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10 May 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	A Senior International Expert and a National Expert to conduct the mid-term review of the research project “The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI)”
Period of assignment/services (if applicable):	(June 2019 – July 2019)
Duty Station	Home based and Vietnam
Tender reference:	A-190503

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

26 May 2019

With subject line:

A-190503-1 International Consultant for Midterm Review

A-190503-2 National Consultant for Midterm Review

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 **30 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:

- [Term of References](#)..... (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
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** 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:

International Consultant

Evaluation Criteria for the International MTR Team Leader		Maximum Points
1	Postgraduate degree in political science, economics, development studies, or a related discipline	200
2	At least 10 years of experience in conducting applied research, project evaluation in areas of governance and public administration reforms; with strong experience in qualitative and/or quantitative analysis; with direct experience working in Viet Nam (a Vietnam-based expat an advantage)	200
3	A well-articulated technical proposal showing how the review will be conducted and a brief outline of the review report	150

4	Demonstrated experience in project management and implementation	150
5	Proven strong interpersonal communication skills (with direct or skype interviews with short-listed applicants)	150
6	A strong record of past review reports/publications, with two examples included in the technical proposal	150
Total		1,000

National Consultant

Evaluation Criteria for the National MTR Team Member		Maximum Points
1	Postgraduate degree in political science, economics, development studies, or a related discipline	200
2	At least 10 years of experience in conducting applied research, project evaluation in areas of governance and public administration reforms; with some experience in qualitative and/or quantitative analysis in Viet Nam	200
3	Demonstrated experience in project management and implementation in Viet Nam	100
4	A technical proposal showing how the review will be conducted from the role to be undertaken	150
5	Proven strong interpersonal communication skills (with direct or skype interviews with short-listed applicants)	150
6	Proven fluency in English and Vietnamese, with at least one sample of past review reports (ideally in both languages) included in the technical proposal	200
Total		1,000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate 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.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 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 upon acceptance by UNDP of the deliverables specified the TOR.

The payment milestones consist of:

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR. The payment terms are the following:

The payment shall be on a one-off basis at the end of the contract term by 31 July 2019 at the latest.

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.



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Resilient nations.*

TERMS OF REFERENCE

Service	A Senior International Expert and a National Expert to conduct the mid-term review of the research project “The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI)”
Duty station:	Vietnam and home-base
Expected Duration	From 10 June to 10 July 2019
Supervision:	The Individual Contractors will work closely with UNDP Viet Nam Programme/Policy Analyst in Governance and Participation. The Individual Contractors will report directly to UNDP Vietnam.

1. Background

As a low middle-income country, Viet Nam is facing new social, economic and institutional challenges. Policy-makers need to be informed; citizens and the society are empowered; and, an informed/empowered citizen is the one with greater responsibility towards his/her community and country. Citizens, who are both beneficiaries of public policy and end-users of public services, increasingly demand that these public systems be free of bureaucracy and corruption, more transparent and accountable, more responsive to tax-payers’ expectations, more open to critical voices for reforms and improvements, and be able to catch up with societal changes. They also demand the public sector to promote development and equity, public participation in decision-making processes, and citizens’ roles in oversight and monitoring.

To assist Viet Nam in tracking those challenges and suggesting where the country should focus their energy and resources, since 2009, the research project “the Viet Nam Provincial Governance and Public Administration Performance Index (PAPI)” has been commissioned on annual basis by UNDP in Viet Nam together with the Centre for Community Support and Development Studies (CECODES) and different agencies within the Viet Nam Fatherland Front agencies (with the latest VFF partner being the Centre for Research and Training of the Viet Nam Fatherland Front), and the Ho Chi Minh National Academy of Politics (HCMA—which has played a critical role in disseminating PAPI findings to provincial leaders through action-based research and policy advice). The initiative was piloted in three provinces in 2009 and then expanded for larger pilot in 30 selected provinces in 2010. With the success of the pilots, PAPI was for the first time replicated and scaled up to all 63 provinces since 2011 in Viet Nam to be the first ever mass survey on citizens. Since then, the survey has been iterated every year.

Over the first 10 years of its development, PAPI has contributed to large and increasing impacts, and this has inspired the continuation of this important project. The significant impact of PAPI in Viet Nam has helped UNDP secure funding from the Australian Department for Foreign Affairs and Trade (DFAT) and the Embassy of Ireland for the tool to be continued until 2021. PAPI has proven to be

largest annual citizen-centric, nationwide policy monitoring tool. Over the first 10 years, PAPI has collected the views of 117,363 randomly selected citizens about the country's performance in governance and public administration in various sectors, based on their direct interactions with local governments. In 2018 alone, 14,304 respondents shared their reflections based on interactions with public authorities over the past year. In addition, to date, every province has hosted or convened a PAPI diagnostic workshop. Of the nation's 63 provinces, 60 have issued action plans, directives, official letters and/or resolutions to request that local government agencies respond to citizen feedback obtained through PAPI (see the list [here](#)). The PAPI reports and data have been used extensively by government agencies, development partners, civil society organisations, the media and researchers. For further information about PAPI, visit www.papi.org.vn/eng and Annex 1 for the snapshot of the PAPI project.

