



Empowered lives.
Resilient nations.

11 October 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 consultant team (led by one international consultant and one national consultant) to conduct an end-of-project evaluation for Damrey Housing Rehabilitation and Recovery project.
Period of assignment/services (if applicable):	From 01 November to 27 December 2018 Total working days for the international consultant: 10 days Total working days for the national consultant: 15 days
Duty Station	Hanoi
Tender reference:	D-181001

-
1. Submissions should be sent by email to: nguyen.thai.duong@undp.org no later than:
17.00 hrs., 23 October 2018 (Hanoi time).

With subject line: **D1-181001 International consultant to conduct an end-of-project evaluation for Damrey Housing Rehabilitation and Recovery project**

D2-181001 National consultant to conduct an end-of-project evaluation for Damrey Housing Rehabilitation and Recovery project

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **35 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)
- [Letter to UNDP Confirming Interest and Availability](#)..... (Annex IV)
- [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
- Technical proposal outlining the evaluation approach, detailed methodology, an evaluation matrix, data collection tools, analytical tools, workplan including a field visit schedule and a proposed fee rate and associated costs.
- A sample of an end of project evaluation report
- Signed Letter to UNDP Confirming Interest and Availability

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and tax, insurance etc. – see format of financial offer in Annex V.
- For field visit, travel costs and daily allowance costs will be provided separately by UNDP as applied using UN-EU cost norm.
- 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 international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

International Consultant

Qualifications	Points
----------------	--------

Masters degree in architecture, engineering, climate change, disaster management, or other related fields, with proven experience in as the evaluation of housing and/or disaster related projects.	150
Minimum 10 years of relevant professional experience (social researches, program management, evaluation design and implementation)	100
Knoweldge of international good practice in sustainable housing design, ideally in applying environmentally sensitive building approaches in post-disaster setting	100
Previous experience with results-based evaluations, participatory evaluations for disaster related projects ideally including experience in UNDP evaluations	100
Technical knowledge in the areas of disaster management, disaster recovery, climate change	100
Experience in typhoon resilient housing programs in Vietnam or comparable global settings	100
Excellent command of the English language (oral and written)	100
Demonstrable qualitative data collection and analysis skills	150
Demonstrable team leadership	100
Total	1000

National Consultant

Qualifications	Points
Master's degree or higher qualification in civil engineering, civil construction, or other related fields, with proven training and/or experience in as project evaluation and project management, esearch and analysis.	150
Minimum 7 years of relevant professional experience (social researches, program management, evaluation design and implementation)	100
Knowledge of disaster management programs in Vietnam	100
Previous experience with results-based evaluations, participatory evaluations	100
Technical knowledge in the areas of disaster management, disaster recovery, climate change in Vietnam	100
Experience in typhoon resilient housing programs in Vietnam	100
Excellent command of the English and Vietnamese language (oral and written)	100
Demonstrable qualitative data collection skill, interpretation and translation skills	150
Demonstrable teamwork	100
Total	1000

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

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- 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.

The payment milestones consist of:

- 50% of the fee will be transferred upon submission of Evaluation inception report (detailing the evaluation approach, data collection tools, workplan, etc).
- 50% of the fee will be paid and liquidated upon satisfaction of deliverables.

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

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

TERMS OF REFERENCE

Position	01 consultant team (led by one international consultant and one national consultant)
Project	Damrey Housing Rehabilitation and Recovery
Consultancy service	Conduct an end-of-project evaluation
Type of appointment	Individual consultancy contract
Location	Hanoi – with one field trip
Duration	From 01 November to 27 December, 2018 Total working days for the international consultant : 10 days Total working days for the national consultant: 15 days
Report to	UNDP's Disaster Risk Reduction Program Analyst
Technical Supervision	UNDP's Senior Technical Advisor on DRR and CCA

1. BACKGROUND**Context**

On 4 November 2017, Typhoon Damrey made landfall in Viet Nam with winds of up to 135 km/hour. The typhoon heavily impacted 13 provinces, and came directly on the tail of a previous particularly active storm, which had already caused landslides and widespread flash-flooding highland areas of Viet Nam.

