



REQUEST FOR PROPOSAL (RFP)

From national firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **The survey at enterprise level on productivity and competitiveness in Viet Nam (Ref. 2-170901)**.

Please be guided by the form attached hereto as Annex 2a-b-c, in preparing your Proposal.

Proposals must be submitted on or before the deadline indicated by UNDP in the eTendering system. **Bids must be submitted in the online eTendering system** in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

username: event.guest

password: why2change

and follow the registration steps as specified in the [system user guide](#).

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days from the proposal submission deadline**.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation".

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
8/31/2017

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	National Institutional Consultancy Service for the survey at enterprise level on productivity and competitiveness in Viet Nam
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	UNDP CO Assistant Country Director, Head of Inclusive Growth Unit and in close cooperation with MOIT team and UNDP senior Economist
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	20 September 2017 to 31 December 2017
Target start date	20 September 2017
Latest completion date	31 December 2017
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> none
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in

	this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ¹	<p>As indicated in the TOR.</p> <p>Condition for Payment Release:</p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <ul style="list-style-type: none"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP CO Assistant Country Director, Head of Inclusive Growth Unit and in close cooperation with MOIT team and UNDP senior Economist
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a-b-c) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3a) ² <input checked="" type="checkbox"/> Institutional contract for service & Contract for Professional services (Annex 3b) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Guide for bidders to register and submit bid on UNDP e-tendering system (Annex 5)
Contact Person for Inquiries (Written inquiries only) ³	<p>Ms. Nguyen Thi Hoang Yen Procurement Associate, UNDP Vietnam Email: nguyen.thi.hoang.yen@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION CRITERIA:

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		
1.1	Reputation of Organization and Staff (reputations, experiences, technical and managerial and quality assurance capacity, etc.)	100
Total (form 1)		100

Technical Proposal Evaluation		Max. Points
Form 2: Adequacy of the proposed approach, methodology and work -plan responding to the ToR		
2.1	Understanding of the TORs	100
2.2	Soundness of the proposed technical solutions: methods	300
2.3	Timelines and allocation of resources	50
2.4	Identification of challenges and proposed solutions	100
	Total (form 2)	550

Technical Proposal Evaluation		Max. Points
Form 3: Personnel competencies and human resource organization		
3.1	Team Leader	200
3.1.1	Master Degree (PhD. is preferred) in economics (specialisations in industrialisation, labour productivity, econometrics are assets) and/or related fields.	10
3.1.2.	Sound knowledge and understanding of IR4.0, Viet Nam’s industrialization and industry and trade enterprises and GOVN policies/program promoting enterprise development, their technology readiness, productivity and competitiveness.	20
3.1.3	Minimum 8 years of working experiences in leading teams in designing and conducting surveys (sampling design/methods, questionnaire development, data tabulation/cleaning/analysis) and research on enterprise development, competitiveness, productivity, technological readiness, human development, economic growth, etc. with good records of reports/papers and publications.	70
3.1.4	Strong skills in survey design and management, data analysis, reporting writing with good records of publications	80
3.1.5	Strong command of, and presentation skills in, English and Vietnamese.	20
3.2	Team Members	150
3.2.1	Master Degree in economics (specialisations in industrialisation, labour productivity, econometrics are assets) and/or related fields. Good command of, and presentation skills in, English and Vietnamese.	20
3.2.2	Good knowledge and understanding of IR4.0, Viet Nam’s industrialization and industry and trade enterprises and GOVN policies/program promoting enterprise development, their technology readiness, productivity and competitiveness.	20
3.2.3	Minimum 3 years of working experiences in designing and conducting surveys (sampling design/methods, questionnaire development, data tabulation/cleaning/analysis) and research on enterprise development, competitiveness, productivity, technological readiness, human	40

	development, economic growth, etc. with good records of reports/papers and publications.	
3.2.4	Good skills in survey design and management, data analysis, reporting writing with good records of publications	70
3.2.5	Good command of, and presentation skills in, English and Vietnamese.	
	Total (form 3)	350
	TOTAL POINTS	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[insert: Location].

