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Date: 7 June 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Expert on PAPI Research Quality Control
Period of assignment/services (if applicable):	The Individual Contractor is expected to provide services specified in this TOR for three phases: 1. From 15 July 2018 to 31 July 2019 2. From 1 August 2019 to 31 July 2020 3. From 1 August 2020 to 31 July 2021
Duty Station:	Homebased and Hanoi
Tender reference:	A-180601

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than: **5pm 21 June 2018 (Hanoi time)**.

With subject line: (A-180601) – International Expert on PAPI Research Quality Control

Submission received after that date or submission not in conformity with the requirements specified in 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:

Evaluation Criteria		Maximum Points
1	PhD degree in political science and/or economics (an asset if Viet Nam related); and demonstrated in-depth knowledge of Vietnamese politics	200
2	Strong and proven competence in using STATA software for sampling and data analysis with large “n” databases	300
3	Proven experience in survey methodology and demonstrated expertise in quantitative approaches to governance measurement and analysis (with a focus on Viet Nam an advantage)	300
4	A proven track record of international publications on governance, politics and/or related fields	100
5	Proven interpersonal, presentation and team-work skills	100
Total		1,000

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.

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

Annex I



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TERMS OF REFERENCE

Service	International Expert on PAPI Research Quality Control
Duty station:	Home-base and Hanoi
Expected Duration	The Individual Contractor is expected to provide services specified in this TOR for three phases: 4. From 15 July 2018 to 31 July 2019 5. From 1 August 2019 to 31 July 2020 6. From 1 August 2020 to 31 July 2021
Supervision:	The Individual Contractor will work closely with the UNDP Viet Nam Policy Analyst in charge of the Viet Nam Provincial Governance and Public Administration Performance Index Project

1. Background

Since 2009, the United Nations Development Programme (UNDP), in collaboration with the Viet Nam Fatherland Front (VFF) and the Centre for Community Support and Development Studies (CECODES), has developed the Vietnam Provincial Governance and Public Administration Performance Index (PAPI) for Viet Nam. PAPI is aimed to gauge the perception and experiences of non-state actors, in particular of citizens regarding local governance and public administration performance at the provincial level.

PAPI aims at hearing the voice of citizens from different demographic backgrounds that remains weak in policy making, policy implementation and implementation monitoring. PAPI also means an effective and peculiar tool for citizens to engage in overseeing the performance of the state apparatus and public administration system at the provincial level. Ultimately, the provinces and cities will be provided with a powerful tool to advance the process of empowering the society, to enhance local governance and to support national efforts in keeping the public administration system and local governments accountable to citizens and the society at large.

The initiative was piloted in three provinces in 2009 and then expanded for larger pilot in 30 selected provinces in 2010. With the success of the pilots, PAPI has been conducted on an annual basis since 2011 in Viet Nam, with nearly 103,059 citizens from different demographic and professional backgrounds interviewed individually to date. PAPI involves different research stages that require specific quality-control mechanisms in place. Two of the most important quality control mechanisms required for PAPI surveys are independent oversight of real-time data collected from field-surveys, especially when the PAPI surveys have now been conducted on tablets, and independent sampling.

All these processes need quality control by an experienced independent international expert that is capable of providing technical advice, support and analysis for each of the quality control mechanisms being done by national partners. In addition, additional support for UNDP Viet Nam in identifying thematic issues to be of focus for the PAPI reports requires that the international expert have insights into Vietnam's governance contexts and PAPI data quality.

This TOR sets forth the requirements for an International Expert on Research Quality Control for the PAPI initiative for three phases as follows:

1. From 15 July 2018 to 31 July 2019
2. From 1 August 2019 to 31 July 2020
3. From 1 August 2020 to 31 July 2021

2. Objectives

- To provide international expertise in and advice on research quality control for the PAPI initiative, in particular:
 - o doing sampling of PAPI populations using the PAPI sample framework and to provide quality control of PAPI surveys
 - o overseeing real-time data collected from the tablet-based PAPI surveys and inform UNDP Viet Nam about any abnormality that needs concurrent attention and field intervention
 - o calculating and applying survey weights necessary to construct the index and measure national trends
 - o analyzing national aggregate data for special thematic chapters in the annual PAPI reports

3. Expected Outputs

The International Expert, according to the following terms of reference and under the coordination of UNDP Vietnam, shall deliver the service as described below:

