



Empowered lives.
Resilient nations.

Date: 27 Sep 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National consultants (1 Team leader & 1 Team member) for Review data for indicators to monitor "Livable, Modern, Civilized and caring city vision"
Project name:	Support realization of "Livable Ho Chi Minh City" Vision
Period of assignment/services (if applicable):	October – December 2017
Tender reference:	1-170905

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **10 October 2017 (Hanoi time)**.

With subject line: **(1-170905) National Team Leader for Data review**
 or
 (1-170905) National Team Member for Data review

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 **Viet Nam Dong** 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 Team leader and Team member will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

National Team Leader

#	Consultant's experiences/qualification related to the services	
	Criteria	Maximum Point
1.	Master in economics, statistics and/or related fields.	50
2.	Sound knowledge and understanding of Agenda 2030, HCMC's Livable City vision and the related set of targets/indicators.	150
3.	Extensive (minimum 5 years) working experiences in data collection and dissemination and analysis for measuring the socio-economic development progress in Viet Nam and HCMC; assessing, designing systems and advising on data collection for measuring the socio-economic development progress in Viet Nam and HCMC.	300
4.	Knowledge of Viet Nam's and HCMC's data sources and players in data collection and dissemination, use for measuring/assessing the socio-economic development progress in Viet Nam and HCMC;	300
5.	Strong research and analytical skills, skills in planning and leading research teams	100
6.	Good command of writing and making presentations in English and Vietnamese.	100
	TOTAL	1000

National Team member:

#	Consultant's experiences/qualification related to the services	
	Criteria	Maximum Point
1.	Master in economics, statistics and/or related fields.	50
2.	Good knowledge and understanding of Agenda 2030, HCMC's Livable City vision and the related set of targets/indicators.	150
3.	Minimum 2 years working experiences in data collection and dissemination and analysis for measuring the socio-economic development progress in Viet Nam and HCMC; assessing, designing systems and advising on data collection for measuring the socio-economic development progress in Viet Nam and HCMC.	400
4.	Knowledge of Viet Nam's and HCMC's data sources and players in data collection and dissemination, use for measuring/assessing the socio-economic development progress in Viet Nam and HCMC;	250

5.	Good research and analytical skills, skills in consultations with partners; good command of writing and making presentations in English and Vietnamese.	150
	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)
- 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.

100% of the total contract value will be paid upon provision of all deliverables with satisfactory acceptance from UNDP and HIDS.

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)

Review data for indicators to monitor "Livable, Modern, Civilized and caring city vision"

Position:	02 National individual consultants
Time:	25 days of working (National Consultant 1 – team leader), 18 days of working (National Consultant 2 – team member) from October-December 2017
Type of work:	Part-time
Duty station:	Ho Chi Minh City

1. BACKGROUND

Ho Chi Minh City is a fast growing and the most prosperous city in Viet Nam with an annual GDP growth rate of around 9%. A per capita GDP of approximately 5,500 USD in 2015 (equivalent to upper MIC status) and The City's estimated HDI value of 0.820 (2012) places HCMC in the very high human development category in global the highest HDI value among cities and provinces in Viet Nam (Source: NHDR2015). The City contributes approximately one third of Viet Nam's total state revenues. The city has already reached the size of a global megacity with an estimated population of around 10 million (included non-registered migrants). Like other major urban centres in the Asia-Pacific region, HCMC is experiencing rapid urbanization and industrialization. In recent decades, the city has recoded many achievements, particularly in the areas of job creation, living standards improvements, education and training, infrastructure development, and ICT innovations.

Despite these socio-economic achievements, the City faces many challenges. Its surging population has placed huge pressures on housing (Slums, crowded population, low quality housing), (transportation, electricity and water supply), public services (health care, schools) and social services (welfare and poverty reduction program).

Rapid urbanization is accompanied by new forms of poverty and Ho Chi Minh City faces the risk of moving from one form of poverty to another. In addition, HCMC is facing serious problems, particularly environmental degradation and climate change (especially floods), traffic jams and road accidents, crime and security.

In response to these challenges and others, in November 2015, HCMC's Communist Party Congress passed a resolution outlining the City's vision for the 2016-2020 period, focused on developing HCMC as a "livable, civilized, modern and caring city". This strategic direction is underpinned by the goal of ensuring peoples' material and spiritual needs; delivering a combination of decent incomes and good public services on health care, education, transportation, welfare and security. Particularly, "caring city" is new concept, emphasizes the strengthening of civic responsibility, social capital and social participation.

