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Date: 17 April 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant - Supporting the Government's mid-term review of the National Targeted Programme on Sustainable Poverty Reduction (NTP SPR)
Project name:	Project 00104286: Initiation Plan for preparation for a full-scale project "Expanding partnerships and promoting innovations for eliminating multi-dimensional poverty among ethnic minority women"
Period of assignment/services (if applicable):	40 working days (May - June 2018)
Tender reference:	1-180404

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **2 May 2018 (Hanoi time)**.

With subject line: (1-180404) National consultant - mid-term review of the NTP SPR

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 technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Relevant qualifications: Master degree on development/project management, economics, business administration and/or related field(s).	150
2	Relevant experiences/knowledge	
2.1	Minimum 10 years professional expertise in poverty reduction policy area (particularly with reference to ethnic minorities in Vietnam), strong working knowledge of GoV Poverty Reduction Policies and implementation mechanisms, working experience with state public authorities in the field of pro poor economic growth, ethnic minority development, policy-making for poverty reduction with a focus on ethnic minorities in particular	300
2.2	Extensive knowledge of results-based management evaluation, participatory monitoring and evaluation methodologies and approaches	150
2.3	Experience in conducting programme evaluation, impact assessment and strategic recommendations for continued support/development of programming/strategies	200
2.4	Demonstrated analytical, communication and report writing skills	100
2.5	Fluency in written and spoken English	100
	TOTAL	1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- Personal History (following UNDP form)
- International consultant whose work involves travel is required to complete the courses on Basic Security in the Field **and** Advanced Security in the Field and submit certificates to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

1st payment: 60% of total contract value will be paid upon submission of (1) Draft evaluation plan for NTP SPR Mid Term Review and (2) Draft detailed plan for evaluation of the production support component.

2nd payment: 40% of total contract value will be paid upon satisfactory completion of the final two deliverables: (3) Final Evaluation plan for NTP SPR Mid Term Review and (4) Detailed Plan for evaluation of the production support component.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.



TERMS OF REFERENCE (TOR)

Title:	National Consultant: Supporting the Government's mid-term review of the National Targeted Programme on Sustainable Poverty Reduction (NTP SPR)
Estimated Duration:	40 working days (May - June 2018)
Status:	Part-time
Duty Station:	Ha Noi and provinces (home-based)
Reporting:	UNDP Programme Officer

I. Background

In 2016, the Government of Viet Nam launched the National Targeted Program on New Rural Development (NTP-NRD) and National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) for the period of 2016-2020. The NTPs have been designed with improvements in terms of promoting decentralization, empowering local communities, groups of households people's participation.

These two NTPs - an integral and important part of the 10-year socio-economic development strategies (2011-2020) and 5-year socio-economic development plan (2016-2020) – with substantially large resources from GOVN's budget, offer an important vehicle for achieving the SDGs in Viet Nam.

Under the frame work of the UNDP Initiation Plan (Jun 2017-June 2018) for preparation of a full-scale project "Expanding partnerships and promoting innovations for eliminating multi-dimensional poverty among ethnic minority women", aiming at paving the way for a larger intervention to promote Economic Empowerment of Ethnic Minority Women for reducing multidimensional poverty, UNDP is seeking for a National Consultant to provide technical support to the Government's Mid-term review of the NTP SPR, with specific focus on the production support component.

II. Objectives

Under the framework of UNDP project 00104286, the National Consultant is hired to support the Government's mid-term review of NTP SPR, including:

- (i) Analyze possible changes in the context until the end of the program by 2020 and assess the relevance of the program and its design;
- (ii) Assess the progress towards achieving the program's objectives and results, the effectiveness and efficiency of the implementation, with focus on the production support component (project-based support, community/women economic empowerment and community development); and
- (iii) Provide recommendations for the remaining period and after 2020.

III. Scope of work

The National Consultant will work closely with Government stakeholders (MOLISA/PRCO, CEMA, MARD/NRDCO, MPI, MOET, MOH, MOF, provincial DOLISAs), development partners during the implementation of the following activities:

- Facilitate the discussion among stakeholders and propose an Evaluation Plan for NTP SPR Mid Term Review with overall methodology, evaluation framework/criteria and indicators, proposed data sources and data collection methods, templates for data collection, and outline of the evaluation report. The evaluation criteria and indicators should include, but not limited to:
 - o ***Relevance of programme design***