[insert: Date]

To: UNDP Viet Nam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP for **The survey at enterprise level on productivity and competitiveness in Viet Nam (Ref. 2-170901)**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

(Note: Please refer to Form 2 – Evaluation criteria for UNDP requirements when preparing this section)

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP

(Note: Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

5. Equipment Lease				
6. Others				
III. Other Related Costs				
Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Proposals must be submitted on or before the deadline indicated by UNDP in the eTendering system. **Bids must be submitted in the online eTendering system** in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

username: event.guest

password: why2change

and follow the registration steps as specified in the [system user guide](#).

- The **Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. The file with the “**FINANCIAL PROPOSAL**” **must be encrypted with a password** so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.
- Submission deadline: **10.00 AM, 15 September 2017 (New York time)**.
The E-tendering system will not allow proposals to be submitted after the above deadline.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. company profile, CVs of team members...			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This (Annex 2-c) duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

[Name and Signature of the Service Provider’s Authorized Person]

[Designation]

[Date]

Annex 3

Contract templates and General Terms and Conditions

Please find below link to the Institutional contract template:

<http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Institutional%20Contract.pdf>

Please find below link to the General Terms and Conditions:

http://www.undp.org/content/dam/vietnam/docs/Legalframework/31603_General_Terms_and_Conditions_for_Professional_Services.pdf

ANNEX 4 - TERMS OF REFERENCE

The Productivity and Competitiveness Analysis –pilot survey at enterprise level

Title:	National Institutional Consultancy Service for the survey at enterprise level on productivity and competitiveness in Viet Nam.
Estimated Duration:	Estimated 40 working days for each of the team members (one team leader and two members), over the period from 20 September – 31 December 2017.
Status:	Institutional consultancy service
Duty Station:	Ha Noi.

1. BACKGROUND

Viet Nam has performed a remarkable economic growth during the period 1991-2015 which was over 6.5 percent and Vietnamese economy has transformed from low income to lower-middle-income group. This transformation has been accompanied by Viet Nam's remarkable labor productivity growth that exceeded the average growth for Asian economies, 5.1 percent versus 3.9 percent, respectively, over the period from 1990-2008. In that period, the structural change - shifts of labor out of agriculture to industrial and service sectors - has largely contributed to the labor productivity growth. Indeed, structural change accounted for 38% of the growth over the whole period, increased from accounting for 19 percent of growth in the 1990s to 55 percent of growth in the 2000s (thanks for the enterprises reforms, trade liberalization and attraction of FDI). It is noted that while in 1990s, "within sector" labor productivity growth accounted for 81% of the total labor productivity growth of 5.2% (thanks to the early year Doi Moi reforms in agriculture and production and transaction of basic commodities with increased shares for more productive and higher-income agricultural sub-sectors were recorded), within-sector productivity growth contributed less to productivity growth (of 4.9%) in the 2000s, accounting for only 45 percent of the growth during this period, as productivity growth within many sectors slowed. For example, manufacturing labor productivity grew on average by 7.1 percent per year during the 1990s and by 2.7 percent per year during the 2000s. This trend in part accounts for the lower contribution of sectoral productivity growth to aggregate growth in the 2000s than in the 1990s.

In spite of these positive developments, it is widely acknowledged that Viet Nam's current growth model relies too heavily on cheap labor and the exploitation of natural resources, and the absolute gap on labor productivity between Viet Nam and other Countries in the Asia's region remains significant. It is inevitable that in its new stage of development, Viet Nam's growth model should be renovated. It should be noted that Viet Nam's transition to a new growth model will happen in the period when the 4th Industrial Revolution accelerates and the rapid emergence of a series of transformative technologies and their growing interactions are affecting all countries, economies, individuals and their communities in many aspects of life. The challenge for the Low Middle Income Viet Nam for ensuring more inclusive and sustainable growth is to transition to the new growth model that is based on rapid productivity growth, innovations and high value additions and enhanced internationally competitiveness, for seizing the opportunities and managing the risks that 4th Industrial Revolution brings, to provide more productive employment for majority of Vietnamese people.

