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Date: 31 July 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: Legislative Strategies for Ensuring Gender Equality on the Law on Vietnamese Guest Workers
Period of assignment/services (if applicable):	August – October 2018
Duty Station:	Hanoi with travel to nominated province
Tender reference:	A-180706

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
5pm, Wednesday 08 August 2018 (Hanoi time).

With subject line: (A-180706)-National Consultant: Legislative Strategies for Ensuring Gender Equality on the Law on Vietnamese Guest Workers

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...)
- A proposal of no more than 5 single-spaced pages including those;
 - Detailed methodology, sampling, work plan, and outline of intended report structure;
 - Types of data sources;
 - Budget estimate;

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Vietnamese 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:

<u>Consultant experience/qualification related to the service</u>		
<u>No</u>	<u>Description</u>	<u>Scores</u>
<u>1</u>	Post-graduate degree (Ph.D is asset) in social science, economics, political science, gender, migration, human rights, law or related fields with at least 7 years of professional experience in Viet Nam) *Academic and professional background in international labour migration/employment studies or related subject would be asset	<u>200</u>
<u>2</u>	Knowledge and expertise on international labour migration including socio-political development issues, international human rights law and ILO conventions and recommendations relating to international labour migration and gender * Up-to-date knowledge of current international labour migration and labour migration law and policy, and direct experience of consulting in the issue with related organizations will be an asset	<u>200</u>
<u>3</u>	Experience in applied research and analysis using quantitative and qualitative approaches: collection and analysis of primary and secondary data, including some competence in statistical software applications	<u>200</u>
<u>4</u>	Proven leadership and team work skill including data and knowledge sharing (evident with experience working in research projects)	<u>200</u>
<u>5</u>	Strong analytical skills and proven drafting skills (evident with relevant publications in both English and Vietnamese – writing sample should be submitted in application)	<u>200</u>
<u>Total</u>		<u>1,000</u>

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.

Payments shall be made upon UNDP's satisfaction of three key outputs. Below is the indicative schedule of payments:

Schedule	Outputs	Payment
24 August 2018	Detailed literature review and research plan	20% of contract

	received and agreed upon by UNDP	amount
8 September 2016	First draft received by UNDP and the lead researcher's participation at the internal workshop in Ha Noi	50% of contract amount
31 October 2016	Final research paper in both English and Vietnamese received by UNDP with satisfaction of quality	30% of contract amount

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

Annex I

TERMS OF REFERENCE



Legislative Strategies for Ensuring Gender Equality on the Law on Vietnamese Guest Workers

INDIVIDUAL CONSULTANT

Requirement: Individual National Consultant

Duration and timing: August – October 2018

Duty Station: Hanoi with travel to nominated province

Reporting: UNDP

1) GENERAL BACKGROUND

Labour export is used as a development strategy by Viet Nam, aiming to address the unemployment rate as well as advancing skills of its citizens by sending them abroad.¹ The Ministry of Labour, Invalids and Social Affairs (MoLISA) of Viet Nam has set a target to send 110,000 to work abroad in 2018 (105,000 in 2017).² A record shows the number of Vietnamese guest workers in 2017 was over 134,700, exceeding the target by 28.3%, including a growing proportion of female workers.³ There are approximately 540,000 Vietnamese guest workers working overseas sending more than 3 billion U.S. dollars each year.⁴ Major destination countries for Vietnamese workers include Taiwan, Japan, South

¹ Việt Nam aims to export more skilled labour. Viet Nam News (15 July 2017) at <https://vietnamnews.vn/society/380174/viet-nam-aims-to-export-more-skilled-labour.html#omVerbCIGcZMG7V.97> (accessed on 3 July 2018).

² Ministry of Labour Invalids and Social Affairs. June 21 2018. Vietnam sends nearly 60,000 workers abroad in first half of 2018. <http://www.molisa.gov.vn/en/Pages/Detail-news.aspx?IDNews=2809> (accessed on 3 July 2018).

