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Date: 9 November 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (PN171109.SAP II – NC for SAP II)

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

Country:	Viet Nam
Description of the assignment:	National Consultant for coordination and quality assurance of Social Assistance Policy (SAP II) project activities
Project name:	SAP II
Period of assignment/services (if applicable):	Part-time, about 49 workdays (November 2017- February 2018)
Tender reference:	

1. Submissions should be sent by email to: ngo.thi.bich.thuy@undp.org no later than: **15 November 2017** (Hanoi time).

With subject line: SAP II- National Consultant for coordination and quality assurance

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
- 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 **USD (international consultant) and VND (national consultants)** 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:

01 National Consultant:

No.	Consultant's experiences/qualification related to the services	Max points
1.	Relevant qualification: master degree or higher in social welfare, development policy, socio-economic and/or related field(s)	150
2.	Relevant experiences/knowledge	850
2.1	At least 5 years of experience working in policy research, policy-making field related to social work, social assistance for vulnerable groups, vocational training and employment, etc.	300
2.2	Having good relationship with departments within MOLISA, especially DSA, UNDP and related ministries, agencies	100
2.3	At least 5 years of experience managing projects, building developing working network, setting up organization, enhancing the institution	200
2.4	Having experience in facilitating, coordinating and communicating with partners; experience in hosting workshops/events/technical meetings, building job descriptions to recruit consultants, monitoring the implementation of project activities	150
2.5	Being involved in the development of MPSARD	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 according to the timeline as follows:

Payment for consultant will be made by the completion of assignment as regulated with the delivery of quality, on-time products and being accepted by SAP, UNDP under UNDP regulation:

1. First instalment of up to 50% total contract value on receipt of technical proposal and deliverables conducted in 12/2017.
2. Final instalment of remaining 50% total contract value on receipt of all assignments as indicated in contract in 02/2018.

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**NATIONAL CONSULTANT FOR COORDINATION AND QUALITY ASSURANCE OF SAP II PROJECT ACTIVITIES**

Title:	National Consultant for coordination and quality assurance of SAP II project activities.
Estimated Duration:	49 working days (November 2017 to February 2018)
Status	Part-time
Duty Station	Ha Noi and provinces (home-based)
Reporting	UNDP Programme Officer

1) BACKGROUND

During 2013-2016, under the framework of the project on “Support the reform of social assistance policy system”, UNDP has provided technical assistance to the Ministry of Labor, Invalids and Social Affairs (MOLISA) on capacity building on policy assessment and reform of the current social assistance (SA) policy system in Viet Nam. As a result of a series of (i) policy research to review and assess social assistance policies and implementation¹ and (ii) policy advocacy, dialogues and consultations, the Master Plan for Social Assistance Reform (MPSAR) was approved by the Government in April 2017.

Starting from the achievements from SAP-phase I, the project document of SAP-phase II for period 2017-2020 and Annual Work-plan 2017 have been developed and approved by UNDP and MOLISA. In order to carry out timely and effectively preparation steps/tasks for timely rolling-out the project activities properly, UNDP/SAP – phase II will recruit 01 national consultant to facilitate the starting-up period from mid Oct 2017 to February 2018.

2) OBJECTIVES

- To ensure smooth and thorough preparation, effective implementation of activities in 2017 work-plan and in compliance with the administrative regulations on ODA management of Government and UNDP, as well as maximize the added value of technical assistance activities as required by both sponsored and beneficiary agencies.
- To ensure the quality of project outputs as expected in the project document and 2017 annual project work plan.
- To coordinate with project stakeholders and develop the annual project work plan for 2018.

3) SCOPE OF WORK

- a) Desk review SAP (both phase I and II) and UNDP documents (MPSARD, existing reports, HPPMG, policies, programs related to Social Protection (SP), Social Assistance (SA), Social Insurance (SI), etc.).
- b) Facilitate the finalization of detailed quarter work-plan 2017, by directly working with related agencies and UNDP.
- c) Coordinate with benefited agencies and UNDP to develop and related Terms of References

¹ See the summary report at <http://www.vn.undp.org/content/vietnam/en/home/library/poverty/social-assistance-in-viet-nam.html>

(TORs), Concept notes (CNs) of consultation/technical workshops/meetings/training courses as in approved quarter work plan.

d) Facilitate the implementation of consultation activities, research/ fieldtrip/ peer review; facilitate and consult the organization of technical meetings, workshops, events to ensure the quality and timely of approved activities.

e) Develop the Quarterly and Annually Progress Reports, activity report corresponding to the approved quarter work plan.

f) Coordinate with relevant project stakeholders (Departement for Social Assistance, Institute for Labor Science and Social Affairs (ILSSA), Institute of Labor and Social Affairs Training (ILSAT)), National Assembly Committee on Social Affairs... to develop the 2018 annual project work plan.

g) Closely coordinate with UNDP, DSA, SAP PMU to track the progress and reveal the limitation, challenges (if any) and propose the solution.

