



ADDENDUM1

Procurement Notice Ref: A-190503

Subject: 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)”

Issue Date: 10 May 2019

Deadline for submission of bids/offers: 26 May 2019

This correspondence pertaining to the above-mentioned requirement should be considered as an integral part of the tender documents.

Below please find the UNDP clarification and an official reply (in [blue text](#)) to all inquiries raised by participant bidders.

Question 1- *Expected research project outputs and outcomes: what are they? Where do we find them? How we can obtain the project document if any? The TOR mentions "Annex 1 for the snapshot of the PAPI project" but we don't see such Annex in the TOR.*

Answer:

2. Objectives

2.1. Main objective

To measure provinces' annual performance of governance and public administration (i.e. outputs of local governance, public administration and public services that are experienced by citizens at the provincial level) basing on perspectives and feedback of citizens from all 63 provinces in Vietnam.

2.2. Specific Objectives

- To construct the PAPI (based on a set of indicators and detailed methodology) to gauge the standards of local governance, public administration and public services at the provincial level in Vietnam based on the perception and experiences of citizens at large in 63 provinces;
- To collect data through conducting surveys in all provinces of the country, which enables the construction of the index, using innovative approaches to data collection;
- To produce a comprehensive report on: (i) methodology, (ii) data-collection, (iii) analysis of provincial performance, (iv) rating of provincial performance basing on indicators of performance; and (v) lessons learnt and recommendations;

- To communicate PAPI findings at launching events and in different means of media, including a PAPI website

In particular, the index will cover, at the minimum level, the following areas:

- Performance outputs of the policy making process at the provincial level gauged by citizens reflecting aspects such as participation of citizens of different demographic backgrounds, transparency and accountability of local governments and authorities, control of corruption in the public sector, public administrative services and public service delivery;
- Performance outputs of the policy implementation process gauged from the view of citizens, reflecting aspects such as participation of citizens of different demographic backgrounds in policy implementation, transparency and accountability of local authorities in the process, effects of policy interventions, etc.;
- Performance outputs of provision of services by the public administration system, in particular regarding the availability of, accessibility to and quality of public administrative services and public services (including quality of civil servants/public employees, quality of facilities in place, etc.) in areas of basic necessities for citizens of different demographic backgrounds, including the poor and the disadvantaged.

The Index is expected to serve as a tool that supports and complements national efforts in monitoring and evaluation of governance and public administration reforms and inform the progress made by Viet Nam in achieving the Sustainable Development Goals, in particular Goal 16 that promotes peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. The Index must be rights-based and gender-sensitive.

3. Research Stages and Expected Outputs

The Responsible Party, according to the following terms of reference, and under the coordination of UNDP Viet Nam, shall deliver the products described below:

Research Stage	Expected Outputs
Stage 1. Concept note on applicable methodology, a set of working indicators and feasible data collection approaches as well as detailed work-plan for deployment	<p><u>Output 1.1:</u> Methodology, indicators and data collection approaches refined to ensure the evidence-based approach to research and the quality and reliability of an index on citizens' experience of outputs of Vietnam's local governance, public administration and public service delivery.</p> <p><u>Output 1.2:</u> Detailed work-plan for implementation of the agreed approaches to the research</p>
Stage 2. Fieldwork conducted in all 63 provinces in Viet Nam for data collection and a briefing note reporting on the fieldwork	<p><u>Output 2.1:</u> Primary interview data and documented materials collected from 63 provinces for analysis and synthesis in the later stage of report writing; and,</p> <p><u>Output 2.2:</u> A briefing note with information on the type of data collected, lessons learnt from the monitoring process.</p>

<p>Stage 3. Data processing conducted and initial findings properly consulted with different stakeholders</p>	<p><u>Output 3.1:</u> A properly processed dataset ready for data analysis and reporting; and,</p> <p><u>Output 3.2:</u> A draft report that details initial findings of the research shared with key stakeholders for validation;</p>
<p>Stage 4. Research report finalised, and a detailed proposal for improved implementation of PAPI in all 63 provinces for the succeeding cycle(s) developed</p>	<p><u>Output 4.1:</u> A final report finalised for publication and nationwide dissemination; and,</p> <p><u>Output 4.2:</u> The PAPI website www.papi.org.vn updated and maintained to reflect PAPI findings</p>

Question 2- The Mid-Term Review Team. *The TOR talks about a team composing of one international team leader (TL) and one national team member (TM). However, the PN guides us to prepare the tender document separately by each of the team in an **individual** capacity. Normally, in case of a team, we submit only one pack of technical and financial proposals, in which TL and TM bid together in their **team** capacity.*

Answer:

Bidders are invited to submit for any position in the mentioned Procurement Notice whichever is suitable (international consultant or national consultant). Proposal can be submitted in team, however, the **separate** financial offers are still required as each position will be evaluated separately.

The complete bidding documents and addendums/amendments concerning this call for bids can be examined and obtained free of charge from the following website:

http://procurement-notices.undp.org/view_notice.cfm?notice_id=55576