Typhoon Damrey was the strongest storm to impact Viet Nam's Central Coastal region in more than a decade. The most affected areas included South-Central region (Khanh Hoa, Phu Yen, Binh Dinh and Quang Ngai) and Northern Central region (Thua Thien – Hue and Quang Nam), and lesser extent, the Central Highlands (Lam Dong, Kon Tum, Dak Lak, Dak Nong and Gia Lai). An estimated 4.3 million people were affected by the typhoon, including more than 350,000 poor and near poor.

According to the Central Steering Committee of Natural Disaster Prevention and Control, as of 11 November 2017, 123 deaths and missing cases were reported. Approximately 138,000 were damaged and 3,500 houses were destroyed. On November 6, the Government of Viet Nam requested the UN to provide support to affected populations. In line with its existing support to the Government, UNDP worked to support affected provinces on house repairs and house rebuilding.

The Project (See Annex 1 for project logical framework).

With the funding from the Korean Embassy in Vietnam, UNDP worked with local authorities and partners to implement the Project “**Damrey Housing Rehabilitation and Recovery**” between December 2017 and 31 December 2018. The objective is to rebuild 300 houses totally destroyed or heavily damaged by typhoon Damrey in 3 provinces of Quang Nam, Phu Yen and Khanh Hoa, helping the affected households live in safe, secure, and private houses. The new houses use typhoon resilient house designs which were approved by the Ministry of Construction and provincial departments of construction.

The Project outcomes:

- 1) At least 300 destroyed houses rebuilt/repared directly benefitting at least 1200 of the most highly vulnerable affected people.

- 2) Establishment and maintenance of the revolving fund for house repair/construction (for Khanh Hoa and Phu Yen provinces)
- 3) Knowledge of safe house repair improved in 5 high risk districts.

2. EVALUATION PURPOSE

The purpose of the evaluation is to primarily examine the degree to which the Project has met its objective of building 300 houses, helping the affected households live in safe, secure and private houses and to explore options for enhancing methodologies and approaches for replication in potential future typhoon recovery interventions if required.

Findings from this evaluation will provide a transparent basis for similar housing interventions by UNDP, the Government and provincial authorities, and potential donors. To this end, the evaluation will also look at options for enhancement of current approaches for potential replication, including but not limited to opportunities to enhance building designs to incorporate more energy efficient or 'green' features. The evaluation report is intended for the following key users:

- Management board members of UNDP and UN agencies in Vietnam
- Officials from the Vietnam Disaster Management Authority
- The Korean Embassy in Viet Nam
- Officials from the three provinces of Quang Nam, Phu Yen, Khanh Hoa

3. EVALUATION OBJECTIVES AND SCOPE

The overall objective of the evaluation is to:

- 1) Assess the effectiveness of the Project in achieving the objective and outcomes;
- 2) Examine the impacts (positive or negative, intended or unintended) as results of and or contributed by the Project; and
- 3) Document lessons learned and potential opportunities to inform more strengthened recovery housing programs by the Government and/or external support to inform UNDP's future project development.

The evaluation will cover all three Project outputs and activities which have been implemented from December 2017 to December 2018 in all the three provinces. Specifically, the consultants will undertake the following tasks:

- Reviewing the Project documents and related materials;
- Developing an inception report (including evaluation matrix, methodologies, detailed workplan, field-visit schedule, etc.);
- Conducting primary data collection (using qualitative methods and analysis) in selected provinces (Phu Yen and Khanh Hoa) and in Hanoi
- Debriefing preliminary findings to UNDP
- Developing the evaluation report;
- Sharing evaluation findings at the final sharing workshop.
- Finalising and submitting the final report.

4. EVALUATION APPROACH AND METHOD

UNDP expects that the evaluation consultants follow a qualitative approach which utilises a mix of data collection tools such as interviews, focus-group discussions and observations from project site visits.

The evaluators will need to review all relevant sources of information, such as the Project document, Project reports, Project files, national housing programs, disaster risk reduction documents, and any other materials that the evaluators consider useful for the evaluation. A list of documents will be provided to the evaluators at the onset of the evaluation.