1. Phase 1: From 15 July 2018 to 31 July 2019 (*with 35 days of work done, inclusive of fieldwork days, in total*)

Stage	Description	Expected Outputs	No. of Days	Tentative Deadlines
Stage 1	Overseeing real-time data collected from the tablet-based PAPI 2015 survey	<ul style="list-style-type: none"> - Regular oversight of collected real-time data; warning about abnormalities if seen from real-time data; recommendations UNDP's field intervention when deemed necessary. - Calculate and apply the survey weights necessary to construct the index and measure national trends. - Creating overall graphs and charts in STATA for the national trends in governance scores. - A briefing note on quality of real-time data, with recommendations for improvement of the tablet-based data collection tool - 01 one-week mission in Hanoi for PAPI team meeting to discuss the 2018 PAPI data quality and preparation for the 2018 PAPI report 	10	15 December 2018

Stage 2	Support with analysing national aggregate data for the special chapter in the annual PAPI report	<ul style="list-style-type: none"> - Present and summarize the national trends using graphs developed in STATA. - Special chapter in the 2018 PAPI report focusing on a thematic issue to be suggested by UNDP - Create presentation and deliver presentation on national overview for launch. - 01 one-week mission to Hanoi to prepare for and to partake in the 2018 PAPI launching event 	15	15 April 2019
Stage 3	Sampling PAPI population using the identified PAPI sample frameworks for follow-up PAPI surveys	<ul style="list-style-type: none"> - A memorandum on lessons learned on quality control for 2019 PAPI surveys - A series of sampled population worksheets to provide UNDP and its PAPI counterparts for implementation of surveys 	10	15 July 2019

2. Phase 2: From 1 August 2019 to 31 July 2020 (with 35 days, inclusive of fieldwork days, in total)

Stage	Description	Expected Outputs	No. of Days	Tentative Deadlines
Stage 1	Overseeing real-time data collected from the tablet-based PAPI 2016 survey	<ul style="list-style-type: none"> - Regular oversight of collected real-time data; warning about abnormalities if seen from real-time data; recommendations UNDP's field intervention when deemed necessary - Calculate and apply the survey weights necessary to construct the index and measure national trends. - Creating overall graphs and charts in STATA for the national trends in governance scores. - A briefing note on quality of real-time data, with recommendations for improvement of the tablet-based data collection tool - 01 one-week mission in Hanoi for PAPI team meeting to discuss the 2019 PAPI data quality and 	10	15 December 2019

		preparation for the 2019 PAPI report		
Stage 2	Support with analysing national aggregate data for the special chapter in the annual PAPI report	<ul style="list-style-type: none"> - Present and summarize the national trends using graphs developed in STATA. - Special chapter in the 2016 PAPI report focusing on a thematic issue to be suggested by UNDP - Create presentation and deliver presentation on national overview for launch. - 01 one-week mission to Hanoi to prepare for and to partake in the 2019 PAPI launching event 	15	15 April 2020
Stage 3	Sampling PAPI population using the identified PAPI sample frameworks for follow-up PAPI surveys	<ul style="list-style-type: none"> - A memorandum on lessons learned on quality control for 2019 PAPI surveys - A series of sampled population worksheets to provide UNDP and its PAPI counterparts for implementation of surveys 	10	15 June 2020

3. Phase 3: From 1 August 2020 to 30 June 2021 (with 35 days, inclusive of fieldwork days, in total)

Stage	Description	Expected Outputs	No. of Days	Tentative Deadlines
Stage 1	Overseeing real-time data collected from the tablet-based PAPI 2016 survey	<ul style="list-style-type: none"> - Regular oversight of collected real-time data; warning about abnormalities if seen from real-time data; recommendations UNDP's field intervention when deemed necessary - Calculate and apply the survey weights necessary to construct the index and measure national trends. - Creating overall graphs and charts in STATA for the national trends in governance scores. - A briefing note on quality of real-time data, with recommendations for improvement of the tablet-based data collection tool - 01 one-week mission in Hanoi for PAPI team meeting to discuss the 	10	15 December 2020

		2019 PAPI data quality and preparation for the 2019 PAPI report		
Stage 2	Support with analysing national aggregate data for the special chapter in the annual PAPI report	<ul style="list-style-type: none"> - Present and summarize the national trends using graphs developed in STATA for use in the report and the launch. - Special chapter in the 2019 PAPI report focusing on a thematic issue to be suggested by UNDP - Create presentation and deliver presentation on national overview for launch. - 01 one-week mission to Hanoi to prepare for and to partake in the 2019 PAPI launching event 	15	15 April 2021
Stage 3	Sampling PAPI population using the identified PAPI sample frameworks for follow-up PAPI surveys and documenting lessons learnt	<ul style="list-style-type: none"> - A memorandum on lessons learned on quality control and sampling procedures for future PAPI surveys and other surveys in Viet Nam - A series of sampled population worksheets to provide UNDP and its PAPI counterparts for implementation of future surveys 	10	15 June 2021(*)

