

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

A national consultant to conduct supervision and monitoring of the renovation at the Quang Ninh Social Work Center, supported by the “Building a model to respond to Violence against Women and Girls in Viet Nam” project

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNITED NATIONS POPULATION FUND COUNTRY OFFICE IN VIET NAM (UNFPA)
Purpose of consultancy:	<p>The main purpose of the consultancy service is to support UNFPA to oversee directly the design and upgrading of the infrastructure of Quang Ninh Social Work Center (SWC) and ensure its conformity with the construction regulations of the Vietnamese Government and the Donor.</p> <p>Funded by KOICA, the project “Building a Model to Respond to Violence against Women and Girls in Viet Nam”, aims at, among other results, establishing a Support Center for GBV survivors. This Center will occupy the entire vacant 4th floor of Quang Ninh SWC building. The main upgrading activities includes: (1) upgrading the 4th floor to provide functioning room, such as working office, counseling room; testimony and monitoring and treatment room; emergency shelter and training room; and (2) remove the current elevator to a new position (in front of the building) with higher capacity.</p> <p>More details on the upgrading of the infrastructure can be sent upon the request of the concerned consultant.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the overall supervision of the Gender and Human Right specialist – UNFPA, the National Consultant will:</p> <ol style="list-style-type: none"> 1. Ensure that all civil works comply with the approved designs, construction methods, and technical specifications, agreed schedule and budget, terms and conditions of the contracts, standard engineering practices. 2. Ensure that the construction methods proposed by the contractor for carrying out the works are safe and satisfactory. 3. Inspect contractor’s construction equipment; quality of materials used for the construction based on the approved design, safety of the works, property and personnel; and mitigation measures for adverse environmental impacts. Notify contractors to remedy works and materials that fail to comply with the specifications. 4. Monitor and supervise (a) progress of contractors’ works vis-à-vis contract schedule, and (b) quality of contractors’ works vis-à-vis applicable technical specifications and design. 5. Establish procedures to verify contractor performance and report progress and problems on time, including quality control reports, monitoring minutes of contractors and any requests for variation or change orders, and contractor’s claims and invoices; 6. Evaluate any proposed changes (e.g., time, scope and cost) by the contractor during the course of the Project. 7. Report any issues related to Gender and Human Right Program Specialist – UNFPA and KOICA Project Coordinator
Duration and working schedule:	The national consultant will have expected to do this assignment in the period from 24 June to 31 October 2019. The estimated working days

	<p>for this assignment are approximately 36 days in total, covering:</p> <ul style="list-style-type: none"> • Document review (5 days) • Monitoring and working at field (20 days) • Report writing (5 days) • Participating in meetings with UNFPA and relevant agencies (6 days). <p>*Note: the actual working will be based on the timesheet. Depending on the actual time required for each of the steps, there may be some shifts of working days among different tasks.</p>									
Place where services are to be delivered:	The National Consultant will work on a part-time basis and be located in Ha Noi (Viet Nam) and field travel to Ha Long, Quang Ninh during the assignment for civil work supervision and monitoring.									
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Operational and technical support provided timely to the Gender Team and UNFPA's implementing partners to ensure following products available:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Deliverables</th> <th>Due dates</th> </tr> </thead> <tbody> <tr> <td></td> <td>The monthly progress report on civil work implementation by the construction contractor and its compliments with the approved designs, budgets, and approved schedule.</td> <td>31 Jul 2019 31 Aug 2019 30 Sept 2019 31 Oct 2019</td> </tr> <tr> <td>3</td> <td>The working minutes with contractor(s) and reports of results on construction equipment installment; quality of materials and facilities; safety of the works, property and personnel; and schedule of mitigation measures for adverse environmental impacts in place.</td> <td>31 Oct 2019</td> </tr> </tbody> </table>	No	Deliverables	Due dates		The monthly progress report on civil work implementation by the construction contractor and its compliments with the approved designs, budgets, and approved schedule.	31 Jul 2019 31 Aug 2019 30 Sept 2019 31 Oct 2019	3	The working minutes with contractor(s) and reports of results on construction equipment installment; quality of materials and facilities; safety of the works, property and personnel; and schedule of mitigation measures for adverse environmental impacts in place.	31 Oct 2019
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will be expected to:</p> <ul style="list-style-type: none"> • Develop monthly work plan with clear expected results for achieving the deliverables mentioned above. • Report on delivery of results on a monthly basis following work plan under this assignment as agreed between the consultant and UNFPA. 									
Supervisory arrangements:	The national consultant will be under the overall supervision of the Gender and Human Right Program Specialist – UNFPA Country Office in Viet Nam.									
Expected travel:	Field travels to Ha Long, Quang Ninh are required and travel expenses will be covered by the UNFPA Country Office follow the EU-UN cost norms.									
Required expertise, qualifications and competencies, including language requirements:	<p>Education: A bachelor degree in civil engineering, or related field.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least 8 years of professional experience in engineering, and construction supervisions 									

	<ul style="list-style-type: none"> • Be familiar with national standards for design and constructions of civil works • Have working experience with construction project funded by INGO or international organizations is value. <p>Languages: Oral and written proficiency in English</p>
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide necessary background documents to perform this assignment and provide coordination support to consultant during assignment performance.</p>
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> • An individual consultancy contract will be signed with the selected consultant. For working days in locations out of Hanoi, travel expenses and Daily Service Allowance will be settled by the EU-UN cost norms; • Payment is based on all-inclusive daily rate (inclusive of all applicable tax and insurance, and other subsidies, if any) and made upon satisfactory receipt of consultancy report and timesheet. A performance assessment of the consultant by Gender and Human Right Program Specialist – UNFPA will be required at the end of the contract, as the basis for final payment. • Rate for this consultancy is at VNM2/3 level (EU-UN Cost norm) as per the required technical experience, qualifications. • The payment can be made in two instalments. <ul style="list-style-type: none"> - The first instalment of 40% of the total contract value will be done after two working months, provided with the timesheet and certification for payment and a brief report of what have been done. - The second/final instalment of max. 60% of the total contract value will be done at the end of the consultancy, provided with the final timesheet and certification for payment and final report. - Travel cost will be made after completion of the mission provided with the relevant travel documents (TA forms, etc) and the mission report. Travel fee will be according to the EU-UN Cost-norm rates. • Interested consultants are requested to register into the UNFPA global consultant roster: https://consultantroster.unfpa.org/web/consultant-roster/faqs • Before signing the ICC, the consultant shall complete the following on-line training courses and submit the certificates to UNFPA: <ol style="list-style-type: none"> 1. BSAFE, Link: https://training.dss.un.org/course/category/6 2. Fraud and Corruption Awareness and Prevention Link: https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html 3. PSEA (Prevention of Sexual Exploitation and Abuse) Link: https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1 <p>COA: VNM09U31-FPA90-64000-PU0074- 71300-UPGSWCU25</p>