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Date: 19 January 2016

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 support the UN in Viet Nam in the development of the New One Strategic Plan 2017-2021
Project name:	One UN
Period of assignment/services (if applicable):	February and May 2016 - approximately 66 days (approximately 22 working days per month)

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **27 January 2016 (Hanoi time)**.

With subject line: International consultant - New One Strategic Plan 2017-2021

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)
 - [Guidelines for CV preparation](#)..... (Annex IV)
 - [Format of financial proposal](#)..... (Annex V)
 3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:
 - a. **Technical component:**
 - Signed Curriculum vitae
 - Copy of 1-3 publications/writing samples on relevant subject.
 - 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** 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.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Knowledge and experience in the Delivering as One approach, particularly working in a coordination role in RC office and acting as secretariat to similar coordination groups: understanding of Human Rights Based Approach and UNCT secretariat support functions. Experience of DaO in Viet Nam is preferable.	400
2	Experience of working with the UN System, preferably in the area of Human Rights and UN coordination.	200
3	Masters in international relations, international development, or related field and a minimum of 3 years of professional experience in international development, working with multilateral and bilateral development agencies, governments, non-governmental organizations and other national partners.	200
4	Practical experience in editing and drafting reports and excellent command of the English language.	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.

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).

Payment shall be made on a monthly basis upon receipt and acceptance of products and sub-products described in a detailed work plan that will be developed based on TOR requirements and agreed with UNDP at the beginning of the consultancy.

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.
8. Notification of selection result: UNDP will contact only successful bidder for contracting.

TERMS OF REFERENCE (TOR)

International consultant to support the UN in Viet Nam in the development of the New One Strategic Plan 2017-2021

1) GENERAL BACKGROUND

The “Delivering as One” (DaO) initiative in Viet Nam started in early 2006 with the objective to achieve a more strategic and more effective contribution to the attainment of national development priorities under national leadership. The strategic intent of DaO is to “improve the effectiveness of the UN system to contribute to national development priorities and move towards providing high-quality policy advice and advocacy, focusing on the UN’s normative role”. The initiative is grounded within the 2005 Hanoi Core Statement on Aid Effectiveness and further reinforced by the recommendations of the November 2006 report of the High-Level Panel on System-Wide Coherence. In 2007 Viet Nam volunteered to be one of the eight countries to pilot further UN reform at country level.

The DaO initiative in Viet Nam focuses on six pillars: One Plan, One Budget (including One Plan Fund), One Leader, One Set of Management Practices, One Green UN House and One Voice. The strategic One Plan 2012-2016 is now drawing to a close and the process for the preparation of the UN Strategic Plan 2017 – 2021 began in 2015. The process is led by RC/UNCT, supported by various task teams, and guided by principles of national ownership; alignment with national development priorities; multi-stakeholder participation; Integration of five programming principles (the human rights-based approach, gender equality, environmental sustainability, results-based management, and capacity development) and mutual accountability for development results. The UN is working with the GoV to promote complementarity between the National Socio-Economic Development Plan 2016-20 and SDGs and that the new Strategic Plan will be aligned to the SEDP. The UN Resident Coordinator’s Office (RCO) in Viet Nam is supporting the RC, UN Country Team (UNCT), JPGs and specific Working Groups with the overall aim of promoting greater UN coherence, efficiency and enhanced development results, the RCO provides a range of services in relation to:

- UN Coherence through Delivering as One
- Coordination of One Plan 2012-2016
- Resource Mobilization and One Plan Fund
- Results-Based Management of DaO and Development Results
- Support to mainstreaming of cross-cutting issues (e.g. gender equality, human rights)
- Preparing joint UN statements, briefings and position papers
- Change Management
- Knowledge Management

Specific Working Groups supported by the RCO include, among others, the Joint Task Force on the One Strategic Plan 2017-2021, the UN Strategic Planning Group, the Human Rights Technical Working Group, and the Disaster Risk Management Team.

As part of the services to the RC and UNCT, the RCO liaises with key Government counterparts (in particular GACA - Government Aid Coordinating Agencies), Development Partners (Donor Group), UN Headquarters (UNDG, DOCO, DESA, UNEG), Multi-Partner Trust Fund (MPTF) Office, Expanded Funding Window Secretariat, UNDG Asia-Pacific Regional Office, as well as other DaO pilots and self-starters.

2) OBJECTIVES OF THE ASSIGNMENT

The purpose of the consultancy is to support the UN in Viet Nam in the development of the New One Strategic Plan 2017-2021, particularly in regard to the human rights based approach and human rights principles of universality and inalienability; indivisibility; inter-dependence and inter-relatedness; non-discrimination and equality; participation and inclusion; accountability and the rule of law in the development and design of the plan narrative. The consultant will also support the drafting of content and the editing of the new strategic plan. Furthermore, the consultant is expected to act as a member of the five secretariats providing support to the key activities of: the UN Country Team, the Joint Task Force on the Strategic Plan, the UN Strategic Planning

Group, the Inter-Agency Human Rights Technical Working Group, and the Disaster Risk Management Team.

