develop sustainable finance frameworks for CBDRM that is also supported by the mentioned project – SCDM2.

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

30 working days between 15 May and 15 July 2015

The assignment is based in Hanoi, Viet Nam and may require very limited field travel.

5) FINAL PRODUCTS***

Provide a clear and unequivocal definition of the final product/s or deliverables (e.g., survey completed, workshop, conducted, data collected, reports written, etc)

| Deliverable: | Due Date: |
|---|--|
| Short Inception report (3-5 pages) outlining approach, proposed methodology, list of potential meetings and invitees for national consultation, interview questionnaire, and format of the report | 5 days after contract signature (MILESTONE 1) |
| Draft report (approximately 30 pages) including analysis of desk review and key stakeholder interviews duly footnoted | 30 days after contract signature |
| Presentation of findings at roundtable discussion organized by UNDP to finalise report after discussion and feedback | 40 days after contract signature (MILESTONE 2) |
| Final report submitted and approved by UNDP Viet Nam | 60 days after contract signature (MILESTONE3) |

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

Indicate detailed provision of monitoring and progress controls, including reporting requirements, periodicity, format and deadlines

Under the overall supervision of the Programme Officer in charge in UNDP Viet Nam, the consultant will deliver the specified tasks in a timely manner and be in regular contact with the supervisor to ensure that any delays in implementation can be avoided.

Each of the deliverables above must be submitted in both English and Vietnamese in both hard and soft copy.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master’s Degree in a relevant field: Sustainable Development, Natural resource development, Environment, Economics and Social Sciences.
- At least seven years work experience in Disaster Risk Management in the Viet Nam context, with preference on CBDRM;
- At least 10 years experience in local development planning, community-driven development with stakeholders in development projects/programmes in Vietnam
- In-depth working knowledge of legislations, institutions, and stakeholders (particularly CSOs) in supporting community-based interventions on strengthening disaster resilience;
- Proven awareness or experience of gender-focused interventions in disaster resilience at community levels;
- Excellent communication skills in written and spoken English and Vietnamese.

8) Admin support and reference documents

UNDP will provide following support to the consultant:

- Arrange meetings with stakeholders as required;
- Cover costs based on agreed agendas and attendance lists developed by the consultant for technical meetings and/or consultation workshops, if required;
- Obtain reference documents, printing and photocopying;
- Provide all logistical arrangements for any field travel that may be required.

Reference documents:

The following relevant documents are available on the DMC website:

- Manual for Community Based Disaster Risk Assessment, 2014 (Quyết định số 389/QĐ-TCTL-ĐĐ ngày 04/6/2014 ban hành Tài liệu hướng dẫn "Đánh giá rủi ro thiên tai dựa vào cộng đồng")
- Manual for Community Based Disaster Risk Management 2014 (Phe duyệt Tài liệu Quản lý rủi ro thiên tai dựa vào cộng đồng (dành cho cấp xã))
- Ministry of Agriculture and Rural Development Decision 742 / QĐ-BNN-TCTL dated 14.04.2014 approved a set of indicators for monitoring and evaluating action ("Nâng cao nhận thức cộng đồng và quản lý rủi ro thiên tai dựa vào cộng đồng")

9) REVIEW TIME REQUIRED AND PAYMENT TERM

The remuneration will correspond with the qualifications and work experiences required for the post and the cost norms as provided for in the existing 2013 EU-UN Cost Norms Guidelines.

The payment of other related expenses including travel and per diem for consultants of the consultant to deliver training workshop at provinces will follow the existing 2013 EU-UN Cost Norms Guidelines and relevant provisions of the HPPMG.

Payments will be made in equal installments based on successful completion of the three milestones above.

| | |
|--|---------------------------|
| Short Inception report (3-5 pages) | 20% of the contract value |
| Presentation of findings at roundtable discussion organized by UNDP to finalise report after discussion and feedback | 40% of the contract value |
| Final report submitted and approved by UNDP Viet Nam | 40% of the contract value |

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)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

| No. | Description | Number of days | Rate (VND) | Total |
|-----|---|----------------|------------|-------|
| 1 | Remuneration | | | |
| 1.1 | Services in Home office | | | |
| 1.2 | Services in field | | | |
| | | | | |
| 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 62 years of age and involve travel – (required before issuing contract). * | | | |
| 2.5 | Others (pls. specify)..... | | | |
| | TOTAL | | | |

** Individual Consultants/Contractors who are over 62 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.*

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