³ Labour Minister clarifies guest worker issues at NA session. Vietnam Net (6 June 2018) at <http://english.vietnamnet.vn/fms/government/201862/labour-minister-clarifies-guest-worker-issues-at-na-session.html> (accessed on 3 July 2018).

⁴ ILO, TRIANGLE in ASEAN Quarterly Briefing Note Viet Nam April-June 2018; Vietnamese people work abroad up 6.7 pct in 2017. Xinhua Net (17 January 2018) at http://www.xinhuanet.com/english/2018-01/17/c_136901964.htm (accessed on 3 July 2018); Labour Minister clarifies guest worker issues at NA session.

Korea, and Malaysia.⁵ Republic of Korea (hereafter “South Korea”), the third largest country in accepting Vietnamese workers⁶, has received more than 120,000 Vietnamese workers between 1992 and 2010, the majority of whom working in manufacturing sectors, and some others in agriculture, fishing, construction etc.⁷ In 2017, South Korea received more than 4,300 migrant workers from Vietnam and female workers comprises around 10% of the total.⁸

There are many challenges faced by migrant workers before, during and after getting a job in a foreign country. Among those, female migrant workers, more vulnerable and at a higher risk of discrimination, exploitation and abuse, are facing further barriers. Risks faced by female migrant workers are varied, from labour exploitation, physical abuse, to sexual harassment and non-payment. Indeed, the Committee on the Elimination of All Forms of Discrimination Against Women (CEDAW) in 2015 stated in its recommendation to Vietnamese government that female migrant workers are at a high risk of exploitation, often victimized by fraudulent recruitment agencies and brokers and recommended to revise **the Law on Vietnamese Guest Workers 2006**, the overarching framework governing international labor migration in Viet Nam, to make it gender sensitive and responsive to the specific needs of female migrant workers.⁹ In this context, it is critical thematic evidence-based policy research on Vietnamese female migrant workers to inform the new Government and thought leaders for following reasons.

Rationale

- 1. The challenges Vietnamese migrant workers face before, during and after job employment in foreign countries.** Although working abroad is perceived by people in Viet Nam as a way to enhance one’s prospects, the reality is much more difficult. For instance, there still exists problems such as the high unofficial fees paid to brokers during the recruitment process and the growing rate of irregular workers residing in South Korea, which undermines continuous labor cooperation between Viet Nam and

Vietnam Net (6 June 2018) at <http://english.vietnamnet.vn/fms/government/201862/labour-minister-clarifies-guest-worker-issues-at-na-session.html> (accessed on 3 July 2018).

⁵ According to the estimates by Department of Overseas Labour, Ministry of Labour, Invalids and Social Affairs (March 2018), the number of Vietnamese migrant workers in major destination countries as follows: Taiwan (China): 170,000, Japan: 60,000, Republic of Korea: 50,000, Malaysia: 50,000, Thailand: 50,000 (ILO, TRIANGLE in ASEAN Quarterly Briefing Note Viet Nam April-June 2018). Vietnam workers sent to Taiwan, Japan rise sharply. See also Saigon Times (25 Jan 2018) at <http://english.thesaigontimes.vn/58198/Vietnam-workers-sent-to-Taiwan-Japan-rise-sharply.html> (accessed on 3 July 2018).

⁶ South Korea recruited over 5,100 Vietnamese guest workers in 2017. Saigon Times (25 Jan 2018) at <http://english.thesaigontimes.vn/58198/Vietnam-workers-sent-to-Taiwan-Japan-rise-sharply.html> (accessed on 3 July 2018).

⁷ Ishizuka, Futaba. (2013). “International Labor Migration in Vietnam and the Impact of Receiving Countries’ Policies.” *Institute of Developing Economies Discussion Paper* at 8, 10.

