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Date: 14 April 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<u>One International Consultant</u> and <u>One National Consultant</u> for Final Review of the Project
Project name:	“Follow-up and Support to the Implementation of Vietnam’s Universal Periodic Review Recommendations: Increasing Vietnam Human Rights Capacity” (73304)
Period of assignment/services (if applicable):	20 work days within mid May – June 2017
Tender reference:	1-170402

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **5 May 2017 (Hanoi time)**.

With subject line: **(1-170402) International Consultant for Final Review of the Project**

Or **(1-170402) One National Consultant for Final Review of the 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 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)
- [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 (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **USD (for international consultant)** and **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 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 the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

The technical component will be evaluated using the following criteria:

International consultant:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Professional background and expertise: At least a master degree in human rights, law, development, social sciences or related field	250
2	General experience: Track-recorded experience of consultancy services on human rights issues and review of human rights projects and/or interventions	300
3	Previous experience in Viet Nam: Extensive experience working with various aspects of human rights (experience related to Viet Nam is preferable)	100
4	Strong analytical, conceptual and facilitation skills; Excellent team leadership and proven ability to work with diverse stakeholders in politically sensitive areas	250
5	English command	100
	TOTAL	1000

National consultant:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Professional background and expertise: At least a master degree in human rights, law, development, social sciences or related field; Minimum of 7 years of work experience in	250

	related field	
2	Knowledge and experience working with the Government, and other actors, such as universities, research institutions, social organizations in the human rights field in Viet Nam	300
3	Experience in conducting evaluations	150
4	Strong analytical, conceptual and facilitation skills	200
5	Good command of speaking and writing English	100
	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 (following UNDP form)
- 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 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.

- First payment of 20% of the total contract value will be paid upon UNDP acceptance of the consultant's detailed work -plan.
- Second payment of 40% of the contract value will be made upon submission of draft FR report to UNDP no more than 7 working days after the mission in Hanoi.
- Last payment of 40% total contract value will be made upon UNDP satisfactory acceptance of the final FR report.

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.

TERMS OF REFERENCE (TOR)

TITLE: One International Consultant and One National Consultant for Final Review of the Project

PROJECT: “Follow-up and Support to the Implementation of Vietnam’s Universal Periodic Review Recommendations: Increasing Vietnam Human Rights Capacity” (73304)

COUNTRY OF ASSIGNMENT: Home-based with one mission in Hanoi, Viet Nam

1) GENERAL BACKGROUND

In accordance with UNDP M&E policies and procedures, all UNDP supported projects are encouraged to undergo a final review upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Final Review of the project “*Follow-up and Support to the Implementation of Vietnam’s Universal Periodic Review Recommendations: Increasing Vietnam Human Rights Capacity*”.

The Project was launched July 2013 as a joint initiative between the Ministry of Foreign Affairs of Viet Nam (MOFA) and United Nations Development Program (UNDP). The Project was designed to fill Viet Nam’s capacity gaps in the human rights field with a view to allowing Viet Nam to play a more active role in international and regional human rights mechanisms and to more effectively implement human rights obligations at national levels. Towards that goal, the Project will provide access to human rights expertise and knowledge, support the generation of human rights information, monitoring and evaluation, and look to support the standardization of treaty body reporting. The targeted outputs are:

Output 1: Institutional capacity building support to Vietnam’s national human rights protection system.

Output 2: Strengthened awareness and capacities for a stronger engagement with regional and international human rights mechanisms.

The primary beneficiaries of the Project are officials within MOFA and other line ministries, parliamentarians and research institutions. A particular emphasis will be paid on conducting activities across Ministries to avoid human rights being taken on as a responsibility by one Ministry only. The long-term objectives of the Project are to improve Viet Nam’s engagement with regional and international human rights mechanisms and implementation international conventions and its human rights obligations. Officials will gain insights into workings and functioning of the Human Rights Council, the UPR, treaty bodies and treaty reporting. Viet Nam engaged closely with HRC, UN Treaty bodies, AICHR and more human rights data will be available and used by officials. Following the UPR reviews in 2008 and 2014, apart from the engagement of Ministries and officials in the compilation of UPR national report, the Project supports to increase awareness of their roles and functions in following up UPR recommendations.

A Final Review (FR) will be conducted to assess the Project achievement against its outputs, and in light of the One UN Plan, and to provide forward-looking recommendations to MOFA and UNDP for further cooperation on human rights work in Viet Nam. A team consisting of one international consultant and one national consultant will be selected to conduct the evaluation according to requirements set forth in this Terms of Reference (“TOR”). The Final Review will be conducted according to the guidance, rules and procedures as reflected in the UNDP Evaluation Policy.

