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15 February 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>01 National Consultant on Housing of the Project “<i>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam</i>”</b>
<b>Project name:</b>	<b>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam</b>
<b>Period of assignment/services (if applicable):</b>	<b>March – December 2019</b>
<b>Duty Station</b>	<b>Homebased with travel to project sites</b>
<b>Tender reference:</b>	<b>N-190201</b>

1. Submissions should be sent by email to: [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) no later than:  
**17.00 hrs., 24 February 2019 (Hanoi time).**

**With subject line: PN-N190201-Technical housing specialist for GCF project**

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.

- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female 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)
- [Letter to UNDP Confirming Interest and Availability](#) ..... (Annex IV)
- [Financial offer](#).....(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
- Signed Letter to UNDP Confirming Interest and Availability
- 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 (including name, title, email, telephone number, address...)

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **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 V.
- 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 the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Se	Criteria	Score
1.	Architecture/Civil Engineering or related with master's degree <b>(compulsory)</b>	200
2.	At least 10-years' experience in construction management activities	300
3.	Proven experience to have at least 3 years of experience on resilient houses program funded by ISET, DWF, or government programme No 33, 48, 76, 167....)	200
4.	Proven experience on ADB/WB/JICA/KOICA funded projects related to civil construction or housing design	150

5.	Presentation and reporting skills	50
6.	Good knowledge of gender equality and civil society participation are advantageous.	50
7.	Knowledge of UNDP programme practices is an asset	50
	<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.

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:

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

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
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 65 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.

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.

## TERM OF REFERENCE

**I. GENERAL INFORMATION**

<b>Services Required</b>	National Consultant
<b>Project/Program Title</b>	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
<b>Post Title</b>	National Consultant - Technical Specialist on Housing
<b>Type of Contract</b>	Individual consultant
<b>Duty Station</b>	Ha Noi, frequent travel to project site
<b>Duration</b>	From March - December 2019, with possible extension until 2020
<b>Report to</b>	UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project and Project Director of Component 1

**II. BACKGROUND / PROJECT DESCRIPTION**

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), Ministry of Construction (MoC), UNDP serving as the GCF Accredited Entity for an Adaptation project ***“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”*** that was approved by the GCF in June 2017. As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development through employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).
3. **Increased generation and use of climate information in decision making** (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

The resilience housing component currently covers five provinces: Quang Ngai, Quang Nam; Thua Thien-Hue, Quang Binh, Thanh Hoa. Building on a going social protection programme to provide houses for the poor and marginalized (Decision No. 48/2014 / QD-TTg by Prime Minister dated 8/2014), the project aims to

strengthen storm/ flood resilient design features in 4,000 new houses for poor and highly disaster-exposed people in coastal areas.

The GCF project is supporting 05 provinces to undertake construction activities for storm/flood resilience houses which are planned in 2019. UNDP Vietnam is seeking qualified Vietnamese candidate to fill in the position of National Consultant – Technical Specialist on Housing (The consultant). The consultant will be coordinated/deployed by UNDP/MoC and be provided oversight support to monitor and verify construction criteria and house construction works for 05 Provinces of Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam and Quang Ngai in collaboration with Local housing consultants and focal point in PPMUs.

### **III. OBJECTIVE AND SCOPE OF THE WORK**

#### **Overall Objective**

Under the overall supervision of the National Project Management Specialist and Director of Component 1 of the Project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” and the technical oversight of UNDP Senior Technical Advisor Climate Change Adaptation and Resilience (STA), the consultant is responsible for providing technical inputs to the development, implementation and monitoring of detail implementation plan of the storm resilient housing activities under the Component 1 – housing component.

#### **Expected outputs**

Specifically, the consultant will provide specific outputs as following:

- Provide technical assistances to UNDP/PMU/PPMUs and coordinate with housing experts/consultants and DoC focal points in the collection and analysis the information of household (beneficiaries) of for targeted districts/communes in the province.
- Develop an overall and feasible approach for the implementation of housing component in 05 provinces for 2019 (about 1,380 houses) and scaling up plan for the achievement of 4,000 houses by 2021 in collaboration with local housing consultants and MOC assigned staff. The implementation plan for 1,380 houses for 2019 and 4,000 houses target should be ready in the Q1-Q2/2019.
- Develop selected TORs for selected activities in collaboration with experts/consultants for MOC/UNDP under the Component 1.
- Co-ordinate and provide technical inputs for the development of implementation plan and work progress reports to UNDP/MoC, using the project reporting tools and templates.
- Take lead in the housing design competition in collaboration with UNDP Communication Specialist and related Government partners.
- In collaboration with MOC technical specialist and local housing consultants to monitor and verify construction criteria and house construction works.
- Provide technical support for the development of New resilient housing programme in 28 coastal provinces which initiated by the MOC component 1.
- Provide timely technical support for the construction works and regularly report to the UNDP/GCF team and MOC housing component.
- Provide support to data collection and roll-out of the Kobotoolbox based monitoring tool
- Other works assigned by UNDP for housing component (if any).