3) SCOPE OF WORK

The assignment will include the following key components:

- a) Support RCO in the facilitation of the **One Strategic Plan (2017-2021) preparatory process**, particularly in the development of the narrative of the **One Strategic Plan 2017-2021** in regard to the **human rights based approach and human rights principles**, including coordination and consolidation of HRTWG inputs, and support to the drafting of content and editing.
- b) Assist in the organization, design and follow up to key meetings in the **OSP (2017-2021) preparatory process** such as the Final Multi-Stakeholder consultation meeting (March) the Joint Task Force Review meeting (April) and the One Plan Steering Committee meeting (May)
- c) Provide Secretariat support to the **UN Country Team** including producing meeting minutes and design of a decision tracker to monitor the implementation of decisions.
- d) Provide Secretariat support to the **Human Rights Technical Working Group** including to the implementation of the first 5 months of the 2016 annual work plan.
- e) Provide Secretariat support to the **Informal Development Partners Group on Human Rights** including the organization and follow up to meetings.
- f) Provide Secretariat support to the **Disaster Risk Management Team** including in facilitating the teams' organization of an Inter-Agency Disaster Simulation Exercise and the updating of the UNCT Contingency Plan, and support to drafting of timely situation reports as necessary.
- g) Provide Secretariat support to the **Joint Task Force on the One Strategic Plan 2017-2021**
- h) Provide Secretariat support to the **UN Strategic Planning Group**
- i) Design RCO Annual Work Plan for 2016 with inputs from all RCO members.
- j) Facilitate the process of developing the **management response to the OP 2012-2016 review**.

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

The duration of the consultancy is estimated at approximately 66 days (approximately 22 working days per month for 3 months). The assignment is expected to be conducted between February and May 2016. The consultancy is not expected to continue beyond that date.

The duty station is Hanoi and it is not expected that the consultant will need to travel anywhere outside Hanoi.

5) FINAL PRODUCTS

The final deliverables for the assignment are:

- 1) Inputs to the Strategic One Plan (2017-2021) narrative preparatory process related to HRBA, including coordination of HRTWG inputs (15 days).
- 2) Content inputs drafted and editing support provided to the UNDAF narrative (5 days)
- 3) Human Rights Technical Working Group meetings organised, minutes and coordination emails produced, and finalized HRTWG Annual Work Plan 2015 (8 days)
- 4) Informal Development Partners Group on Human Rights, meetings conducted and minutes drafted. (4 days)
- 5) Finalized DRMT Annual Work Plan, DRMT meetings conducted (2 days);
- 6) Inter-Agency SIMEX designed and conducted (10 days)
- 7) Coordination and drafting of inputs to the update of the UNCT Contingency plan and emergency SITREPs as necessary (5 days)
- 8) RCO Annual Work Plan 2016 (5 days);
- 9) Minutes of the twice monthly and ad-hoc UNCT Meetings (8 days);
- 10) Design and population of the UNCT Decision tracker 2016 until May (1 day)
- 11) Final Multi-Stakeholder consultation meeting (March) the Joint Task Force Review meeting (April) and the One Plan Steering Committee meeting (May) reports/minutes produced (6 days)

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the guidance of the Head of the Resident Coordinator's Office. The consultant will be part of, support and work in close collaboration with the Human Rights Technical Working Group.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant should have the following qualifications:

- Masters in international relations, international development, or related field;
- A minimum of 3 years of professional experience in international development, working with multilateral and bilateral development agencies, governments, non-governmental organizations and other national partners;
- Experience with Human Rights based Approach (HRBA)
- Substantial and well-documented experience working with the UN System, preferably in the area of Human Rights and UN coordination;
- Experience of Disaster Risk Management coordination.
- Experience in drafting and editing content.
- Experience with the UN Delivering as One (DaO) initiative is considered a clear advantage.
- Prior work experience with the UN in Viet Nam is considered an additional asset;
- Demonstrated ability to deliver results within strict deadlines;
- Excellent skills in report writing;
- Fluency in written and spoken English.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The consultant will work in close collaboration with the Office of the Resident Coordinator which will provide support in providing key reference documents and arranging any meetings as necessary.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment terms: on a monthly basis upon receipt and acceptance of products and sub-products described in a detailed work plan that will be developed based on TOR requirements and agreed with UNDP at the beginning of the consultancy.

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)