⁸ According to the Department of Overseas Labour, Ministry of Labour, Invalids and Social Affairs (November 2017), number of female guest workers is 427 among 4,393 migrant workers sent to South Korea in 2017 in total.

⁹ Law on Vietnamese Guest Workers (No. 72/2006/QH11, the Law on Contract Based Overseas Workers 2006) adopted on Nov. 29, 2006 and came into effect in Jul. 2007. http://www.ilo.org/dyn/natlex/natlex4.detail?p_lang=en&p_isn=91702&p_country=VNM&p_count=532&p_classification=17&p_classcount=40. CEDAW, Concluding observations on the combined seventh and eighth periodic reports of Viet Nam (29 July 2015) (CEDAW/C/VNM/CO/7-8), para 28.

South Korea.¹⁰ The quality of work, or skills obtained tend to be low, and subsequently workers, have difficulties in finding a job after returning to their home country. Raising awareness on such issues will be the first step in enhancing workers' human rights.

2. **Lack of focus on female migrant workers.** There exist extra difficulties for female migrant workers, particularly those unskilled and poor, due to the lack of information on access to reliable labour services and without social and legal protection. They may include negative family perception towards females working abroad, discrimination based on gender during the recruitment process and in workplaces, psychological and physical abuse by recruiters and employers, labour exploitation, pregnancy discrimination as well as difficulties in re-integration and access to public services and employment when they return home.¹¹ With the proportion of females working abroad growing every year, the barriers that they face because of their gender should be highlighted to guarantee equality in the advancement of human rights for both male and female workers.
3. **Need for the revision of the Law on Vietnamese Guest Workers:** The Vietnamese government is planning to **review the Viet Nam's Law on Vietnamese Guest Workers (Law on Labour Export)** in 2018 - 2019 and this study would provide relevant facts, evidences and analysis in a timely manner for government to consider in the revision of the law.

To this end, UNDP seeks research consultant from universities, research centers, think tanks or training institutions to carry out field research on Vietnamese female migrant workers.

2) OBJECTIVES OF THE ASSIGNMENT

The purpose of this proposed study is to provide input in evaluating the legal and policy framework on Vietnamese migrant workers from gender perspective, in particular, **the Law on Vietnamese Guest Workers 2006 (Law 72)**, through assessing the situation of and challenges faced by Vietnamese female workers who migrate to South Korea.¹² The Law on Vietnamese Guest Workers is the Vietnamese domestic law governing the activities of sending workers abroad under contract; rights and obligations of guest workers under contract; rights and obligations of enterprises and non-business organizations sending workers abroad under contract, and of concerned organizations and individuals.

Despite various legislative and policy measures, the remaining gaps between international and national standards show we still have a way to go to achieve gender equality in the protection of guest workers. This implies that concrete public policies and laws with gender perspectives are required to allow legal equality to play a critical role in influencing guest workers' rights and to change the situation surrounding them significantly. The proposed

¹⁰ The number of Vietnamese workers who illegally remain in the RoK reached nearly 35%. See High rate of unauthorized Vietnamese workers in RoK. The Voice of Viet Nam (16 May 2018) at <http://english.vov.vn/society/high-rate-of-unauthorized-vietnamese-workers-in-rok-374805.vov> (accessed on 3 July 2018).

¹¹ As for pregnancy discrimination against migrant female workers, see Fair Labor Association (FLA) (March, 2018) http://www.fairlabor.org/sites/default/files/documents/reports/triple_discrimination_woman_pregnant_and_migrant_march_2018.pdf

¹² In terms of the relatively small proportion of the female migrant workers to South Korea (in 2017, just over 400 women migrated to South Korea), it is worth considering if there should be some barriers for women to get work in South Korea.