(*) with possible extension to 31 July 2021

4. Expected Qualification

The International Expert is expected to meet the following minimum requirements:

- PhD degree in political science and/or economics (an asset if Viet Nam related); and demonstrated in-depth knowledge of Vietnamese politics;
- Strong and proven competence in using STATA software for sampling and data analysis with large “n” databases;
- Proven experience in survey methodology and demonstrated expertise in quantitative approaches to governance measurement and analysis (with a focus on Viet Nam an advantage);
- A proven track record of international publications on governance, politics and/or related fields; and,
- Proven interpersonal, presentation and team-work skills.

5. Timing, duration and location

The International Expert on Research Quality Control is expected to work independently on this assignment and return the final deliverables as described in Section 3 above. The duty station for this assignment shall be Hanoi and home-base. The International Expert is also expected to have skyping and/or email exchanging with UNDP Viet Nam Policy Analyst and the PAPI research team when deemed necessary. The International Expert is expected to undertake two one-week missions in Hanoi in Stage 1 and State 2 of each cycle, as proposed in Section 3.

6. Contract payment

UNDP Viet Nam shall settle payment to the successful Individual Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 3 above. Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each phase below:

1. **Phase 1: From 15 July 2018 to 31 July 2019 (with 35 days of work done, inclusive of fieldwork days, in total)**

Stage	Expected Outputs	Tentative Payment Schedule
Stage 1	Upon UNDP's satisfaction with Stage 1 outputs as set forth in Section 3	20 December 2018
Stage 2	Upon UNDP's satisfaction with Stage 2 outputs as set forth in Section 3	20 April 2019
Stage 3	Upon UNDP's satisfaction with Stage 3 outputs as set forth in Section 3	20 July 2019

2. **Phase 2: From 1 August 2019 to 31 July 2020 (with 35 days of work done, inclusive of fieldwork days, in total)**

Stage	Expected Outputs	Tentative Payment Schedule
Stage 1	Upon UNDP's satisfaction with Stage 1 outputs as set forth in Section 3	20 December 2019
Stage 2	Upon UNDP's satisfaction with Stage 2 outputs as set forth in Section 3	20 April 2020
Stage 3	Upon UNDP's satisfaction with Stage 3 outputs as set forth in Section 3	20 June 2020

3. **Phase 3: From 1 August 2020 to 31 July 2021 (with 35 days of work done, inclusive of fieldwork days, in total)**

Stage	Expected Outputs	Tentative Payment Schedule
Stage 1	Upon UNDP's satisfaction with Stage 1 outputs as set forth in Section 3	20 December 2020
Stage 2	Upon UNDP's satisfaction with Stage 2 outputs as set forth in Section 3	20 April 2021
Stage 3	Upon UNDP's satisfaction with Stage 3 outputs as set forth in Section 3	20 June 2021 (*)

(*) with possible extension to 31 July 2021

7. Support from UNDP and reference documents

UNDP Viet Nam will provide the Individual Contractor with the following materials:

- The draft PAPI reports
- The final PAPI STATA data files

Following are references that the Individual Contractor may find useful:

- The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) reports at www.papi.org.vn.

8. Provision of monitoring and progress controls

- UNDP Viet Nam shall be responsible for quality control of the deliverables.
- The Individual Contractor will work under the supervision of the UNDP Viet Nam Policy Analyst in charge of the Viet Nam Provincial Governance and Public Administration Performance Index Project.
- The Individual Contractor will report directly to UNDP Viet Nam.

9. Evaluation Criteria

Evaluation Criteria		Maximum Points
1	PhD degree in political science and/or economics (an asset if Viet Nam related); and demonstrated in-depth knowledge of Vietnamese politics	200
2	Strong and proven competence in using STATA software for sampling and data analysis with large “n” databases	300
3	Proven experience in survey methodology and demonstrated expertise in quantitative approaches to governance measurement and analysis (with a focus on Viet Nam an advantage)	300
4	A proven track record of international publications on governance, politics and/or related fields	100
5	Proven interpersonal, presentation and team-work skills	100
Total		1,000

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

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