Based on the success of the initiative to tackle urban multi-dimensional poverty through two projects since 2008¹, and based on the agreement between the UNDP leaders and leaders of Ho Chi Minh City in 2016, UNDP has supported International experts undertake a study on "Advanced Urban Development: A Study of Ho Chi Minh City Vision and Assessment Framework" as the basis for the HCMC Institute for Development Studies (HIDS) developed a set of criteria for "livable, civilized, modern and caring city", and supported HIDS to develop a set of initial criteria under the guidance of the People's Committee city.

Complete set of criteria has been passed by the city departments and agencies including 6 groups: (i) politics and state management; (ii) economy; (iii) culture and society; (iv) health and education; (v) urban and environment and (vi) caring. Dimensional content is expressed through 23 criteria and 129 indicators. The set of criteria is designed to serve the needs of strategic orientations, in line with the specific practical development situation of the city; provide people with full awareness of the living environment in order to

¹ The "Urban Poverty Assessment in Hanoi and Ho Chi Minh City" project for the period 2008-2011 The project "Support to multi-dimensional poverty reduction in urban settings in Ho Chi Minh City" for the period 2012-2016 .

participate in management; and it is possible to compare cities with other regions and cities around the world.

In addition to the HCMC criteria set, in July 2017, the Government of Vietnam issued the National Plan of Action (POA) to implement the 2030 Agenda. The POA required ministries / agencies and localities (i) Develop the POA of the agency / locality and (ii) integrate Viet Nam's Sustainable Development Goals into their SEDPs to implement the National Plan of Action.

To contribute to ensuring the results of the implementation of the set of criteria will be monitored and evaluated timely and effectively, contributing to the decision making policy, and management of HCMC (in implementation the set of criteria and targets for sustainable development of Vietnam and Ho Chi Minh City), UNDP will support HIDS (i) review sources of information for monitoring and evaluation of implementing the sustainable development targets and set of criteria of HCMC, (ii) identifying "gaps" in information / data and sources and (iii) proposing solutions to ensure the adequate, quality and timely delivery of data /information for the monitoring and evaluation of the implementation of the set of sustainable development targets and indicators of HCMC. This TOR was developed for UNDP to recruit national consultants to assist HIDS in carrying out the work.

2. OBJECTIVE, SCOPE, TASKS, AND RESULTS WITH TIMELINES

2.1. Objective

The objective of the work of the consultants is to contribute to ensuring the progress and results of the implementation of the criteria "livable, civilized, modern and caring city " and Ho Chi Minh City's sustainable development objectives will be monitored and evaluated timely and effectively, contributing to the decision making policy, and management of HCMC.

2.2. Scope and Tasks

Under the supervision of the UNDP Assistant Country Director, Head of the UNDP Vietnam Inclusive Growth Unit and in close consultation with the HIDS, UNDP technical project expert, the consultants will perform the following specific tasks:

(a) Review the current status of the source of information for monitoring / evaluation and evaluation of the implementation of the criteria set (6 dimensions, 23 criteria and 129 indicators). Indicate that each indicator (i) belongs to a secondary information group (still needs to be calculated from primary data) or primary data; (ii) information available or information not available; (iii) secondary data sources (from possible sources: national, city, general / departmental surveys, ministries / departments, administrative levels, etc.) and secondary sources of information (specify the agency responsible for calculating and reporting); (iv) time and frequency of data disclosure / reporting; (v) for available data, identify baseline data for 2016/17 (and previous years if possible).

(b) Review the set of indicators in the POA to implement Vietnam Agenda 2030 and indicators corresponding to Ho Chi Minh City's indicators (in SEDP strategies, sector, and set of criteria) to identify (i) similar targets and indicators (including relatively similar), (ii) indicators which is/ isn't in HCMC set of criteria, but not in the indicator of VSDG, (iii) propose a set of indicators / indicators sustainable development of HCMC and (iv) conduct a review of the actual situation, currently source of information for monitoring and evaluation of the implementation of sustainable development goals and targets of HCMC (according to proposed indicators)².

(c) Based on the results of (a) and (b) above, identify "gaps" in data / information (including gaps in stratification requirements, frequency, quality, accessibility / sharing of data, etc..., and gap in indicators) compared with requirements for monitoring implementation set of criteria and sustainable development targets of HCMC.