study will produce a timely assessment of the implementation of the **Law on Vietnamese Guest Workers to be reviewed in 2018-2019** and provide guidance and direction concerning further development of the legislative framework in the area of gender equality to Vietnamese government seeking to reduce discrimination faced by female migrant workers. With the results found from the research, the lawmakers can be better informed and advised, and can implement strategies or policies that will ensure gender equality and better protection of its citizens working abroad, as well as reflecting the recommendations on revision of the Viet Nam's Law on Vietnamese Guest Workers and other related Decisions.¹³ In that sense, the primary target audience will include the Vietnamese government, specifically the Ministry of Labour, War Invalids and Social Affairs, and the Department of Overseas Labour, and the member of Committee of Social Affairs of the Vietnamese National Assembly. This study will also provide valuable suggestions to South Korea as a receiving country of those workers through raising the understanding among readers of the current situation of Vietnamese guest workers in South Korea, which can contribute to the promotion of further cooperation between the two countries in gender mainstreaming.

3) SCOPE OF WORK

The consultant will be responsible for producing high quality research in Viet Nam within the thematic area, utilizing existing studies and other reliable data as well as complementary qualitative and quantitative information. Research findings will be used to produce recommendations for the government, the Committee of Social Affairs of National Assembly, and other stakeholders for the revision of the Law on Vietnamese Guest workers. Following peer reviews and presentation, the successful paper will be published as a UNDP Viet Nam and Korean Legislation Research Institute working paper and shared with the Government of Viet Nam policy makers, donors, the research community and civil society in Viet Nam.

The Research is divided into two phases:

- **Phase 1: Research design**

The consultant will carry out a review of the academic and grey literature from Viet Nam and internationally. This will include studies on law and policies related to gender-equality and labour migration in Viet Nam. A Literature Review is prepared as an output of Phase 1. There may be technical meetings with research experts, as well as consultations on the scope and methodology of the research. The research should build on existing work, address knowledge gaps, and facilitate evidence-based recommendations to stakeholders. A Research Plan is written and agreed with UNDP Viet Nam, including scope, specific research aims, significance, questions, methods, timetable with milestones, and paper outline. UNDP Viet Nam must approve both the Literature Review and the Research Plan, before the next stage of research can begin.

- **Phase 2: Research and Recommendations**

Based on the approved research plan, the research consultant will analyze existing data and collect any additional data to address the research questions and enable recommendations. Desk research will continue, with possible additions to the literature review. This phase includes field research in Bac Giang province or any other nominated province.

¹³ For example, Decision 71/2009.

The results of the desk and field research are placed in theoretical context and analyzed, and policy options and recommendations for the relevant ministries and the Committee of Social Affairs of the National Assembly of the S.R. Vietnam and other stakeholders are put forward. These will all be written up in the Draft Paper. A technical workshop will be held to present the initial findings and potential policy recommendations to UNDP and other researchers for discussion. A Final Paper draft will be written and peer-reviewed by international and national experts. Prior to submission of the final draft, the research consultant is responsible for basic English and Vietnamese language editing.

The Final Paper is completed, addressing comments from UNDP and peer reviewers, and submitted in both English and Vietnamese, for UNDP approval. An event will be held in Ha Noi to share and discuss the findings and recommendations.

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

The research will be conducted in Viet Nam. The expected duration of the assignment is from August to October 2018. The duty station will be Ha Noi. The consultant is expected to travel to Bac Giang province.

Indicative Timeline for Research Outputs and workdays:

Phase 1	
Preliminaries: Research design and desk review (5 work days)	
13- 24 August 2018	Desk review of documents and design research plan. Scoping and finalizing of technical proposal for research (with detailed methodology, implementation plan and assessment tools and timelines), for approval by UNDP. This may include questions/ survey form for social research in province.
Phase 2	
Field visits (7 work days)	
27 August 2018- 2 September	Conducting of survey activity/data collection in nominated province.
Post-mission activities (Report preparation and submission) (15 work days)	
7 th September 2018	Draft data analysis depending on the data collection should be submitted to UNDP. Discussion with project team and stakeholders sharing the preliminary findings from field research with UNDP and other stakeholders. Data analysis and preparation of a first draft of report (in English and Vietnamese).
15 th September 2018	First draft report submission to UNDP, for UNDP and relevant partner's input.
15 th October 2018	Final paper submitted to UNDP in both English and Vietnamese with incorporating the comments received.