Recognizing the challenge, MOIT plans a study to assess the potential impacts of the 4th Industrial Revolution on the enterprises (under the MOIT management) and their readiness (in addressing the impacts and seizing the opportunities offered by the 4th Industrial Revolution). UNDP Viet Nam Country Office, in consultations with different stakeholders, including at the GOVN high policy making level, has formulated an Initiation Plan to undertake preliminary activities to formulate and implement the first phase of a research program (which aims at making contribution to closing the above mentioned knowledge gaps). As a part of the research program and to prepare for the second phase, a pilot survey at enterprise level is planned to be conducted

for identifying the bottlenecks Vietnamese enterprises are facing in improving their competitiveness and productivity. The works of MOIT and UNDP have lots in common and pursue the same objective of supporting the Low Middle Income Viet Nam in transition to the new growth model that is based on rapid productivity growth, innovations and high value additions and enhanced internationally competitiveness in the context of the 4th Industrial Revolution (IR 4.0).

Based on the agreement between UNDP Viet Nam and MOIT on conducting joint (to achieve higher efficiency, synergy and effectiveness of partners' efforts) research and dialogue activities to promote Viet Nam industries and trade enterprises' readiness for the 4th Industrial Revolution and improvement of their productivity and competitiveness, this TOR is developed for recruiting a national institutional consultancy service to support and implement the joint activities.

2. OVERALL OBJECTIVES

The overall objective of the exercise is to support the Low Middle Income Viet Nam in transition to the new growth model that is based on rapid productivity growth, innovations and high value additions and enhanced internationally competitiveness in the context of the 4th Industrial Revolution (IR 4.0), *through UNDP and MOIT jointly supported research and dialogues for promoting Viet Nam industry and trade enterprises' readiness for the IR 4.0 and improvement of their productivity and competitiveness.*

3. SCOPE, TASKS AND DELIVERABLES WITH TIMELINES OF CONSULTANCY SERVICE

SCOPE:

The national consultancy service institution is expected to provide technical inputs to UNDP and MOIT in:

- Conducting a survey at the enterprise level on the potential impacts of the IR 4.0 on enterprises and their readiness as well as the bottlenecks in improving their competitiveness and productivity. The survey's scope is tentatively defined as (i) from 1500 to 2000 enterprises for the first round of filling in the survey questionnaires and 100 enterprises in the second round of in-depth interviews; (ii) the information to be collected will include both potential impacts of the IR 4.0 of enterprises, their readiness and the bottlenecks in improving their competitiveness and productivity.
- Analyzing the survey's data and preparing (i) the Survey Report on impacts of the IR 4.0 on enterprises and their readiness (to meet the MOIT's requirements in fulfilling its task assigned by the GOVN) and (ii) inputs to UNDP-supported study on productivity and competitiveness.
- Organizing a policy dialogue (with the tentative title of "improving competitiveness, productivity and IR4.0 readiness of Viet Nam's enterprises") to present and discuss the studies' results and recommendations.

TASKS AND DELIVERABLES WITH TIMELINES

Under the direct supervision of UNDP CO Assistant Country Director, Head of Inclusive Growth Unit and in close cooperation with MOIT team responsible/supporting the above mentioned work and UNDP senior Economist, the national consultancy service institution will carry out following tasks:

- Conducting a thorough literature review, based on the results of the literature review and consultations with MOIT and UNDP defining the detailed scope and design of the survey, including (i) criteria and methods for evaluating/assessing the impact of IR 4.0 on industrial and trade enterprises and their readiness toward 4.0 and bottlenecks in improving their productivity and competitiveness; (ii) sampling method and design, and selection of samples (with primary and back-up lists) of companies to be included in the survey rounds and (iii) clear survey questionnaires (a simple/short questionnaire for sample companies to fill in the first round and a semi-structured questionnaire for the in-depth interview round of the survey). *Deliverables and timelines: the detailed scope and design of the survey, including (i) criteria and methods for evaluating/assessing (20 September 2017); (ii) sampling method and design, and selection of samples (with primary and back-up lists) of companies to be included in the survey rounds (25*

September 2017) and (iii) clear survey questionnaires (15 September 2017). Estimated 5 working days, for each of the team leader and 2 team members.