Therefore, PAPI generates information about the actual performance of local authorities in meeting the expanding needs and expectations of citizens. By doing so, PAPI promotes self-reflection for improvement, creates constructive competition, and promotes learning among local authorities. In addition, PAPI acts as a rigorous and objective platform that allows citizens to benchmark their local government's performance and advocate for improvements in different aspects of governance and public administration; aspects that are evolving as Viet Nam further develops economically and socially. PAPI also contributes to expectations that the governments at all levels will be more open and responsive to the feedback and expectations of citizens.

As foreseen by the key international donor for PAPI, the Australian Department for Foreign Affairs and Trade (DFAT) and UNDP, a mid-term review needs to take place to assess whether or not the research project is moving in the right direction towards its expected outcomes, to identify the key challenges in achieving the project outcomes and to provide recommendations to meet those challenges. This Terms of Reference is designed to commission a team of one international expert and one national expert to conduct the mid-term review to see to address those purposes.

2. Objectives and Key Finding Questions

The MTR has the following objectives and is expected to address key finding questions as follows:

Objective 1: review of key results of the PAPI research project to date and their contributions to the achievement of the expected project outputs and outcomes

- What are the key results of each expected outcome up-to-date?
- Are there gaps between the current project status and its expected outcomes?
- Are the project's expected outcomes still relevant? If not, what should they be?

Objective 2: assessment of whether the project implementation process ensures the delivery of the expected outcomes and its efficiency

- Is the operation modality of the project helping to achieve results? If not, why and how could it be improved?
- What are the roles and functions of each actor in the consortium of VFF, CECODES, HCMA and UNDP? What has been their performance to date?
- Who are key partners of the project and how do they participate/contribute to the project?
- What possibilities are there to improve the project implementation?

Objective 3: provision of strategic recommendations to the project's key stakeholders (VFF, CECODES, HCMA, UNDP and donors) to ensure sustainable project impacts.

- How should the project improve its performance to generate greater development impact in Viet Nam?
- How can the project be better communicated?

- What should UNDP and partners do to sustain the project's impact?
- What should be done for PAPI to ensure its sustainability from the impartial assessment about the necessity of PAPI?

In a nut shell, based on the findings and analysis of objectives 1 and 2, the mid-term review team shall propose strategic recommendations to the project's key stakeholders. The recommendations should be practical and action-oriented and guide the implementation in the next five or ten years of PAPI development.

3. Expected results of the mid-term review

The expected results of the **mid-term review** are following:

- a briefing of the mid-term review findings and recommendations to the key stakeholders (half-day seminar in Ha Noi, at the UN House, 304 Kim Ma, Ha Noi);
- a final report in English and Vietnamese (max. 25 pages, excluding annexes) including an executive summary (max. 2 pages) with critical and analytical views and clear recommendations
- the mid-term review report should be concise, self-explanatory, and recommendations therein should be constructive and forward-looking.

4. The Mid-Term Review Team

The mid-term review will be conducted by an independent consultant team consisting of one international consultant (team leader) and one national consultant who will undertake the responsibilities and meet the requirements specified below.

4.1. International consultant (team leader)

The main responsibilities of the international consultant (team leader) are:

- Development of an evidence-based review methodology
- Fine-tuning of key review questions
- Organisation of the mid-term review process*
- Allocation of tasks to the national consultant (team member)
- Supervision and guiding of the team member in implementation of specific tasks
- Analysing collected data and information
- Writing and finalising the evaluation report

** To undertake this responsibility, interested applicants need to include logistic costing in their financial proposals*

The team leader should:

- Be a specialist in social studies with strong knowledge of qualitative and quantitative surveys
- Possess excellent knowledge in governance and public administration issues (experience in and knowledge of Vietnam an important advantage)
- Be experienced in project implementation evaluation, project management and project implementation
- Possess excellent interpersonal communication and reporting skills
- Be fluent in English (writing and speaking)

4.2. National consultant

The main responsibilities of the national consultant are:

- Fulfil tasks defined by and work under the supervision of the team leader
- Help the team leader in understanding the Vietnamese situation and context
- Interpret for the team leader in discussion with the Vietnamese partners

- Translate the evaluation report from English into Vietnamese

The national consultant should:

- Be a specialist on governance and public administration reform in Vietnam
- Possess good knowledge of social studies and sociological surveys
- Have proven experience in project management and implementation
- Be fluent English and Vietnamese (writing and speaking)
- Proven good interpersonal communication skills

4.3. Team work arrangements

During the evaluation process the consultant team will work independently and self-sufficiently in planning, organizing and delivering the mid-term review outputs.

