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Date: 25 September 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (PN170925-NC Social Insurance)

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

Country:	Viet Nam
Description of the assignment:	02 National consultants for Study on “Social Insurance” Dimension
Project name:	Initiation Plan Support realization of “Liveable Ho Chi Minh City” Vision
Period of assignment/services (if applicable):	22 days of working (National Consultant – team leader), 18 days of working (National Consultant – team member) from October- December 2017
Tender reference:	

NEW EXTENSION TO 6 NOVEMBER 2017

NEW EXTENSION TO 19 OCTOBER 2017

1. Submissions should be sent by email to: ngo.thi.bich.thuy@undp.org no later than: **5 October 2017** (Hanoi time).

With subject line: 02 National consultants for Study on “Social Insurance” Dimension Team

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
- Copies of certificates to support professional backgrounds as indicated in the evaluation
- 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 **VND** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

National Consultant – team leader:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Point
1	Master degree on economics or social sciences or other related fields (Major in social insurance will be an asset);	100
2	At least 10 years of experience in carrying out surveys/research on issues of social insurance and poverty reduction in Viet Nam and HCMC;	300
3	Good understanding on MDP; Experience in conducting survey and poor household listing in HCMC (using MDP approach); and knowledge of City's poverty reduction programs/expanding coverage of social insurance	200
4	Experience in conducting researches and other analytical works, data visualization and strong communication skills (Vietnamese and English), good command of using common office applications (word, excel, ppt...); sound facilitation and analytical skills, ability to work independently;	300
5	Good experience and skills in research/survey design and leading research team, writing research papers;	100
	TOTAL	1000

National Consultant – team member:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Point

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Point
1.	Master degree on economics or social sciences or other related fields (Major in social insurance will be an asset);	100
2.	At least 5 years of experience in carrying out surveys/research on issues of social insurance and poverty reduction in Viet Nam and HCMC;	300
3.	Good understanding on MDP; Experience in conducting survey and poor household listing in HCMC (using MDP approach); and knowledge of City's poverty reduction programs/expanding coverage of social insurance	200
4.	Experience in conducting researches and other analytical works, data visualization; Sound facilitation and analytical skills, ability to work independently;	300
5.	Strong communication skills (Vietnamese and English), good command of using common office applications (word, excel, ppt...)	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.

The payments will be made upon submission of the draft and final reports with satisfactory acceptance by UNDP and PMU/HTD-VAST according to the timeline as follows:

No	Deliverables	Payment amount
1	After the acceptance by UNDP and MPD Hub of the consultants' work plan.	10%
2	After UNDP and MDP Hub acceptance of the first draft report.	40%
3	After UNDP and MDP Hub acceptance of the final report	50%

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.

**Initiation Plan
Support realization of “Liveable Ho Chi Minh City” Vision**

TERMS OF REFERENCE

Study to on “Social Insurance” Dimension

Position:	National individual consultants
Time:	22 days of working (National Consultant – team leader), 18 days of working (National Consultant – 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.

A new project of UNDP and HCMC is developed to solve these challenges by achieving 2 following outputs:

Output 1: Integrated and resilient urban development approaches adopted in urban socio-economic development planning, budgeting, implementation and M&E; and

Output 2: Solutions and actions for improving productivity and competitiveness identified and implemented in HCMC

Crosscutting result C.1 HCMC’s, especially HIDS’, capacity improved for policy research and advice on integrated urban development and increasing productivity and competitiveness

HCMC’s partnership with other cities in Viet Nam and region strengthened for promoting integrated resilient urban development and improving its productivity and competitiveness.

- Building on the existing/supporting application of improved mechanisms for HCMC to engage other cities in experience sharing, cooperation and policy dialogues with the national Government to promote (i) the application of integrated urban management approaches, (ii) integration of resilient urbanization and improving productivity and competitiveness in urban areas in national development strategy and plans.
- Greater engagement with other Cities and Provinces within the Mekong river basin, and specifically, their efforts to predict, monitor and respond to climate impacts – sea level rise, river flow/ flooding and climatic events.
- Enhanced HCMC's participation in global and regional urban networks, “twin cities” arrangements such as Seoul's City-i-LEAPS, etc. for learning and sharing experiences/solutions on integrated resilient urban management and promoting improvements of productivity and competitiveness

From 2008-2011 UNDP supported the project “In-depth assessment of urban poverty in in Ha Noi and Ho Chi Minh city” for these two cities. This is the first project which conducted an in-depth assessment and provide the comprehensive information of urban poverty in two big cities.

During the period from 2012-2016, under the project “Support to reduction of multi-dimensional poverty in urban settings”, funded by UNDP, Ho Chi Minh city was continuously supported in (i) improving the multi dimensional poverty (MDP) measurement; ii) monitoring/evaluating multi-dimensional poverty of HCM city and (ii) building capacity in development and implementation of creative and appropriate policies to reduce urban poverty multi-dimensionally, especially poverty of the vulnerable group, such as migrants or laborers in informal sector.