4) TASKS, TIMEFRAME AND EXPECTED DELIVERABLES

No	Tasks	Working day	Deadline	Deliverables
1	Desk review and develop the technical assistance proposal plan of this assignment	2 days	11/2017	The TA proposal accepted by SAP
2	Coordinate and facilitate the beneficiary agencies (Department of Social Assistance, Committee on Social Affairs/National Assembly, Institute of Labour Science and Social Affairs) and related training institutes/stakeholders to develop the detailed action-plans of related agencies (objectives, scopes, methodologies of each TA activity) based on QWP/IV, 2017	3 days	11/2017	Detailed actions for rolling out approved activities developed and shared for consultation
3	Coordinate with related agencies and UNDP to develop TORs and CNs: +) Follow up and facilitate the recruitment of consultants to develop curriculum on social protection and deliver training of trainer courses on social protections; +) Develop TOR on recruitment of consultants to assess the implementation results of Resolution 15/NQ-TW and related policies and propose new policies and laws on SP/SA; +) Develop at least other 5 TORs and CNs on conduction of technical/consultation trainings, workshops, meetings under the approved QWP/IV, 2017.	7 days	11-12/2017	TOR posted Contracts signed

4	Facilitate the implementation of consultation activities, research/ fieldtrip/ peer review to ensure the quality and timeliness from November 2017 to February 2018	30 days	11/2017 to 02/2018	Peer review reports, policy briefs and activity reports
5	Coordinate and prepare (contents, agenda, discussion frameworks) of meeting on development of AWP 2018	5 days	01/2018	Agenda, minutes of organized events and draft AWP2018
6	Develop the QIV/Annual Progress Report	2 days	01/2018	QIV/Annual Progress report being approved by UNDP and DSA
	Total working day	49 days		

5) MONITORING AND PROGRESS TRACKING

The recruited national consultant is responsible to complete the listed tasks by indicative dates in Section 4 under the oversight taken by UNDP/SAP.

6) EXPERTISE AND QUALIFICATIONS

- Holding master degree or higher in social welfare, development policy, socio-economic, etc.
- At least 5 years of experience working in policy research, policy-making field related to social work, social assistance for vulnerable groups, vocational training and employment, etc.
- Having good relationship with departments within MOLISA, especially DSA, UNDP and related ministries, agencies.
- At least 5 years of experience managing projects, building developing working network, setting up organization, enhancing the institution.
- Having experience in facilitating, coordinating and communicating with partners; experience in hosting workshops/events/technical meetings, building job descriptions to recruit consultants, monitoring the implementation of activities listed in the contract, etc.
- Being involved in the development of MPSARD is an advantage.

8) TERMS OF PAYMENT

Payment for consultant will be made by the completion of assignment as regulated in Section 4 in this TOR, with the delivery of quality, on-time products and being accepted by SAP, UNDP under UNDP regulation.

1. First instalment of up to 50% total contract value on receipt of technical proposal and deliverables conducted in 12/2017.
2. Final instalment of remaining 50% total contract value on receipt of all assignments as indicated in contract in 02/2018.

Annex:**EVALUATION CRITERIA WITH ASSIGNED SCORES****01 National Consultant:**

No.	Consultant's experiences/qualification related to the services	Max points
1.	<i>Relevant qualification: master degree or higher in social welfare, development policy, socio-economic and/or related field(s)</i>	150
2.	<i>Relevant experiences/knowledge</i>	850
2.1	At least 5 years of experience working in policy research, policy-making field related to social work, social assistance for vulnerable groups, vocational training and employment, etc.	300
2.2	Having good relationship with departments within MOLISA, especially DSA, UNDP and related ministries, agencies	100
2.3	At least 5 years of experience managing projects, building developing working network, setting up organization, enhancing the institution	200
2.4	Having experience in facilitating, coordinating and communicating with partners; experience in hosting workshops/events/technical meetings, building job descriptions to recruit consultants, monitoring the implementation of project activities	150
2.5	Being involved in the development of MPSARD	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 USD/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/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