20 th -31 October 2018	Presentation of report at dissemination event in Viet Nam and South Korea/ Closure of the Service Contract
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5) FINAL PRODUCTS***

- Literature Review (5 pages single-spaced plus list of references) (24 August)
- Research Plan, including scope, problem statement, research aims, significance, research question, methods, timetable with milestones, and paper outline (5 pages) (24 August)
- Draft Paper (25-35 pages single spaced, including 3-5 pages policy recommendations, plus references and any annexes) * (15 September)
- Final Paper in English (25-35 pages single spaced, including 3-5 pages policy recommendations, plus references and any annexes) * (5 October)
- Final Paper in Vietnamese (25-35 pages single spaced, including 3-5 pages policy recommendations, plus references and any annexes) (15 October)
- Power point presentation (10-12 slides) with main findings, policy options and recommendations in English and Vietnamese (20 October)

* The Literature Review, Research Plan, and Drafts will be submitted in English. The research consultant will submit the final report in both English and Vietnamese. The Vietnamese researcher is in charge of proofreading of Vietnamese final report.

* Each research paper will include as a minimum (but not be limited to):

- Abstract
- Introduction
- Literature review
- Methodology
- Research findings and analysis
- Conclusions
- Policy options and recommendations
- References

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

- Upon signing contract, the Contractor shall work closely with UNDP Viet Nam's designated responsible persons to discuss and agree on the task requirements, and working methodology;
- UNDP Viet Nam's designated responsible persons and peer reviewers shall comment on the Contractor's required outputs/reports in the TOR;
- The Contractor reviews comments and submits the revised outputs/ reports for further review and comments;
- The UNDP Viet Nam shall monitor every stage of the research work and shall evaluate the deliverables of each phase as described in Section 3 of this TOR.
- UNDP shall disburse instalments to the Contractor against the payment milestones for each phase of the research. Each payment shall be made upon UNDP's satisfaction with the deliverables. The final instalment shall be made to the Contractor only when UNDP is fully satisfied with the final deliverable of this assignment.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Selected researcher will make a team and closely coordinate with international researchers from UNDP and Korean Legislation Research Institute as well as coordinate with the Department of Social Affairs of National Assembly. Each team member will have distinct roles. International researcher from UNDP will lead the research team and advice to ensure the research quality. National consultant's role is including but not limited to the following:

- She/he will provide overall substantive guidance, methodological advice, quantitative/qualitative analysis and quality control of research outputs to the research in Viet Nam.
- She/he will provide contextual and substantive inputs to the team.
- She/he will help identifying, in collaboration with the team members, key sources of information for the research, provide technical advice and contribute to the outputs of the research.
- She/he will ensure that current national policies and priorities as well as local level realities are adequately addressed in the research paper.
- She/ he conduct data collection, contact key informants and support arranging interview schedules for the fieldwork component of the research should there be any.
- She/he will ensure that all identified relevant documents are collected and reviewed and in charge of writing the report based on the documents and data collected.
- She/he will ensure the quality of the outputs of the research both in English and Vietnamese.

Qualification requirements for the consultant:

Please see the detailed requirements in the criteria table for evaluation of technical proposals, attached to this TOR.

Bidding requirement

Interested applicants shall submit a technical proposal to carry out the thematic research of this TOR. Interested bidders should develop their hypotheses/research questions.

Interested bidders will include the following documentation in their application dossiers:

1. A proposal of no more than 5 single-spaced pages including those;
 - Detailed methodology, sampling, work plan, and outline of intended report structure;
 - Types of data sources;
 - Budget estimate;
2. Detailed CV to prove his/her research skills and experience.
3. A writing sample in English and Vietnamese

Please see the detailed requirements in the criteria table for evaluation of technical proposals, attached to this TOR.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The selected research consultant is required to fulfil all necessary tasks and deliver the agreed products.

