



REQUEST FOR PROPOSAL (RFP) From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for Institutional Consultancy Service to provide Training on Project Management for JPMU and provincial sub-PMUs (*Ref. B-180701*)

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **5pm Thursday, July 12, 2018** (Hanoi time) by the following methods:

<p><u>By email: For green environment, this is preferred submission method</u></p> <p>E-mail address for proposal submission: quach.thuy.ha@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p><u>With subject line: (B-180701) RFP for Training on Project Management for JPMU and provincial sub-PMUs</u></p> <p>Maximum size per email: 7 MB. Bidders can split proposal into several emails if the file size is large)</p>	<p><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><u>With envelop subject: (B-180701) RFP for Training on Project Management for JPMU and provincial sub-PMUs</u></p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none">1. Ms. Nguyen Thi Hoang Yen, Procurement Associate Tel: +84-24-385002002. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143 <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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Note:

- For both submission methods, please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).
- UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties

involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
7/2/2018

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	Institutional Consultancy Service to provide training on Project Management for JPMU and provincial sub-PMUs
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	Korea-Vietnam Mine Action Project (KVMAP) - UNDP
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor Location
Expected duration of work	July 2018-August 2018
Target start date	Late July 2018
Latest completion date	30 August 2018
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [<i>pls. specify</i>]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the</i>	<input checked="" type="checkbox"/> 120 days

<i>last day of submission of quotes)</i>	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	UNDP Viet Nam shall pay the Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 5 AND 6 (ANNEX 3-TOR). Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each output as indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. See detailed evaluation criteria in the below table.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 4) ¹ <input checked="" type="checkbox"/> Institutional contract for service & Contract for Professional services (Annex 4)

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<p>Contact Person for Inquiries (Written inquiries only)²</p>	<p>Ms. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other information</p>	

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION CRITERIA:

For consultancy proposal for developing provide training on Project Management for JPMU and provincial sub-PMUs

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		200
1.1	Reputation of Organisation and (Competence / Reliability)	50
1.2	Litigation and Arbitration history	20
1.3	Organisational Capability which is likely to affect implementation (risks versus access to specialized skills: i.e. subcontracting / partnerships - loose consortium, holding company or one firm, size of the firm / organisation, strength of project coordination and support, ...)	50
1.4	Quality assurance procedures, warranty	30
1.5	Previous experience in conducting training on project management/coordination in Viet Nam	50
Total (Form 1)		200
Form 2: Adequacy of the proposed approach, methodology and training agenda responding to the TOR		600
2.1	Does the suggested plan sufficiently address the key tasks/responsibilities expressed in the TOR?	50
2.2	Is the suggested methodology for training sufficient to address the needs/demands of the TOR?	100
2.3	Does the proposal commit commissioning a strong team of experts to deliver the expected outputs?	50
2.4	Does the proposal commit adequate human and logistical resources (including support staff, translation/interpretation (if needed) etc.) to ensure high-quality and timely delivery of the training?	100
2.5	Is the presentation of the proposal clear and provided with succinct sequence of approach for the required training?	100
2.6	Is the agenda sufficient to the needs/demands of the TOR and showing a good combination with required training contents on UNDP's relevant rules/regulations	200
Total (Form 2)		600
Form 3: Personnel competencies and human resource organization (applied to all proposed trainers)		200
3.1	Have sufficient qualification (at least master degree on project management related disciplines:)	60
3.2	Having at least 5 years of proven experience conducting project management training with standard program;	50
3.3	Excellent presentation skills with application of active teaching methodology.	50
3.4	Proven coordination plan among trainers and supporting staff for the training	40
Total (form 3)		200
TOTAL POINTS		1000

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

(**Note:** Please refer to Form 2 – Evaluation criteria for UNDP requirements when preparing this section)

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP

(**Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

III. Other Related Costs				
Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized
Person]
[Designation]
[Date]

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 07 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email by 29 November 2017 (Hanoi time).
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. company profile, company registration certificate, CVs of experts...			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