2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the evaluation are to assess the achievement of project results, to draw lessons that can improve the sustainability of benefits from this Project, and aid in the overall enhancement of UNDP

programming, and to provide forward-looking recommendations to MOFA and UNDP for further cooperation on human rights work in Viet Nam.

Overall the Final Review aims to provide:

- An outcome-oriented assessment which goes beyond assessment of the project activities and focus on the project's relevance and contribution to realize the country's development priorities on implementation of UPR recommendations and building capacity in the area of human rights.
- Forward-looking recommendations to further support strengthening the UPR process, the implementation of Vietnam's UPR recommendations, and capacity building in the area of human rights. The forward-looking recommendations should also take into account considerations of more recent UN Human Rights frameworks, including the Human Rights Up Front initiative, and Viet Nam's preparations for the third cycle of the UPR.

More specific objectives of the Final Review are to:

- Provide an independent review of the Project's results to date against its objectives, outputs and targets as specified in the Project Documents and Annual Work Plans for 2013-2016;
- Report on achievements, possible impacts (including gender impact), and any constraints experienced in the implementation of the Project;
- Make recommendations for strengthening the UNDP - MOFA partnership on promotion of human rights, engaging in the third phase of the UPR, as well as exploring options for securing resources to support further engagement.

3) COMPOSITION OF THE CONSULTANCY TEAM AND SCOPE OF WORK

3.1 Composition of the Final Review Team

The assignment will be delivered by one international consultant and one national consultant:

- International consultant shall have the overall responsibility for the completion and delivery of outputs under this ToR. S/he will supervise and lead the mission in all technical aspects of the work, and ensure that the final products take into account the suggestions and agreements of all stakeholders.
- National consultant: S/he will ensure that country-specific conditions, institutions, processes, and decision making and learning approaches are well understood and considered in the work conducted by the mission. S/he will work closely with and report to the international consultant.

During the mission in Hanoi, an interpreter will be recruited to assist the international consultant in meeting with stakeholders and informants in Hanoi when translation requires.

3.2 Scope of work

The Final Review is expected to address the following specific issues:

- The final results against expected outputs;
- The efficiency of Project management and implementation;
- Lessons learned in terms of the project implementation, aid co-ordination, knowledge sharing and management, etc.;
- Suggestions for priorities in the remaining term should take into account the implications of any variances in the development context, in particular, the progress of implementation of the 2014 UPR recommendations and preparation for the 3rd UPR cycle, tentatively in 2019;

Overall the Final Review is conducted around thematic areas such as: UPR process, implementation of ratified conventions (CRPD, CAT, CESC, ICCPR), and Human Rights education. In accordance with the Evaluation Policy of UNDP, the Final Review will be guided and complied with the following evaluation criteria:

Relevance

- To what extent are the objectives of the project still valid?
- Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?

Efficiency

- Was the project implemented in the most efficient way compared to alternative?
- Were project objectives achieved on time?

Effectiveness

- Are the intended results being or have been achieved?
- What were the major factors influencing the achievement or non-achievements of the objectives?

Sustainability

- To what extent did the benefits of a project continue after project or donor funding closed?

Impact

- What real difference has the activity made to the beneficiaries?
- What are the gender specific contribution/impact and shortfalls?

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

Each consultant will work in for 20 consultancy days for this assignment including 5 working days for the mission in Hanoi, Viet Nam.

- Duration of assignment: 20 working days, ranging from mid May 2017 to June 2017
- Duty station: home-based and a mission of 5 working days in Hanoi, Viet Nam

5) METHODOLOGY, SELECTION CRITERIA AND DELIVERABLES

5.1 Proposed methodology

The Final Review shall be a participatory exercise considering the views and suggestions of a wide range of related stakeholders and beneficiaries of the Project.

The assessment should be carried out in the sequence of actions as follows:

- Documentation review (desk study) and preliminary consultations with MOFA and UNDP as appropriate: home-based;
- Preparation of a detailed working schedule for the mission in Hanoi: home-based
- Interviews/ meetings with project stakeholders and relevant informants in Hanoi: 5 working day mission in Hanoi;
- Present to MOFA and UNDP on primary findings and suggestions: at the end of the mission in Hanoi;
- Submit the draft report: no later than 7 working day upon completion of the mission in Hanoi;
- Finalize the report in consultation with MOFA and UNDP: home-based.

