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Resilient nations.*

Date: 7 May 2018

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant - Team leader (100 working days),
Project name:	Development of the National Report on Sustainable Development Goals (National Report on VSDGs Report)
Period of assignment/services (if applicable):	June – Dec 2018
Tender reference:	A-180503

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than: **20 May 2018 (Hanoi time).**

**With subject line: (A-180503) - Team Leader**

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](mailto: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:

**Team Leader**

No.	Consultant's experiences/qualification related to the services	Max points
1.	<b>Relevant qualifications: Master degree on development economics and/or related field(s).</b>	<b>50</b>
2.	<b>Relevant experiences/knowledge</b>	<b>950</b>
2.1	Professional expertise and understandings of the 2030 Agenda, SDGs on both the process and content, good understanding of the UN guidelines relating to SDGs and the 2030 Agenda, the Viet Nam Report and the VSDG Report in terms of development process and technical requirements.	100
2.2	Extensive knowledge of VSDGs, the Action Plan on the implementation of the 2030 Agenda, MDGs and international experiences on the development of MDGs and SDGs reports.	100

2.3	Knowledge of the development context of Viet Nam, the implementation and coordination mechanisms among levels and sectors. Good knowledge of works relating to SDGs, implementation progress, main challenges and problems need to be addressed in implementing the SDGs of Vietnam, specially on the VSDGs 1, 2, 3, 4, 7, 8, 9, 11, 12.	300
2.4	Extensive experiences on development of research report relating to VSDGs, especially on the VSDGs 1, 2, 3, 4, 7, 8, 9, 11, 12	350
2.5	Good analytical and report writing skills and presentation skill in both English and Vietnamese.	100
	<b>Total</b>	<b>1,000</b>

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.

- 20% of the contract value will be paid after receiving the Inception Report with a detailed outline of the National Report on VSDGs,

- 40% of the contract value will be paid after receiving the first draft of the National Report on VSDGs,

- 40% of the contract value will be paid after receiving the final draft of the National Report on VSDGs that is endorsed by the VA21 Office and UNDP.

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

## **ANNEX 1 - Terms of reference**

### **Support to the Development of the National Report on Sustainable Development Goals (National Report on VSDGs Report)**

<b>Title:</b>	National Consultants to develop the National Report on Sustainable Development Goals
<b>Time:</b>	From 6/2018 to 12/2018
<b>Requirement:</b>	03 National Consultants, include: 1 team leader (100 working days), 2 members (50 working days per expert)
<b>Place for working:</b>	Ha Noi and some other provinces (if required)

#### **1. BACKGROUND**

To implement the international commitment on the 2030 Agenda, the Government of Vietnam has issued the National Action Plan to implement the 2030 Agenda for Sustainable Development (Decision No. 622 / QĐ-TTg dated 10 May, Prime Minister).

The Action Plan, besides defining 17 goals and 115 targets on sustainable development of Viet Nam, also defines the principles, roles/responsibilities of the GOVN agencies, other organizations as well as coordination mechanisms for implementation, M&E and reporting. One of important tasks assigning for MPI is to develop the National Report on VSDGs.

Among key bottlenecks and areas for further improvements have been identified during the process of preparing the SDG Action Plan are: (i) engaging/securing active participation of the wide range of stakeholders (GOVN agencies in different sectors and local levels, private sector and other mass/non-state organizations) and their coordination in SDGs rolling out and implementation; (ii) linkages between goals/targets and means of implementation/development finance; (iii) data gaps and related challenges, especially in generating (notably qualitative) data for some SDG indicators that are new to Viet Nam and in meeting the disaggregation requirements.

The Ministry of Planning and Investment develops the first national report on the implementation of Vietnam's sustainable development goals for submission to the Government and the National Assembly in 2019. The development of the Report aims to assess the progress on VSDGs implementation in Viet Nam, propose solutions and initiatives to overcome the challenges in implementing VSDGs. The report is also an important input for the development of the Socio-Economic Development Strategy 2021-2030 and the Socio-Economic Development Plan 2021-2025.

With the objective of supporting Vietnam, UNDP Viet Nam with funding from UNDESA through this Terms of Reference will assist in the development of the National Report on VSDGs implementation.