TERMS OF REFERENCE

Training on Project Management for JPMU and provincial sub-PMUs

PROJECT ID AND TITLE: 00098770 / Korea-Vietnam Mine Action Project

IMPLEMENTING PARTNER: UNDP

TOPIC OF TRAINING ACTIVITY: Project Management Training for JPMU and provincial sub-PMUs

1. GENERAL BACKGROUND:

As a result of many years of war, the land and people of Vietnam are severely affected by landmines and unexploded ordnance (hereinafter called Explosive Remnants of War or ERW). According to the results of the project named "Vietnam National Explosive Remnants of War Contamination Surveying and Mapping" from 2010-2014, all 63/63 provinces/cities across the country was contaminated with ERW. According to the Government of Vietnam, the total area of contamination is 6.13 million ha, accounting for 18.82% of the country's area.

In order to support the ERW removal effort in Vietnam, the Korea-Vietnam Mine Action Project (KV-MAP) was developed and founded on the close collaboration between the Government of the Republic of Korea and the Government of the Socialist Republic of Vietnam. In 2016, the Prime Minister approved the Project with the Ministry of National Defense as Executing Agency and Vietnam National Mine Action Center as the Project Owner. The main purpose of the Project is to strengthen the capacity of the Vietnam Mine Action Centre (VNMAC) and other responsible parties to remove ERW in Quang Binh and Binh Dinh provinces.

Given UNDP's global and local technical expertise in mine action in various countries around the world, including in the region (Lao, Cambodia and Turkey), long standing experience in managing large projects in Vietnam, strong governance/administration expertise, and supports towards sustainable development, UNDP Vietnam has been entrusted by KOICA to provide project management and technical support to this important project.

In order to strengthen capacity on project management for UNDP project team and relevant government partners at central and provincial level, UNDP would like to recruit a training institution to provide a 4-day training course on overall project management for about 40 project staff from UNDP office, Vietnam Mine Action Center, Department of Social Affairs (MOLISA) and sub-PMUs in Quang Binh and Binh Dinh provinces. The 4-day training is planned during July 24 to Aug 3, 2018 in a selected hotel in Da Nang. The training institution will be responsible for training content and materials while logistics for the training will be responsible by the project.

2. OBJECTIVES

Objective(s) of the training activity:

- Equip participant with basic knowledge and skills on project management process and areas with practical examples and practices from the Mine Action project.
- Participants from different agencies can interact and have better understanding of procedures and rules from others for more effective working.
- Provide participants with information and knowledge about UNDP's rules and regulations on programme/project management/coordination.

3. SCOPE OF WORK

A training institution/consultancy firm will be hired to provide the training on project management/coordination. UNDP relevant staff will provide sessions on UNDP's rules/regulations on project management/coordination. Suggested content for this session is in Annex 1.

The selected training institution/consultancy firm will be responsible to

- Design a 4-day training program in Vietnamese;
- Develop training materials in Vietnamese;
- Conduct training sessions in Vietnamese;
- Conduct a pre- and a post-assessment of knowledge on project management to all participants;
- Evaluate training activity and issue course certification (suggested form in Annex 2);
- Submit final training report (suggested form in Annex 2);
- Work closely with the KVMAP Project Manager and UNDP Programme Officer to adjust and finalise the proposed training agenda, which will include the sessions on UNDP's rules and regulations. The Contractor will be provided relevant documents when required.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Estimated timing and duration:

Training duration: 4 days during July 24 to Aug 3, 2018

Training venue and justification for selection:

Training venue: Da Nang has been selected as venue for the training after consultation with VNMAC. There are a number of reasons for this selection: 1) To ensure quality of the training, the venue should be away from their workplace so that the participants can dedicate all the time to training; 2) There are many daily return flights from Hanoi to Da Nang since participants may have different flight time due to their work; 3) Da Nang lies between Quang Binh and Binh Dinh and it is easier for participants from the 2 provinces travelling to Da Nang; and 4) There are many more hotels in Da Nang than in either Quang Binh or Binh Dinh, it is possible to look for and book a suitable hotel for training within the allocated budget.