The evaluators are expected to conduct a field mission to Phu Yen and Khanh Hoa. Interviews and focus-group discussions will be held with the following organizations and individuals at a minimum:

Key stakeholders

- Direct beneficiary households having their houses rebuilt or repaired by the Project
- Community members, local mason groups, local authority officials
- Representatives from UNDP's partners such as the Red Cross chapters in Khanh Hoa, Women Union in Phu Yen.
- Provincial authority representatives including departments of construction

The evaluators are expected to propose a methodology with a clear intent to provide credible answers to the evaluation questions. Proposed methodology will need to ensure that the information collected is valid, reliable and sufficient to meet the evaluation objectives and that the evaluators' analysis is logical, coherent and complete. At the same time, triangulation principles (utilizing multiple sources of data and methods) should be applied in order to validate findings.

For this evaluation, UNDP provides a draft evaluation matrix in Annex 2. In the proposed methodology, the evaluators will need to provide the followings: 1) what information should be collected, 2) from which source(s) it should be collected, 3) for what purpose it should be collected and 4) how the collected data will be analysed in order to answer the evaluation questions. The evaluators are expected to submit this matrix as part of the inception report and shall include it as an annex to the final report.

5. EVALUATION CRITERIA AND RATINGS

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework which provides outputs indicators for project implementation along with their corresponding means of verification.

The evaluation will minimum cover the criteria of relevance, effectiveness, efficiency, sustainability and impact. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in Annex 2.

Evaluation Ratings:			
1. Monitoring and Evaluation	<i>rating</i>	2. IA & EA Execution	<i>rating</i>
M&E design at entry		Quality of UNDP Implementation – Implementing Agency (IA)	
M&E Plan Implementation		Quality of Execution - Executing Agency (EA)	
Overall quality of M&E		Overall quality of Implementation / Execution	
3. Assessment of Outcomes	<i>rating</i>	4. Sustainability	<i>rating</i>
Relevance		Typhoon resilient house allocation and strength of design applied	
Effectiveness		Ability of the project to provide support to houses in need in a timely and suitable manner. Were key elements of safe housing design communicated effectively.	

Efficiency		revolving fund	
Overall Project Outcome Rating		Ideas/ approaches	
Impact	rating	Green housing	Rating
Impact on beneficiaries		Opportunities for recycled materials	
Changes in communities		Low cost design	
Social stability		Technologies and approaches	
Overall impact rating		Overall green housing rating	

6. DELIVERABLES

The evaluators are expected to submit the following outputs **in both Vietnamese and English.**

No	Deliverables	Due date
1	Evaluation inception report (detailing the evaluation approach, data collection tools, workplan, etc).	05/11
2	One briefing session with UNDP staff in Hanoi (initial findings)	12/12
3	Draft evaluation report ¹	14/12
4	One presentation in the Project final workshop	18/12
5	Final evaluation report ²	22/12

7. EVALUATION TEAM COMPOSITION AND REQUIRED COMPETENCIES

The evaluation team will be composed of 01 international consultant (team leader) 01 national consultant (team member). Ideally, all are to be based in Vietnam.

Selection criteria:

International team leader:

No	Criteria	Score
1	Masters degree in architecture, engineering, climate change, disaster management, or other related fields, with proven experience in as the evaluation of housing and/or disaster related projects.	150
2	Minimum 10 years of relevant professional experience (social researches, program management, evaluation design and implementation)	100
3	Knowledge of international good practice in sustainable housing design, ideally in applying environmentally sensitive building approaches in post-disaster setting	100
4	Previous experience with results-based evaluations, participatory evaluations for disaster related projects ideally including experience in UNDP evaluations	100
5	Technical knowledge in the areas of disaster management, disaster recovery, climate change	100
6	Experience in typhoon resilient housing programs in Vietnam or comparable global settings	100

¹ See Annex 3 for Key elements in the evaluation report

² When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

7	Excellent command of the English language (oral and written)	100
8	Demonstrable qualitative data collection and analysis skills	150
9	Demonstrable team leadership	100
	Total	1,000

National team member:

No	Criteria	Score
1	Master's degree or higher qualification in civil engineering, civil construction, or other related fields, with proven training and/or experience in as project evaluation and project management, research and analysis.	150
2	Minimum 7 years of relevant professional experience (social researches, program management, evaluation design and implementation)	100
3	Knowledge of disaster management programs in Vietnam	100
4	Previous experience with results-based evaluations, participatory evaluations	100
5	Technical knowledge in the areas of disaster management, disaster recovery, climate change in Vietnam	100
6	Experience in typhoon resilient housing programs in Vietnam	100
7	Excellent command of the English and Vietnamese language (oral and written)	100
8	Demonstrable qualitative data collection skill, interpretation and translation skills	150
9	Demonstrable teamwork	100
	Total	1,000

8. EVALUATION ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct³ upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)

9. IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP in Viet Nam. The UNDP will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Team will be responsible for liaising with the evaluator team to set up interviews, arrange field visits, coordinate with the Government etc.