## 2. OBJECTIVE

A national consultant team was recruited to develop the National Report on VSDGs implementation. This report will be submitted to the Government and National Assembly in 2019.

## 3. TASKS AND DELIVERABLES WITH TIMELINES OF CONSULTANTS

Under the direct supervision of Deputy Director of Sustainable Development Office (VA21 Office) at Ministry of Planning and Investment and UNDP CO Assistant Country Director, Head of Inclusive Growth Unit, the national consultant team will:

**3.1. Team Leader (Expert 1):** is responsible for evaluating the implementation of VSDGs 1, 2, 3, 4, 7, 8, 9, 11, 12 and synthesizing and developing the National Report on VSDGs

a. Study the UN documents on the development of the VNR report and the National SDGs report; Vietnam's VNR report at HLPF 2018; the MDGs reports of Vietnam; National reports on the implementation of sustainable development in Vietnam; Experience of other countries in the development of the National SDGs Report and other relevant documents.

Based on the literature review, collaborate with the team members to develop the inception report for the proposed work plan with a detailed outline of the National Report on VSDGs.

**Output 1:** Inception Report with a detailed outline of the National Report on VSDGs. Deadline: June 15, 2018.

b. Collaborate closely with national consultant on process in coordinating ministries, sectors and other stakeholders in the development of the report with the principle of ensuring broad and effective participation of all stakeholders and ensuring the ownership of all stakeholders during the reporting process.

c. Collaborate closely with the General Statistics Office (GSO) and other relevant agencies to (i) ensure the provision of VSDGs 1, 2, 3, 4, 7, 8, 9, 11, 12 from the GSO and related agencies; (ii) review the data, ensure that the data is consistent with the requirements of the report.

d. Based on input information and **inherit the results of the research activities under the framework of the "Vietnam Voluntary National Review in HLPF 2018"**, the team leader is responsible for (i) Developing content related to VSDGs 1, 2, 3, 4, 7, 8, 9, 11, 12 and (ii) synthesizing and developing the National Report on VSDGs followed the outline that have been approved by the VA21 Office and UNDP. The report should include the following information:

(i) An analysis of the progress achieved in implementing the VSDGs, with updated progress of VSDGs implementation up to 2017 and find out good examples/initiatives in the implementation of VSDGs; (ii) Propose assessment of linkages between VSDGs and targets; (iii) provide comments and assessments on limited areas of implementation results, causes and solutions and propose priorities (in the next 5 years) for the implementation of VSDGs;

(iv) Specific recommendations in mobilizing stakeholders to implement VSDGs; (v) Proposals and solutions to overcome gaps in statistics related to VSDGs. **Output 2:** The first drafted National Report on VSDGs. Deadline: 1/8/2018.

f. Prepare content and support the consultation process for the report.

e. Revise and finalize the Report based on comments from the VA21 Office, UNDP Assistant Director and other stakeholder. **Output 3:** The final drafted National Report on VSDGs. Deadline: 1/12/2018.

g. In addition, the expert should report directly to leader of VA21 Office during the implementation of the work upon request and consult with UNDP as necessary.

### **3.2. Expert 2: is responsible for evaluating the implementation of VSDGs goals 6, 13, 14, 15**

a. Study the UN documents on the development of the VNR report and the National SDGs report; Vietnam's VNR report at HLPF 2018; the MDGs reports of Vietnam; National reports on the implementation of sustainable development in Vietnam; Experience of other countries in the development of the National SDGs Report and other relevant documents.