When requested by the research consultant, UNDP will assist with necessary formal introductions to stakeholders and experts/specialists with whom the service provider is required to meet.

UNDP will undertake the arrangements for the organization and chairing of the internal workshop and dissemination event in Ha Noi as well as possible information sharing/ expert workshop in Bac Giang. The costs for these meeting sessions will be borne by UNDP. Travel cost for the survey/ interviews in Bac Giang or other nominated province will be based on proposed work-plan and upon agreement with UNDP. Such travel cost will be paid separately by UNDP based on UN-EU cost-norms.

All other costs for consultation activities will be paid by the consultant, and the cost of such activities should be included in the financial offer. The consultant should arrange the field trip by themselves if there is any need.

The updated UN-EU Cost Norms for Viet Nam should be used by bidders for reference in developing the financial offer for the proposal.

Following are references that potential bidders may find useful:

- Law on Vietnamese Guest Workers (No. 72/2006/QH11, the Law on Contract Based Overseas Workers 2006) adopted on Nov. 29, 2006 and came into effect in Jul.2007.http://www.ilo.org/dyn/natlex/natlex4.detail?p_lang=en&p_isn=91702&p_country=VNM&p_count=532&p_classification=17&p_classcount=40.
- ILO. TRIANGLE in ASEAN Quarterly Briefing Note Viet Nam.
- ILO. (April 2016). Complaint mechanisms for Vietnamese migrant workers: An overview of law and practice.
http://www.ilo.org/hanoi/Whatwedo/Publications/WCMS_482928/lang--en/index.htm
- ILO. (June 2015). The growing trend of Vietnamese migrant domestic workers
http://www.ilo.org/hanoi/Whatwedo/Publications/WCMS_376172/lang--en/index.htm

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Interested bidders shall propose timelines for each output to be delivered to UNDP. Payments shall be made upon UNDP's satisfaction of three key outputs. Below is the indicative schedule of payments:

Schedule	Outputs	Percentage of Installments
24 August 2018	Detailed literature review and research plan received and agreed upon by UNDP	20% of contract amount
8 September 2016	First draft received by UNDP and the lead researcher's participation at the internal workshop in Ha Noi	50% of contract amount
31 October 2016	Final research paper in both English and Vietnamese	30% of contract

Schedule	Outputs	Percentage of Installments
	received by UNDP with satisfaction of quality	amount

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE
TIME

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-

ANNEX
Evaluation Criteria

Evaluation Criteria with assigned scores

(Interview will be set up if deemed necessary to compensate CV evaluation)

<u>Consultant experience/qualification related to the service</u>		
<u>No</u>	<u>Description</u>	<u>Scores</u>
<u>1</u>	Post-graduate degree (Ph.D is asset) in social science, economics, political science, gender, migration, human rights, law or related fields with at least 7 years of professional experience in Viet Nam) *Academic and professional background in international labour migration/employment studies or related subject would be asset	<u>200</u>
<u>2</u>	Knowledge and expertise on international labour migration including socio-political development issues, international human rights law and ILO conventions and recommendations relating to international labour migration and gender * Up-to-date knowledge of current international labour migration and labour migration law and policy, and direct experience of consulting in the issue with related organizations will be an asset	<u>200</u>
<u>3</u>	Experience in applied research and analysis using quantitative and qualitative approaches: collection and analysis of primary and secondary data, including some competence in statistical software applications	<u>200</u>
<u>4</u>	Proven leadership and team work skill including data and knowledge sharing (evident with experience working in research projects)	<u>200</u>
<u>5</u>	Strong analytical skills and proven drafting skills (evident with relevant publications in both English and Vietnamese – writing sample should be submitted in application)	<u>200</u>
<u>Total</u>		<u>1,000</u>

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