#### **Scope of work**

1. *Literature review and consolidation of technical, financial and operational requirements for housing support under the Project*

- Support UNDP and MOC to review and consolidate all requirements by MOC (under Decision 48) and UNDP/GCF to support households, including articulated inception report under the Housing Implementation, GCF Project Documents, MOC and Provincial Decisions and Reports under Programme 48 and other good practices from provinces.
- Verify technical specifications suggested to top-up housing support by GCF in complimentary to the existing support under Programme 48 by MOC/Provinces. Ensure the top-up solutions/measures will facilitate homes built to withstand a strong typhoon/big flood according to current disaster levels in the provinces
- Addressing socio environmental safeguard issues under GCF assessment and ensure recycle or utilizing local materials should be considered in the design process.
- Review and update current technical material for storm and flood safe housing, including good practice on measures that are technically feasible and affordable for consideration under the GCF top-up support.

## ***2. Detail House Design & House Programming***

- Recommend operational process for ensuring technical design application, implementation and monitoring, and accountability during project implementation with Ministry of Construction and Provinces
- Work with local housing consultants and MOC housing specialist to monitor the disbursement of GCF fund and co-financing that ensure the full transparency and accountability for each installment of fund to the direct beneficiaries. and
- Support to develop necessary communication material on the project, set up accountability system in the provinces and in the projects to address any emerging issues from the project implementation.
- Coordinate with experts/consultants from Housing component - MOC to develop and complete the full technical guidelines to provinces and households.
- Frame-out an overall approach, potential M&E system and work plan for the housing component of the GCF project- clearly articulating indicators, indicators, reporting process.

## ***3. Implementation and compliance of social and environmental safeguards in the Project***

- Recommend solutions for commune and household participation into the housing interventions, including selection criteria to target poor, women, vulnerable groups as project beneficiaries building on processes already applied in existing Government programmes.
- Rapid assessment of commune's women union capacity in facilitating community participation and monitoring of project activities
- Suggest revisions/ specific additions to standard procedures for housing project implementation to enable effective social and environmental benefits
- Provide support for the integration of housing training with CBDRM training process.
- Propose a brief TORs of those technical packages, including training course for commune members on technical and management aspects of house strengthening.
- Provide technical inputs to at least one-stakeholder meeting and update deliverables based on feedback received (joint)

## ***4. Inputs to Workplan and Progress Reports for the Project***

- Technical Inputs to the work-plans: Coordinate and consolidate technical inputs by UNDP

staff/advisors for the preparation, review, and approval of the component work-plans (overall, annual and quarterly) which are prepared and submitted by Central Project Management Unit – PMU component 1, Provincial Project Management Units-PPMUs.

- Technical contribution for the programme management and implementation: Provide advice to MOC=component 1 Director to review and update the Project Log-frame (Result-results framework), including analyze and group activities into viable packages for tendering/ procurement of services; Provide inputs to or lead the preparation and review of terms of references/ requests for proposals for such packages; support in identifying suitable expertise/ experts, specialists, organizations, services providers, in order to facilitate the procurement of necessary services;
- Preparation of Project Reports: Contribute technical inputs by UNDP staff/advisors for or lead (as appropriate) the preparation of technical and progress reports, including annual review reports and reports for the Project Steering Committee.

#### IV. *REPORT AND COORDINATION*

- The consultant will report to UNDP Programme Management Specialist for GCF Coastal Resilience Project and MOC component 1 Director.
- The consultant is expected to work at his/her assigned location at PMU of Component 1 or UNDP office and keep in touch with a team coordinated by UNDP.
- The consultant will need to work closely with the UNDP/GCF team and CPMU, PMU component 1 and PPMUs to receive necessary guidance and support on the implementation of component 1: resilience houses in each province.

#### V. *ADMINISTRATIVE ARRANGEMENT*

- The consultant will receive administrative support from the UNDP/GCF team, CPMU, PMUs and all 05 project PPMUs in Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam and Quang Ngai provinces.
- The consultant will also closely work with Local housing consultants in Thanh Hoa, Quang Binh and Thua Thien Hue provinces.

#### VI. *DURATION*

- The estimated duration of the consultancy service will be 10 months from March – December 2019 with possible extension until 2020 based on (i) satisfactory performance and (ii) project requirement, (iii) same daily consultancy rate for 2020.

#### VII. *QUALIFICATIONS AND SELECTION CRITERIA*

- Architecture/Civil Engineering or related with Master's degree **(compulsory) 200 points**
- At least 10-years' experience in construction management activities **(300 points)** (sample reports and references will be required)
- Proven experience to have at least 3 years of experience on resilient houses program funded by ISET, DWF, or government programme No 33, 48, 76, 167 ....) (sample reports and references will be required). **200 points**
- Proven experience on ADB/WB/JICA/KOICA funded projects related to civil construction or housing design. **150 points**
- Presentation and reporting skills. **50 points**
- Good knowledge of gender equality and civil society participation are advantageous. **50 points**
- Knowledge of UNDP programme practices is an asset. **50 points**

#### *VIII. PAYMENT MILESTONES AND AUTHORITY*

- The payment will be based on UN-EU cost norm 2017. The selected consultant shall be paid on monthly basis based on (i) approved monthly progress report and (ii) approved timesheet. It is estimated that minimum number of working days per month is 15 days and total estimated number of working days for 2019 is 200 days.
- Outside province travel costs and daily allowance cost will be provided separately by UNDP in compliance with UN-EU cost norm 2017.



## ANNEX IV

### **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

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.