- Identify and analyze changes in the programme context since its formulation.
 - In the possible changing context, assess the relevance of i) overall programme design, including objectives, key areas/components, key targets/results, beneficiaries identification; ii) implementation/management strategy and arrangements, and iii) implementation capacity of relevant agencies/individual.
 - Identify gaps/weaknesses in the current programme design and provide recommendations for ensuring the relevance of the programme.
- **Assessment of the progress in achieving results**
 - Assess the input mobilized and activities carried out during the programme implementation.
 - Assess the level of achievement of the expected results/target. (Result-based; actual vs. planned/intended, clear baselines and targets, indicators, with clear evidence and supporting documents)
 - Define key “enablers” and “bottlenecks” for good and low progress
 - **Assessment of efficiency and effectiveness**
 - Review the optimality of the choices of programme activities, cost-effectiveness, modality and processes, including effectiveness of national and local implementing agencies (e.g. management structure, efficiency of workflows at national and sub-national level), coordination (e.g. vertical linkage between national level interventions and local agenda, and horizontal coordination - coordination among programme implementation stakeholders at both national and sub-national levels),
 - Review how the programme progress is monitored, how it has been changed to adapt to changing conditions and to enhance the effectiveness and efficiency.
 - Review the partnership with partners (development partners, NGOs, CSOs, private sectors...) and programme management/implementation arrangements that contributed to or affected the quality or achievement of programme results.
 - Initial review of sustainability of the programme achievements.
 - Assess the participation and satisfaction of programme’s beneficiaries.
 - **Lessons learned and recommendations**
 - Lessons learned in i) ensuring the relevance of the programme design; ii) ensuring the high effectiveness and efficiency of the programme implementation; iii) choices of programme activities; iv) management arrangements, partnership and involvement of stakeholders; v) programme monitoring and evaluation.
 - Recommendations on i) changes in the programme design for ensuring the greater relevance in the changing context; ii) corrective actions for ensuring the progress, higher effectiveness and efficiency of the programme implementation during the remaining period: optimal choices of programme support, alternatives modalities, management and coordination arrangements (reflected in clear stakeholder charts/diagrams), improvements of programme M&E (with list of revised indicators and monitoring tools), and strengthening partnership/synergy.
 - Recommendations for the next phase of poverty reduction (after 2020).
- Propose a detailed plan, methodology, survey toolkits and reporting templates, interview questionnaires (if any) for assessment of the production support component (with similar structure as the overall evaluation plan above).
 - Present the consultancy deliverables at meetings organized by MOLISA/PRCO and UNDP in order to collect feedback and finalize it.

IV. Key Deliverables & Milestones

The National Consultant will be responsible for the following deliverables:

Activities [with key milestones]	Tentative milestones	Notes
Briefing session with UNDP and MOLISA/PRCO at the mission’s start	Early May 2018	Or as soon as possible
Desk review, consultation with stakeholders and develop draft evaluation plan, including overall methodology, evaluation framework/criteria and indicators, data sources and data collection methods, and outline of the evaluation report.	25 May 2018	Field trips to provinces if needed. Expenses for field trips (per diem and travel) will be paid separately by UNDP upon actual requirements based on UN-EU Cost Norms.

(1) Draft evaluation plan for NTP SPR Mid Term Review		
Desk review, consultation with stakeholders and develop a detailed plan with clear methodology, survey toolkits and reporting templates, interview questionnaires (if any) for assessment of the production support component (2) Draft detailed plan for evaluation of the production support component.	31 May 2018	
Feedback collection and finalization of the two plans (3) Final Evaluation plan for NTP SPR Mid Term Review and (4) Detailed Plan for evaluation of the production support component.	1 June 2018 15 June 2018	

V. Management and Recruitment

The assignment will be overseen by UNDP Programme Officer (Poverty Reduction/Social Assistance). Interested candidates should send their CV together with a letter of interest (including a brief discussion of key issues and examples of similar work and testimonials) and daily rate proposal.

VI. Qualification and experience requirements

The assignment requires a national consultant with the following attributes:

- Higher education (Masters degree) in development/project management, economics, business administration or any other social sciences related to pro poor economic growth and poverty reduction;
- Minimum 10 years professional expertise in poverty reduction policy area (particularly with reference to ethnic minorities in Vietnam), in programme evaluation, impact assessment and strategic recommendations for continued support/development of programming/strategies including strong reporting skills;
- Extensive experience in conducting evaluations, strong working knowledge of GoV Poverty Reduction Policies and implementation mechanisms, UNDP, the civil society sector and working with state public authorities in the field of pro poor economic growth, ethnic minority development, policy-making for poverty reduction with a focus on ethnic minorities in particular;
- Extensive knowledge of results-based management evaluation, participatory monitoring and evaluation methodologies and approaches;
- Demonstrated analytical, communication and report writing skills;
- Fluency in written and spoken English.

VII. Payments

Payment will also be made on the basis of the above milestones:

- The initial 60% of the contract value after delivery of the first two deliverables: **(1) Draft evaluation plan for NTP SPR Mid Term Review and (2) Draft detailed plan for evaluation of the production support component.**
- The remaining 40% on completion of the final two deliverables: **(3) Final Evaluation plan for NTP SPR Mid Term Review and (4) Detailed Plan for evaluation of the production support component.**

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