The training venue costs will not be included in the financial proposal. As indicated in Section 8, UNDP and JPMU will be responsible for selection of venue, travel and accommodation for participants. Training institution is solely responsible for training contents and delivery of training.

5. FINAL PRODUCT

- Training program/syllabus of basic knowledge about project management/coordination to be organized in 4 days/8 hours a day. Training must include both lectures and interactive sessions for practices and delivered by qualified trainers. The training is delivered according to timeline with application of active teaching method combining lecturing and active participation of participants. Upon completion of the training, the participants are expected to:
 - Understand the overall knowledge of the project management process and areas;
 - Practice relevant skills on project management areas;

- Understand practical and relevant procedures and regulations of UNDP, VNMAC and MOLISA applicable to implementation of the project;
 - Build effective working relationship between UNDP, VNMAC, MOLISA and sub-PMUs' teams.
- Final evaluation, final training report and financial report are submitted according to agreed timeline i.e. within 10 days from the completion of the training.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Key milestones of activities for monitoring and progress controls:

- TOR released for bidding: June 27-30
- Bidding documents received: July 6-10
- Training institution selected and contract signed: July 12-16
- Training schedule and materials submitted: July 20-22
- Training conducted (including a pre and a post-assessment and a training evaluation): July 24 – Aug 3
- Final training report submitted: Aug 9-13
- Invoice submitted for final payment: Aug 30

The KVMAP Project Manager and UNDP Programme Officer will be mainly responsible and follow closely with the contractor to ensure all deliverables being implemented according to the required timeline. Training agenda and materials must be submitted by the contractor for review and finalization before the training. Final training report and invoice will also be reviewed for clearance before submitting for final payment.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

Criteria for selection of training institution/trainers:

Requirements for training institution:

- Having experience in delivering project management training course, international experience is a plus;
- Having standardized schedule/program/training materials on project management;
- Having at least 5 years of proven experience delivering similar training program;
- Having experience in delivering project management program related to mine action activities is a plus.

Requirement for trainers proposed by the training institution:

- At least master degree on project management related disciplines;
- Having at least 5 years of proven experience conducting project management training with standard program;
- Excellent presentation skills with application of active teaching methodology.

8. ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP and JPMU will arrange training venue, travel and accommodation for participants.

Criteria for selection of participants:

- Seconded staff from VNMAC, Quang Binh and Binh Dinh Sub-PMUs/Field supervision Units directly involved in Project Management and Coordination
- KOICA/UNDP project staff

- KOICA ODA Specialist

Sending organizations have to ensure to release staff from work during the training period so staff can fully participate the training.

9. REVIEW TIME REQUIRED AND PAYMENT

UNDP Viet Nam shall pay the Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 5 AND 6 above. Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each output below:

Stage	Expected Outputs	Payment Amount	Tentative Payment Schedule
Output 1	Training program/syllabus of basic knowledge about project management/coordination to be organized in 4 days/8 hours a day. Training must include both lectures and interactive sessions for practices. The full documents of agenda and materials shall be submitted fully before the training.	80%	During 23-25 July 2018
Output 2	Delivery of training by qualified trainers and report of the training to be submitted within 10 days from the completion of the training.	20%	30 August 2018

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

TOR's Annex 1: Suggested Content for session(s) on UNDP's Project/Programme Rules/Procedures

1. UNDP's mandate; missions; principles in development programmes; UNDP project cycle management, including project management structure, roles of project manager, roles of project board and how accountabilities are set in UNDP project cycle management.
2. Results-based management in project formulation and planning: Overview on One UN Strategic Plan/Country Programment Document's indicators and the links to project outcomes/outputs. Gender mainstreaming in annual planning
3. Overview of M&E: M&E regulations/plan (process & template); M&E activities; Group exercise: developing project M&E Plan
4. Overview on HACT processes: Macro and micro assessment; Cash transfers disbursement and reporting; Assurance activities: HACT audits, spot checks and links to work plans
5. Overview of Procurement
6. Overview of financial management and financial reporting

TOR's Annex 2: SAMPLE Forms

Sample 1: Sample Participant Training Evaluation Form

Name of Training Activity: “.....”