(d) Propose solutions to collect and share periodic information for each indicator in the criteria to address deficiencies identified in task (c) above. Proposed solutions not only include the collection / calculation of data that HCMC is currently lacking through new surveys but also need innovative

² In theory, this review should be best carried out after Ho Chi Minh City has developed its 2030 Action Plan / Sustainable Development Indicator (and its associated metrics). In order to save time and also to contribute to HCMC's development of a 2030 program of action for sustainable development indicators (and their associated indicators) or incorporate sustainable development targets into the City's SEDP, the review under (b) is proposed through the consideration of VSDs and Indicators in the National Action Plan as a "milestone" for Review and review work may also include HCMC recommendations. In addition, because proposed indicators to measure HCMC's sustainability indicators / targets are expected to be quite similar to those in the Livable City Indicators, this is expected. Ants will be a small part of the review referred to in (a) above.

solutions such as using big data, administrative data sources, enhanced data sharing between public agencies / partners and associations in the city. Proposals should highlight the specific responsibilities of the city departments, agencies, private partners and associations in collecting and sharing information / data.

(e) A draft report on the progress and outcome of the above reviews and recommendations

(f) Consultation with city stakeholders on the draft report

(g) Based on the comments received from the consultation, finalization of the report.

2.3. Summary of tasks, deliverables and timelines:

No	Activity	Output	Working days		Timelines
			CG1	CG2	
1	Prepare consultancy work plan and consult with HIDS and UNDP	Work plan	0.5 day		Oct 2017
2	Review data sources for measuring the set of criteria (in close consultation with City's departments, HIDS and UNDP)	Report	10 day	7 day	Oct/2017
3	Review sustainable development goals/ targets/indicators and sources of data/ information (in close consultation with City's departments, HIDS and UNDP)	Report (combined with the above report)	5 day	5 day	Oct 2017
3	Recommend solutions	Report	5 day	3 day	Oct-Nov 2017
4	Consult with partners on draft report	Presentation	3 day	2 day	Nov 2017
5	Finalise the report	Final report	1.5 day	1 day	Nov 2017
Tổng cộng			25 days	18 days	

3. PAYMENT TERMS

100% of the total contract value will be paid upon provision of all deliverables with satisfactory acceptance from UNDP and HIDS.

4. DOCUMENTS AND SUPPORT OF UNDP AND HIDS

UNDP will provide following relevant background documents:

- The National Action Plan for the implementation of 2030 Agenda (web-link)
- Draft list of indicators to measure the VSDGs
- UN guidelines for mapping SDG indicators
- Other relevant and available documents (such as the SDG indicator mapping report by GSO/national consultants, UNSD report)

HIDS will provide:

- The latest draft of the "livable City" targets/indicators
- Any other review/mapping that was done to date
- Other relevant and available documents and data sources.

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 UNDP and HIDS.

UNDP and HIDS are 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 HIDS (and as necessary). As necessary, UNDP and HIDS will facilitate meetings of consultants with relevant government agencies and experts.

5. QUALIFICATION AND EXPERIENCE REQUIREMENTS:

Team Leader:

- Master in economics, statistics and/or related fields.
- Sound knowledge and understanding of Agenda 2030, HCMC's Livable City vision and the related set of targets/indicators.
- Extensive (minimum 5 years) working experiences in data collection and dissemination and analysis for measuring the socio-economic development progress in Viet Nam and HCMC; assessing, designing systems and advising on data collection for measuring the socio-economic development progress in Viet Nam and HCMC.
- Knowledge of Viet Nam's and HCMC's data sources and players in data collection and dissemination, use for measuring/assessing the socio-economic development progress in Viet Nam and HCMC;
- Strong research and analytical skills, skills in planning and leading research teams,
- Good command of writing and making presentations in English and Vietnamese.

National team member – data consultant:

- Master in economics, statistics and/or related fields.
- Good knowledge and understanding of Agenda 2030, HCMC's Livable City vision and the related set of targets/indicators.
- Minimum 2 years working experiences in data collection and dissemination and analysis for measuring the socio-economic development progress in Viet Nam and HCMC; assessing, designing systems and advising on data collection for measuring the socio-economic development progress in Viet Nam and HCMC.
- Knowledge of Viet Nam's and HCMC's data sources and players in data collection and dissemination, use for measuring/assessing the socio-economic development progress in Viet Nam and HCMC;
- Good research and analytical skills, skills in consultations with partners,
- Good command of writing and making presentations in English and Vietnamese.

6. PRESENCE REQUIREMENT AT HIDS

☐ No ☐ Part-time ☒ When needed ☐ 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

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)	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