5.2 Selection criteria

Interested consultants will be asked to tender a short outline methodology of how they would tackle this Final Review assignment. This would include but not limited to:

- List of documents for desk review
- Key issues, questions for interview with key internal stakeholders
- Key issues, questions for interview with key external stakeholders
- Issues, targets for on-site review
- Possible collection of evidence and stories – can be highlighted as Project's outputs and useful for Project communication.

The selected evaluation team would then work collaboratively with UNDP and the Project Management Unit (PMU) to refine the methodology and develop a detailed work-plan to carry out the assignment.

5.3 Expected deliverables of the Final Review

- A debriefing on initial findings of the mid-term review: to be held at the end of the mission in Hanoi;
- A draft report: to present the primary findings, conclusions, and recommendations which is due seven (7) working days upon completion of the mission in Hanoi;
- A final report: taking into account the comments and suggestions provided by the stakeholders on the draft report. The final version of the report has to be submitted within two weeks after receiving the stakeholders' comments to the draft report.

Final deliverable: A Final Review Report, no more than 40 pages excluding annex and following UNDP Style Manual, is submitted in both English and Vietnamese.

6) ADMIN SUPPORT, MONITORING AND QUALITY ASSUARANCE

The consultancy team is composed of 01 international consultant and 01 national consultant. The team will report to Head of the Governance and Participation, UNDP Vietnam, and work under the guidance of UNDP and MOFA, Department of International Organizations (DIO) on substantive contents.

The PMU will be responsible for facilitating the Final Review, providing all available documents and administrative support necessitated carrying out the assignment.

The PMU will send necessary documents to the FR consultants before the mission in Hanoi. The following documents will be provided to the Team upon contract award:

- One UN documents (One UN Plan 3)
- Project Document
- Viet Nam UPR reports, UPR Action Plan
- Annual Work Plans 2013-2016
- Annual Project Reports and Activities' Reports
- Any other materials deemed useful and necessary
- Guidelines for Reviewing the Evaluation Report: Ethical Code of Conduct for Evaluation in UNDP; and the Evaluation Policy of UNDP.

The deliverables and reports should be submitted in accordance with the indicative timeline below. The findings of the mission should be disaggregated by gender where possible and should follow the ethical code of conducts for UNDP evaluations.

#	Activity	Timeline
1.	Consultancy contracts signed separately for international consultant and national consultant	Early May 2017
2.	Submission of FR detailed work plan by selected consultants	May 2017
3.	Mission in Hanoi of international consultant	May – Early June 2017
4.	Submission of draft FR report – within two weeks after the mission in Hanoi	June 2017
5.	Submission of final FR report – no later than 10 working days after receiving UNDP and MOFA DIO comments to the draft report	June 2017

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

International Consultant: 01 person

- At least a master degree in human rights, law, development, social sciences or related field;
- Extensive experience working with various aspects of human rights (experience related to Viet Nam is preferable) ;
- A minimum of 10 years of professional experience in human rights and international development, working with multilateral and bilateral development agencies, governments and other national partners;
- Track-recorded experience of consultancy services on human rights issues and review of human rights projects and/or interventions;
- Strong analytical, conceptual and facilitation skills;
- Excellent team leadership and proven ability to work with diverse stakeholders in politically sensitive areas
- Good command of speaking and writing English.

National Consultants: 01 person

- At least a master degree in human rights, law, development, social sciences or related field;
- Minimum of 7 years of work experience in related field;

- Knowledge and experience working with the Government, and other actors, such as universities, research institutions, social organizations in the human rights field in Viet Nam;
- Strong analytical, conceptual and facilitation skills
- Good command of speaking and writing English.

Note: The team members should be selected from those, who have not been involved in the Project in one form or the other, be it project formulation or implementation.

8) REVIEW TIME REQUIRED AND PAYMENT TERM

Payments will be paid in accordance with accomplishment of the expected deliverables as per 5 & 6.

First payment of 20% of the total contract value will be paid upon UNDP acceptance of the consultant' detailed work -plan.

Second payment of 40% of the contract value will be made upon submission of draft FR report to UNDP no more than 7 working days after the mission in Hanoi.

Last payment of 40% total contract value will be made upon UNDP satisfactory acceptance of the final FR report.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

Annex IV

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 V

FINANCIAL OFFER

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

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

Cost breakdown:

No.	Description	Quantity	Unit rate (VND/USD)	Total
1	Consultancy fee			
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