10. TIME FRAME FOR THE EVALUATION PROCESS

The total duration of the evaluation will be over a time period of 7 weeks according to the following plan:

Activity	Timing		Completion Date
	International consultant	National consultant	

³ See Annex 4 for Code of Conduct

	(Team leader)	(team member)	
Preparation	2 days	2 days	5/11
Evaluation Mission (including translation of documents)	4 days	5 days	30/11
Debriefing	½ day	½ day	12/12
Draft Evaluation Report	2 days	4 days	14/12
Presentation	½ day	½ day	18/12
Final Report (including translation of report)	1 days	3 days	22/12
Total	10 days	15 days	

11. COST

Consultancy fee:

- Maximum paid-day for the team leader: 10 days
- Maximum paid-day for the team member: 15 days

Consultancy fee payment will be made after the deliverables are accepted by UNDP.

50% of the fee will be transferred upon submission of Evaluation inception report (detailing the evaluation approach, data collection tools, workplan, etc).

50% of the fee will be paid and liquidated upon satisfaction of deliverables.

Travel costs:

For field visit, travel costs and daily allowance costs will be provided separately by UNDP as applied using UN-EU cost norm.

12. APPLICATION

Interested teams or individuals should send applications with the following information:

- Technical proposal outlining the evaluation approach, detailed methodology, an evaluation matrix, data collection tools, analytical tools, workplan including a field visit schedule and a proposed fee rate and associated costs.
- CVs
- A sample of an end of project evaluation report

Please send the applications to the following email addresses:

UNDP accepts applications by teams or by individuals. If you apply as an individual, please indicate the position as team member or team leader.

Closing date for application submission: **23 October, 2018**

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.

Annex 1: Project Logical framework

Project Strategy	Indicator	End-of-project Target	Source of verification	Risks and assumptions
Objective: To repair/rebuild 300 houses destroyed by Typhoon Damrey applying build back principles that will ensure their resilient to future storms and floods	300 houses rebuilt for poor and near-poor households	300 houses rebuilt and 5 houses repaired	Project records and provincial records; mission reports	Targeted provinces are prone to flood and typhoon, and that they would be willing to accept/ apply safe housing models to improve safe housing condition for poor and near poor people
	# of training courses on safe housing techniques for beneficiaries and targeted communities	5 training courses on safe house repairs and construction 3 sharing workshops to improve awareness/knowledge of resilient housing technology	Project records and provincial records mission reports	Safe housing techniques are transferred to local people in simple terms that they can apply and duplicate among community members
Output 1: At least 300 destroyed houses rebuilt/repared directly benefitting at least 1200 of the most highly vulnerable affected people	<ul style="list-style-type: none"> - # of beneficiaries - # of short training courses on safe house repairs and construction - # of houses rebuilt/repared 	<ul style="list-style-type: none"> - 1,200 direct beneficiaries - 5 training courses in five high-risk districts. - 300 houses 	Project reports; Minutes of houses-handovers Photos of new houses; Interviews; missions reports	

Output 2: Knowledge of safe house repair technology improved in 5 high risk districts	<ul style="list-style-type: none"> - # of training courses for improved knowledge of safe house repair technology - # of brochures and leaflets to share safe house design 	<ul style="list-style-type: none"> - 3 training courses proposed - The numbers of communication products are proposed by local partners 	Project reports; Mission reports; Interviews with beneficiaries Training materials	
Output 3: Establishment of revolving fund for house repair/rebuild in Khanh Hoa and Phu Yen	<ul style="list-style-type: none"> - # of training courses on revolving fund principles and utilization - # of households receiving small loans from the fund 	<ul style="list-style-type: none"> - 1 training course/ 1 province - Total 10 households benefit from the fund 	Project records Partners report Revolving fund protocols Loan certificates Houses repairs/built as a result of loans	

Annex 2: Evaluation Criteria Matrix

This Matrix must be fully completed or amended by the evaluators and included in the inception report and as an Annex to the final report.