It will be the sole responsibility of the mid-term review team members to work together and arrange meetings and logistics for the review to be carried out successfully. All logistic costs in the financial proposal by the Team Leader will be used for the whole team's work-related activities in delivering the expected outputs.

UNDP will provide support as specified in Section 7 below.

5. Tentative schedule

The MRT will take place from 10 June to 10 July 2019 with a total number of person-days of 20 for each consultant. It is suggested that the review be conducted for four consecutive weeks as per the schedule below:

Review Process	Number of Days	Expected Outputs	Deadline for Deliverables
Desk-review and refining approaches to the assignment	2 person-days	<ul style="list-style-type: none"> • Detailed implementation plan • Concrete elaborated questions and interview schedules • Initial briefing with UNDP 	<ul style="list-style-type: none"> • 15 June 2019
Interviews with relevant stakeholders	12 person-days	<ul style="list-style-type: none"> • Suggested and expanded sample of informants • Informants met for data and information inputs for the review 	<ul style="list-style-type: none"> • 30 June 2019
Report writing	3 person-days	<ul style="list-style-type: none"> • A briefing note/presentation of initial findings and recommendations to the key stakeholders • A half-day meeting to present the findings and recommendations with relevant stakeholders 	<ul style="list-style-type: none"> • 5 July 2019
Finalising the mid-term review report	3 person-days	<ul style="list-style-type: none"> • Final report in English and Vietnamese (max. 25 pages, excluding annexes) including an executive summary (max. 2 pages) with critical and analytical views and clear recommendations 	<ul style="list-style-type: none"> • 10 July 2019

6. Contract Payment

UNDP Viet Nam shall reimburse the Individual Contractors upon UNDP's satisfaction with expected deliverables set forth in Section 3 above. The payment shall be on a one-off basis at the end of the contract term by 31 July 2019 at the latest.

7. Support from UNDP and reference documents

UNDP Viet Nam will provide the mid-term review team with the following materials:

- The 2011-2018 PAPI reports (also available at <http://papi.org.vn/eng/documents-and-data-download>);
- Background information about the PAPI (also available at <http://papi.org.vn/eng/faq>);
- An initial list of stakeholders for the team to arrange meetings and interviews;
- Substantive inputs in and quality control of deliverables;
- Office space for meetings and working sessions when needed;
- When requested, arrangement of introduction letters and/or requests for meetings/interviews; and,
- Any other substantive support where deemed appropriate.

8. Provision of monitoring and progress controls

- UNDP Viet Nam shall be responsible for quality control of the deliverables.
- The MRT team members will work under the supervision of the UNDP Viet Nam Policy Analyst who is the PAPI research project manager and team leader.
- The MRT team members will report directly to UNDP Viet Nam.

Evaluation Criteria

Evaluation Criteria for the International MTR Team Leader		Maximum Points
1	Postgraduate degree in political science, economics, development studies, or a related discipline	200
2	At least 10 years of experience in conducting applied research, project evaluation in areas of governance and public administration reforms; with strong experience in qualitative and/or quantitative analysis; with direct experience working in Viet Nam (a Vietnam-based expat an advantage)	200
3	A well-articulated technical proposal showing how the review will be conducted and a brief outline of the review report	150
4	Demonstrated experience in project management and implementation	150
5	Proven strong interpersonal communication skills (with direct or skype interviews with short-listed applicants)	150
6	A strong record of past review reports/publications, with two examples included in the technical proposal	150
Total		1,000

Evaluation Criteria for the National MTR Team Member		Maximum Points
1	Postgraduate degree in political science, economics, development studies, or a related discipline	200
2	At least 10 years of experience in conducting applied research, project evaluation in areas of governance and public administration reforms; with some experience in qualitative and/or quantitative analysis in Viet Nam	200
3	Demonstrated experience in project management and implementation in Viet Nam	100
4	A technical proposal showing how the review will be conducted from the role to be undertaken	150
5	Proven strong interpersonal communication skills (with direct or skype interviews with short-listed applicants)	150
6	Proven fluency in English and Vietnamese, with at least one sample of past review reports (ideally in both languages) included in the technical proposal	200
Total		1,000

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 [~~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;

D) 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.