Based on the literature review, collaborate, support the team leader to develop the inception report for the proposed work plan with a detailed outline of the National Report on VSDGs. **Output 1:** Inception Report with a detailed outline of the National Report on VSDGs. Deadline: June 15, 2018.

b. Collaborate closely with national consultant on process in coordinating ministries, sectors and other stakeholders in the development of the report with the principle of ensuring broad and effective participation of all stakeholders and ensuring the ownership of all stakeholders during the reporting process.

c. Collaborate closely with the General Statistics Office (GSO) and other relevant agencies to (i) ensure the provision of VSDGs 6, 13, 14, 15 from the GSO and related agencies; (ii) review the data, ensure that the data is consistent with the requirements of the report.

d. Based on input information and **inherit the results of the research activities under the framework of the "Vietnam Voluntary National Review in HLPF 2018"**, the expert is responsible for (i) Developing content related to VSDGs 6, 13, 14, 15 followed the outline that have been approved by the VA21 Office and UNDP. The report should include the following information:

(i) An analysis of the progress achieved in implementing the VSDGs 6, 13, 14, 15, with updated progress of VSDGs implementation up to 2017 and find out good examples/initiatives in the implementation of VSDGs; (ii) Propose assessment of linkages between VSDGs and targets; (iii) provide comments and assessments on limited areas of implementation results, causes and solutions and propose priorities (in the next 5 years) for the implementation of VSDGs 6, 13, 14, 15; (iv) Specific recommendations in mobilizing stakeholders to implement VSDGs 6, 13, 14, 15; (v) Proposals and solutions to overcome

gaps in statistics related to VSDGs 6, 13, 14, 15. **Output 2:** The first drafted Report on VSDGs 6, 13, 14, 15 to synthesize into the National Report on VSDGs. Deadline: 15/7/2018.

f. Collaborate and support the Team Leader to prepare the content for the consultation process of the report.

e. Revise and finalize the Report on VSDGs 6, 13, 14, 15 based on comments from the team leader, the VA21 Office, UNDP Assistant Director and other stakeholder. **Output 3:** The final drafted Report on VSDGs 6, 13, 14, 15 to synthesize into the National Report on VSDGs. Deadline: 15/11/2018.

g. In addition, the expert should report directly to leader of VA21 Office during the implementation of the work upon request and consult with UNDP as necessary.

### **3.3. Expert 3: is responsible for evaluating the implementation of VSDGs goals 5, 10, 16, 17**

a. Study the UN documents on the development of the VNR report and the National SDGs report; Vietnam's VNR report at HLPF 2018; the MDGs reports of Vietnam; National reports on the implementation of sustainable development in Vietnam; Experience of other countries in the development of the National SDGs Report and other relevant documents.

Based on the literature review, collaborate, support the team leader to develop the inception report for the proposed work plan with a detailed outline of the National Report on VSDGs. **Output 1:** Inception Report with a detailed outline of the National Report on VSDGs. Deadline: June 15, 2018.

b. Collaborate closely with national consultant on process in coordinating ministries, sectors and other stakeholders in the development of the report with the principle of ensuring broad and effective participation of all stakeholders and ensuring the ownership of all stakeholders during the reporting process.

c. Collaborate closely with the General Statistics Office (GSO) and other relevant agencies to (i) ensure the provision of VSDGs 5, 10, 16, 17 from the GSO and related agencies; (ii) review the data, ensure that the data is consistent with the requirements of the report.

d. Based on input information and **inherit the results of the research activities under the framework of the "Vietnam Voluntary National Review in HLPF 2018"**, the expert is responsible for (i) Developing content related to VSDGs 5, 10, 16, 17 followed the outline that have been approved by the VA21 Office and UNDP. The report should include the following information:

(i) An analysis of the progress achieved in implementing the VSDGs 5, 10, 16, 17, with updated progress of VSDGs implementation up to 2017 and find out good examples/initiatives in the implementation of VSDGs; (ii) Propose assessment of linkages between VSDGs and targets; (iii) provide comments and assessments on limited areas of implementation results, causes and solutions and propose priorities (in the next 5 years) for the implementation of VSDGs 5, 10, 16, 17; (iv) Specific recommendations in mobilizing



stakeholders to implement VSDGs 5, 10, 16, 17; (v) Proposals and solutions to overcome gaps in statistics related to VSDGs 5, 10, 16, 17. **Output 2:** The first drafted Report on VSDGs 5, 10, 16, 17 to synthesize into the National Report on VSDGs. Deadline: 15/7/2018.

f. Collaborate and support the Team Leader to prepare the content for the consultation process of the report.

e. Revise and finalize the Report on VSDGs 5, 10, 16, 17 based on comments from the team leader, the VA21 Office, UNDP Assistant Director and other stakeholder. **Output 3:** The final drafted Report on VSDGs 5, 10, 16, 17 to synthesize into the National Report on VSDGs. Deadline: 15/11/2018.

g. In addition, the expert should report directly to leader of VA21 Office during the implementation of the work upon request and consult with UNDP as necessary.