Evaluative Criteria Questions		Indicators	Sources	Methodology
Relevance: How does the project relate to the priorities of the authorities and needs of households in targeted provinces?				
	<ul style="list-style-type: none"> To what extent is the project relevant to the priorities of the Government of Vietnam and affected provinces after Typhoon Damrey? 	<ul style="list-style-type: none"> Recovery needs in housing sector 	<ul style="list-style-type: none"> Project documents and reports Gov's typhoon Damrey reports Joint needs assessment reports 	<ul style="list-style-type: none"> Desk review Focus group discussions Interviews with project team, UNDP and other partners
	<ul style="list-style-type: none"> To what extent is the project relevant to the mandate of UNDP and the donors in helping affected communities recover and build back better after disasters? 	<ul style="list-style-type: none"> Recovery mandate of UNDP Humanitarian mandate of donor 	<ul style="list-style-type: none"> UNDP recovery policy Donor humanitarian mandate 	<ul style="list-style-type: none"> Desk review Interviews with UNDP and donor
	<ul style="list-style-type: none"> To what extent is the project housing output relevant to the needs of affected households in the three provinces? 	<ul style="list-style-type: none"> Expressed needs for safe, secure houses by households Women and men's needs differentiated and tailored assistance provided to particularly vulnerable households Recovery needs in housing sector 	<ul style="list-style-type: none"> Project documents and reports Gov's typhoon Damrey reports Joint needs assessment reports Primary data sources 	<ul style="list-style-type: none"> Desk review Interviews Focus-group discussions
Effectiveness: To what extent have the expected outputs of the project been achieved?				
	<ul style="list-style-type: none"> How has the project been effective in achieving its expected outputs? 	<ul style="list-style-type: none"> Quality of houses built and repaired Information, knowledge and skills transferred 	<ul style="list-style-type: none"> Project document Project team and stakeholders 	<ul style="list-style-type: none"> Desk review Interviews Focus-group discussions
	<ul style="list-style-type: none"> To what extent has the project delivered committed trainings, workshops, resilient houses? 	<ul style="list-style-type: none"> Quality of houses built and repaired Information, knowledge and skills transferred 	<ul style="list-style-type: none"> Project document Project team and stakeholders 	<ul style="list-style-type: none"> Desk review Interviews Focus-group discussions
	<ul style="list-style-type: none"> What innovative solutions have been introduced to maximize effectiveness in needs assessment, beneficiary selection, and in monitoring? 	<ul style="list-style-type: none"> Snapture tool SeeTell card 	<ul style="list-style-type: none"> Dashboard Project reports 	<ul style="list-style-type: none"> Desk review Interviews with consultants Interviews with beneficiaries

Evaluative Criteria Questions	Indicators	Sources	Methodology
Efficiency: To what extent were the financial and technical resources planned and used efficiently in delivering the outputs?			
<ul style="list-style-type: none"> Was project implementation as cost effective as originally proposed (planned vs. actual)? 	<ul style="list-style-type: none"> Level of discrepancy between planned and utilized financial expenditures Planned vs. actual funds leveraged 	<ul style="list-style-type: none"> Financial audit reports Project documents 	<ul style="list-style-type: none"> Desk review Interviews
<ul style="list-style-type: none"> How did payment made through cheques work efficiently / save time in deliver humanitarian assistance? 	<ul style="list-style-type: none"> Payment scheme by cheques through local banks 	<ul style="list-style-type: none"> Project documents Financial audit reports 	<ul style="list-style-type: none"> Desk review Key interview
<ul style="list-style-type: none"> Were the project activities carried out in a manner making efficient use of project resources? 	<ul style="list-style-type: none"> Efficiency of disbursements and financial management Outputs achieved relative to costs; value for money 	<ul style="list-style-type: none"> Project documents Financial audit reports 	<ul style="list-style-type: none"> Desk review Key interview
Sustainability: To what extent are the project outputs and approaches likely to sustain after the project completion?			
<ul style="list-style-type: none"> What aspects of the project are likely to sustain in similar context? (typhoon resilient houses; knowledge on resilient housing; revolving fund after a large-scale disaster) 	<ul style="list-style-type: none"> Intention of local households in copying typhoon resilient models Plans of local authorities in promoting resilient models Discussions on resilient housing knowledge among households 	<ul style="list-style-type: none"> provincial documents on typhoon resilient housing Project's documents and applied designs of houses 	<ul style="list-style-type: none"> Desk review Interviews Focus-group discussion
<ul style="list-style-type: none"> What ideas / approaches in this Project can be replicated in similar areas of the provinces in similar context? 	<ul style="list-style-type: none"> acceptance by local governments and communities Ability of the project to target the correct households and to take into account women/men's needs 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Desk review Interviews with provincial level partners
Impact: Are there indications that the project has contributed to, or enable progress towards, or reduce threats in housing sector?			
<ul style="list-style-type: none"> What are the intended and unintended impacts on beneficiaries (positive and negative) resulted from the Project? 	<ul style="list-style-type: none"> Satisfaction / gratitude from communities Clear understanding of resilient housing expressed need to improve housing conditions 	<ul style="list-style-type: none"> Project documents Provincial level plans and documents Primary data sources 	<ul style="list-style-type: none"> Interviews Document analysis