Training venue:

Date:

Strongly Disagree (1)	Disa gree (2)	Neither Agree nor Disagree (3)	Agree (4)
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TRAINING CONTENT

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Contents of the training activity were useful to my work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The duration of the training activity was appropriate to cover the planned content | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The training activity provided me with new knowledge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The steps of the training activity were | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The time I spent on the training activity was worthwhile | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. My expectations from the training activity were met | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I am interested to introduce this training activity to other people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

TRAINING MATERIALS

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 8. The training materials helped me understand the training contents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The training materials were very useful to my work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

General remarks:

.....

TRAINING METHODOLOGY

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 10. The methodology to conduct the training activity was appropriate to deliver the contents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. The examples used were relevant to and helped illustrate the subject matters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. The timing for practices/ exercises was appropriate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

General remarks:

.....

LOGISTICAL SUPPORT

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 13. I was happy with the training venue. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. I was happy with other support services (refreshment, toilet, hotel room, etc...). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

15. The training facilities were adequate.

General remarks:

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.....
.....

RESOURCE PERSONS

16. The resource person(s) was/were knowledgeable about the subject matters.

17. The resource person(s) was/were dedicated to the training activity.

18. The resource person(s) gave satisfactory answers to my questions.

19. The resource person(s) made satisfactory presentation(s) on their topics.

20. The resource person(s) made proper preparations for the training activity.

21. The resource person(s) had good skills to engage trainees in discussions.

General remarks:

.....
.....
.....

22. I wish to add the following comments on the training activity:

.....
.....
.....
.....
.....

23. Overall assessment on the training activity (including suggestions for improvement):

.....
.....
.....
.....

Many thanks for your contributions

Sample 2: Sample report on Training Activities

Project code and title:

Topic of the training activity:

1. **Objectives of the training activity:** This section discusses the objectives that determined the design of the training activity and the actions taken during the training process. These objectives should be judged against the objectives set out in the original TOR for the training activity to see to what degree such objectives have been achieved.
2. **Training methodology:** This section describes the approaches used in order to implement the objectives outlined in the TOR and the methods that the train or/ training institution applied in order to meet the requirements set out in the TOR.
These contents should be compared with the approaches/ methods that were suggested by the train or/ training institution to see how (successful) the originally suggested approaches/ methods were.
3. **Activities undertaken during the training process:** This section refers to all the main activities that were undertaken in order to implement the training objectives as set out in the TOR during the preparation for and conduct of the training activity. For example:
 - Activities that were undertaken during the preparatory phase (e.g. training needs assessment; design of or adjustment to the training programme and training materials; updating of project information on the training materials; etc...)
 - Activities that were undertaken during the conduct of the training activity, including activities in and outside the course (e.g. plenary sessions, group discussions, site visits, role plays, practical exercises, development of action plans, etc...)
 - Post- training activities (e.g. advisory support to apply the knowledge/ skills acquired or to re-organize day-to-day work, etc...)
4. **Results achieved:** This section outlines the results that were achieved during the training activity through the use of quantifiable indicators (e.g. the number of people that took part in the training activity, the number of hours for practical exercises, the issues/ case studies discussed/ analyzed, the number of topics/ contents learned against the originally designed targets).
It is equally important to list the types of knowledge/ skills that the trainee acquired through the training activity.
This section may also include the trainee's own assessment/ analysis of the design and outcomes of the training activity.
5. **Lessons learned from the training activity for application to future training activities:**
6. **Recommended follow-up actions** (a debriefing session to share the knowledge learned from the training activity; sharing of the training materials; organization of an in-depth training activity; etc...).
7. **Annexes**
 - List of trainees
 - Training programme
 - A summary of major points from training evaluation forms completed by the trainees and training evaluation report prepared by the responsible project staff (if available)
 - Other materials relating to the contents and results of the training activity.

Contract templates and General Terms and Conditions

Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

Please find below link to the General Terms and Conditions:

- below US\$ 50,000 (Services only):**
UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply
[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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