The result of HCMC and Viet Nam applying MDP approach has helped HCMC and Viet Nam gain a pioneering position in introducing a new poverty eradication approach in the new development stage. Viet Nam's adoption of the MDP application at the nation-wide scale.

Many cities and provinces in Viet Nam and other countries are looking up to HCMC and Viet Nam (and few other countries in Latin America) as the sources for the advanced thoughts and experiences in application of MDP measures and approaches in addressing poverty. In addition to that, HCM city established the MDP Hub in July 2017, with the responsibility of promoting and supporting the development and application of MDP approach in monitoring and evaluating poverty reduction policies, listing poor and near poor households for support, thus making contribution to the social economic development of the city sustainably. Experience of HCM city and its results in application of MDP should be consolidated and share with other localities of the country.

After the survey of listing of poor and near poor households in 2016, the city evaluates the status of MDP as well as the deprivation of each social dimension and indicators. Among all 11 indicators, the deprivation of “social insurance” of the poor households is 47.3 and 39.6% in near poor households, value of this indicator (deprivation) is on the second place (after the deprivation on education and vocational training).

Due to the labor characteristics of Ho Chi Minh City that more than 50% of workers work in the informal sector or household businesses, the participation of workers in social insurance is limited. According to the Law on Social Insurance 2014, voluntary social insurance schemes for self-employed or workers in household businesses is applied (not compulsory). This presents a new issue that needs to be explored in order to increase the proportion of workers participating in social insurance.

To find solutions for reduction of deprivation on social insurance the above mentioned Initiation Plan, under the output 2 (output 1 of the new project), this TOR is developed for recruiting national consultants to support HCMC MDP Hub in conducting the study and propose solutions for reduction of deprivation on social insurance.

2. Objective and scope of consultancy work

2.1. Objective

- Study more deeply characteristics, links and causes of deprivation status of employment of adult-labourers and their educational level by age, ethnicity, location (urban district/rural district) and resident status (temporary and permanent residence) and recommend solutions for deducing deprivation of each indicator in the period 2016-2020. Target population is poor and near poor households and non income poor households with deprivation on social insurance.
- Propose solutions and models and processes for mobilizing workers to participate in social insurance for the implementation in 2018.

2.2. Scope and tasks

Under the overall supervision of UNDP Assistant Country Director, Head of Inclusive Growth Unit and in close collaboration with technical expert of the UNDP project, MDP Hub and other relevant partners in Ho Chi Minh City, consultants will perform following tasks::

- Conduct a quantitative data analysis: analyze data/results of the surveys on MDP and the results from the survey on listing of poor and near poor households and review available documents such as policies, solutions/programs for expanding coverage of social insurance in Viet Nam and HCMC, and available international research/ experience on this topics (such as the social pension in China) on expanding coverage of social insurance/pension programs especially for workers in informal sector.
- Conduct a qualitative survey and analysis to re-identify of the more detailed causes of the deprivation, assessments of needs, understandings and views of population groups about participation in the social insurance and propose new/innovative solutions for expanding the coverage/participation.

Qualitative analysis and research through interview design and sufficient sample size to analyze by age, sex, resident and temporary resident groups. Conduct in-depth interviews with poverty reduction program staff, specialists in labor, social insurance, enterprises / business organizations (10 interviews), group discussions (6 groups - each group of 8-10 persons) with poor, near poor households, households (not poor households) lack of social insurance indicators.

(iii) Write a research report on qualitative and quantitative analysis (above) and propose solutions, models / processes for mobilizing employees to participate in social insurance, with the special attention to the inter-sector solutions.

(iv) Consultation with DOLISA and Social Insurance agencies, Labor Union unions, Women's unions, Farmers' association, ... on solutions, organizational models / processes for mobilizing laborers to participate in social insurance. Complete solutions, models / processes to mobilize employees to participate in social insurance after consultations.

(v) In-depth consultations on the feasibility of implementing a pilot model of mobilizing employees to participate in social insurance in a Tan Phu ward.