#### **4. PAYMENT**

##### **4.1. Team leader (Expert 1)**

- 100 working days

- 20% of the contract value will be paid after receiving the Inception Report with a detailed outline of the National Report on VSDGs, 40% of the contract value will be paid after receiving the first draft of the National Report on VSDGs, 40% of the contract value will be paid after receiving the final draft of the National Report on VSDGs that is endorsed by the VA21 Office and UNDP.

##### **4.2. Expert 2**

- 50 working days

- 20% of the contract value will be paid after receiving the Inception Report with a detailed outline of the National Report on VSDGs, 40% of the contract value will be paid after receiving the first draft of the Report on VSDGs 6, 13, 14, 15, 40% of the contract value will be paid after receiving the final draft of the National Report on VSDGs that is endorsed by the VA21 Office and UNDP.

##### **4.3. Expert 3**

- 50 working days

- 20% of the contract value will be paid after receiving the Inception Report with a detailed outline of the National Report on VSDGs, 40% of the contract value will be paid after receiving the first draft of the Report on VSDGs 5, 10, 16, 17, 40% of the contract value will be paid after receiving the final draft of the National Report on VSDGs that is endorsed by the VA21 Office and UNDP.

## **5. DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP**

Sustainable Development Office and UNDP will provide following relevant background documents:

- The report on proposing the roadmap of VSDGs
- MDGs Reports
- The reports regarding development of Viet Nam VNR in HLPF 2018
- Other relevant documents.

## **6. QUALIFICATION AND EXPERIENCE REQUIREMENTS**

### **6.1. Expert 1 (Team leader)**

- Master Degree in development economics and/or related fields.
- Sound knowledge and understanding of the Agenda 2030, SDGs, both processes and contents, sound knowledge of UN guidelines on VNR/SDG reporting processes and contents/technical requirements.
- Good knowledge of VSDGs, Action Plan and MDG experiences, knowledge on international experiences in MDGs and SDGs reports.
- Knowledge of Viet Nam's development context and coordination mechanisms. Good knowledge of SDGs-related work, implementation progress, main challenges and issues for the implementation of SDGs in Vietnam, especially VSDGs 1, 2, 3 , 4, 7, 8, 9, 11, 12
- Good writing skills, presentation and presentation in English and Vietnamese.

### **6.2. Expert 2**

- Master Degree in development economics and/or related fields.
- Sound knowledge and understanding of the Agenda 2030, SDGs, both processes and contents, sound knowledge of UN guidelines on VNR/SDG reporting processes and contents/technical requirements.
- Good knowledge of VSDGs, Action Plan and MDG experiences, knowledge on international experiences in MDGs and SDGs reports.
- Knowledge of Viet Nam's development context and coordination mechanisms. Good knowledge of SDGs-related work, implementation progress, main challenges and issues for the implementation of SDGs in Vietnam, especially VSDGs 6, 13, 14, 15
- Good writing skills, presentation and presentation in English and Vietnamese.

### **6.3. Expert 3**

- Master Degree in development economics and/or related fields.
- Sound knowledge and understanding of the Agenda 2030, SDGs, both processes and contents, sound knowledge of UN guidelines on VNR/SDG reporting processes and

contents/technical requirements.

- Good knowledge of VSDGs, Action Plan and MDG experiences, knowledge on international experiences in MDGs and SDGs reports.
- Knowledge of Viet Nam's development context and coordination mechanisms. Good knowledge of SDGs-related work, implementation progress, main challenges and issues for the implementation of SDGs in Vietnam, especially VSDGs 5, 10, 16, 17
- Good writing skills, presentation and presentation in English and Vietnamese.

## **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:**

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit rate (VND)</b>	<b>Total</b>
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).....			
	<b>TOTAL</b>			

*\* 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