Evaluative Criteria Questions		Indicators	Sources	Methodology
		<ul style="list-style-type: none"> Social disputes caused by the project's support 		
	<ul style="list-style-type: none"> What are verifiable changes in the affected communities now compared to 1 year ago? 	<ul style="list-style-type: none"> living condition improvement Safer living environment particularly for vulnerable groups (elderly, children etc) 	<ul style="list-style-type: none"> Interviews Provincial level plans/strategies 	<ul style="list-style-type: none"> Interview Document analysis
	<ul style="list-style-type: none"> To what extent has the project contributed to social stability in housing conditions of the poor households post-disaster? 	<ul style="list-style-type: none"> living condition improvement Safer living environment particularly for vulnerable groups (elderly, children etc) 	<ul style="list-style-type: none"> Interviews Provincial level plans/strategies 	<ul style="list-style-type: none"> Interview Document analysis

The final section of the report should also include analysis of options for technical enhancement in future typhoon recovery programs in Viet Nam through options such as the application of energy efficient green building practices. This section should include analysis of key questions including inputs regarding:

- What opportunities could have been taken to promote the use of recycled materials for construction?
- Are there feasible options to strengthen how future projects might be able to undertake low cost design adjustments, and increase effectiveness?
- Are technologies and approaches available in Vietnam that could be considered for application in future housing reconstruction efforts?

Rating scales:

<i>Ratings for Outcomes, Effectiveness, Efficiency, M&E, IA&EA Execution</i> 6: Highly Satisfactory (HS): no shortcomings 5: Satisfactory (S): minor shortcomings 4: Moderately Satisfactory (MS) 3: Moderately Unsatisfactory (MU): significant shortcomings 2: Unsatisfactory (U): major problems 1: Highly Unsatisfactory (HU): severe problems	<i>Sustainability ratings:</i> 4. Likely (L): negligible risks to sustainability 3. Moderately Likely (ML): moderate risks 2. Moderately Unlikely (MU): significant risks 1. Unlikely (U): severe risks	<i>Relevance ratings</i> 2. Relevant (R) 1. Not relevant (NR) <i>Impact Ratings:</i> 3. Significant (S) 2. Minimal (M) 1. Negligible (N)
<i>Additional ratings:</i> Not Applicable (N/A) Unable to Assess (U/A)		

Annex 3: Key elements in the evaluation report

Acronyms

Table of Contents

List of Tables and Figures

Acknowledgement

Executive summary

1. Introduction

2. Methodology

3. Findings

3.1 Project implementation

3.2 Project outcomes

- Relevance
- Effectiveness
- Efficiency
- Sustainability and replicability
- Impacts
- Green housing options

4. Conclusions and Recommendations

- ToR
- Itinerary
- List of persons interviewed
- Summary of field visits
- List of documents reviewed
- Evaluation Question Matrix
- Questionnaire used and summary of results
- Evaluation Consultant Agreement Form
- Report Clearance Form

Annex 4: Code of Conduct

Evaluators:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Evaluation Consultant Agreement Form⁴

Agreement to abide by the Code of Conduct for Evaluation in the UN System

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at *place* on *date*

Signature: _____

⁴www.unevaluation.org/unegcodeofconduct

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofVND (for National Consultant) and USD (for International Consultant)

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 65 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

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).