(vi) Complete the analysis report, solutions, models/procedures for mobilizing workers to participate in social insurance for the City-wide implementation in 2018 (see the annex for requirements of the report)

Summary of tasks and deliverables with timelines:

No	Activity	Output	Number of working days (day)		Time frame
			CG1	CG2	
1	Prepare the plan and have	Plan	0.5 days	0,5 days	10/2017

	a meeting for an agreement with PMU and SCPR				
2	Study data and survey results, review available literature	Report	2 days	2 days	10/2017
3	Make a plan for qualitative survey, outline of in-depth interview and group discussion	Plan for qualitative research and outline for interview	1 days	1 days	10/2017
4	Qualitative research: in-depth interviews and group discussion	Result of qualitative research	10 days	10 days	10-11/2017
5	Consult with related departments for solutions, models/ procedures for adults' education and vocational training.	Reports	2 days	2 day	11/2017
6	Write the report of the survey and recommend solutions, models/procedures for reduction of deprivation of adults' education and vocational training	Solutions	4 days		11/2017
7	Attend consultation workshops on solutions	Report	1 days	2 days	11/2017
8	Present draft reports/documents at consultation workshops with stakeholders and finalize those reports/documents.	Recommended solutions; final report	1.5 days	0.5 days	12/2017
	Total		22 days	18 days	

3. QUALIFICATION REQUIREMENTS

For both consultants:

- Master degree on economics or social sciences or other related fields (Major in social insurance will be an asset);
- At least 10 years for the team leader and 5 years for the team member of experience in carrying out surveys/research on issues of labor and insurance and poverty reduction in Viet Nam and HCMC;
- Good understanding on MDP, experience in conducting survey and poor household listing in HCMC (using MDP approach) and knowledge of City's poverty reduction programs/expanding coverage of social insurance;
- Experience in conducting researches and other analytical works, data visualization and strong communication skills (Vietnamese and English), good command of using common office applications (word, excel, ppt...)
- Sound facilitation and analytical skills, ability to work independently;

For the team leader:

- Good experience and skills in research/survey design and leading research team, writing research papers;

4. DOCUMENTS AND SUPPORT OF UNDP AND MDP HUP

UNDP and MDP Hub will provide following relevant background documents:

- The Initiation Plan and the concept note of the full-scale project (through email)
- MDP survey, poor HH listing data/reports/documents and other relevant and available data/documents.

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 MDP Hub. UNDP and MDP Hub 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 MDP Hub and as necessary. As necessary, UNDP and MDP Hub will facilitate meetings of consultants with relevant government agencies and experts as necessary.

5. PAYMENT METHODS

Enumeration of consultants will be counted by working days in compliance with UNDP cost norms. Payment schedule is based on task completion and timely submission of quality products as follows:

First payment: 10 % of the total contract value after the acceptance by UNDP and MPD Hub of the consultants' work plan.

Second payment: 40% of the contract value after UNDP and MDP Hub acceptance of the first draft report.

Third payment: 50% of the rest contract after UNDP and MDP Hub acceptance of the final report.

6. PRESENCE REQUIREMENT AT HCMC MDP HUB

☐No ☐Part-time ☒when needed ☐Full-time

ANNEX

The content of the report and proposed solutions to reduce the deprivation on social insurance dimension include the following main contents:

- Overview: City poverty with the poverty line 2016-2020; in which emphasis social insurance dimension.
- Introduction of research methods and tools (details can be found in annexes).
- Results of quantitative analysis of major causes of deprivation.
- Research results / qualitative analysis of major causes of deprivation.
- Opinions of target groups and agencies on current solutions, their proposals for new solutions.
- Proposals by experts on specific solutions, models / procedures to reduce the shortage of each indicator of social insurance participation: specific solutions, models / organization and implementation arrangements, implementation / coordination arrangements, etc. (by specific target groups).
- Responsibility of sectors such as social insurance, labor and social affairs at all levels: cities, districts, wards / communes, associations and unions.
- Proposed roadmap / plan for implementation of measures to increase the participation of workers in social insurance for the period 2016-2020.

Evaluation criteria:

National Consultant – team leader:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Point
1	Master degree on economics or social sciences or other related fields (Major in social insurance will be an asset);	100
2	At least 10 years of experience in carrying out surveys/research on issues of social insurance and poverty reduction in Viet Nam and HCMC;	300
3	Good understanding on MDP; Experience in conducting survey and poor household listing in HCMC (using MDP approach); and knowledge of City's poverty reduction programs/expanding coverage of social insurance	200
4	Experience in conducting researches and other analytical works, data visualization and strong communication skills (Vietnamese and English),	300

	good command of using common office applications (word, excel, ppt...); sound facilitation and analytical skills, ability to work independently;	
5	Good experience and skills in research/survey design and leading research team, writing research papers;	100
	TOTAL	1000

National Consultant – team member:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Point
6.	Master degree on economics or social sciences or other related fields (Major in social insurance will be an asset);	100
7.	At least 5 years of experience in carrying out surveys/research on issues of esocial insurance and poverty reduction in Viet Nam and HCMC;	300
8.	Good understanding on MDP; Experience in conducting survey and poor household listing in HCMC (using MDP approach); and knowledge of City's poverty reduction programs/expanding coverage of social insurance	200
9.	Experience in conducting researches and other analytical works, data visualization; Sound facilitation and analytical skills, ability to work independently;	300
10.	Strong communication skills (Vietnamese and English), good command of using common office applications (word, excel, ppt...)	100
	TOTAL	1000

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 (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