- Developing a survey guideline: on data collection of both survey rounds, especially the (clear instructions – including through participating and making inputs in the training - for enumerators on) in-depth interviews; data entry, tabulation and cleaning. *Deliverables: Survey guideline (October 1, 2017). Estimated 5 working days for each of the team leader and 2 team members.*
- Analyzing the survey's data and preparing the following *deliverables: (i) the outline (November 2017); (ii) first draft for UNDP and MOIT's comments (December 2017) and (iii) final draft (December 2017)* of Survey Report on impacts of the IR 4.0 on enterprises and their readiness and inputs to UNDP-supported study on productivity and competitiveness. *Estimated 27 working days for the team leader and 30 working days for each of 2 team members.*
- Preparing detailed design and program of a policy dialogue to discuss the results/findings of the Survey impacts of the IR 4.0 on enterprises and their readiness and UNDP-supported study on productivity and competitiveness (with the tentative title of “improving competitiveness, productivity and IR4.0 readiness of Viet Nam’s enterprises”) and participating in the dialogue to present and discuss the survey’s study’s results and recommendations. *Deliverables: design and program of a policy dialogue and presentations at the dialogue (December 2017). Estimated 3 working days for the team leader.*

4. PAYMENT TERMS

20% of the contract value will be paid after signing of the contract

80% of the total contract value will be paid upon provision of all deliverables with satisfactory acceptance from UNDP.

5. DOCUMENTS AND SUPPORT OF UNDP AND MOIT

UNDP and MOIT will provide following relevant background documents to the contractor:

- MOIT plan/requirements for conducting the survey
- Materials from similar survey supported by UNDP in Turkey;
- UNDP/VASS, NHDR2015 - Growth that works for all (can be found in the UNDP Viet Nam website).
- Others as necessary.

All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from MOIT and UNDP.

UNDP is not required to provide any physical facility for the work of the consultants, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP and as necessary. As necessary, UNDP will facilitate meetings of the consultants with relevant government agencies and experts as necessary.

6. EXPECTED COMPOSITION OF THE CONSULTANCY TEAM AND QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE TEAM MEMBERS:

It is expected that the consultancy team will consist of a team leader – senior researcher and at least 2 researchers – team members.

Expected qualification of the team leader:

- Master Degree (PhD. is preferred) in economics (specialisations in industrialisation, labour productivity, econometrics are assets) and/or related fields.
- Sound knowledge and understanding of IR4.0, Viet Nam's industrialization and industry and trade enterprises and GOVN policies/program promoting enterprise development, their technology readiness, productivity and competitiveness.
- Minimum 8 years of working experiences in leading teams in designing and conducting surveys (sampling design/methods, questionnaire development, data tabulation/cleaning/analysis) and research on enterprise development, competitiveness, productivity, technological readiness, human development, economic growth, etc. with good records of reports/papers and publications.
- Strong skills in survey design and management, data analysis, reporting writing with good records of publications
- Strong command of, and presentation skills in, English and Vietnamese.

Expected qualification of the researchers – team members:

- Master Degree in economics (specialisations in industrialisation, labour productivity, econometrics are assets) and/or related fields.
- Good knowledge and understanding of IR4.0, Viet Nam's industrialization and industry and trade enterprises and GOVN policies/program promoting enterprise development, their technology readiness, productivity and competitiveness.
- Minimum 3 years of working experiences in designing and conducting surveys (sampling design/methods, questionnaire development, data tabulation/cleaning/analysis) and research on enterprise development, competitiveness, productivity, technological readiness, human development, economic growth, etc. with good records of reports/papers and publications.
- Good skills in survey design and management, data analysis, reporting writing with good records of publications
- Good command of, and presentation skills in, English and Vietnamese.