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1 August 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Economist
Period of assignment/services (if applicable):	(August 2019 – December 2020)
Duty Station:	Homebased and Hanoi, Vietnam
Tender reference:	A-190802

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

**23.59 hrs., Wednesday 14 August 2019 (Hanoi time)**

**With subject line:**

**A-190802 International Economist**

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](mailto: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.
- Letter of Introduction
- 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 **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 Economist**

No.	Consultant's experiences/qualification related to the services	Max points
1.	PhD. in economics, development economics and/or related fields	200
2.	Experience in doing researches (with good records of publication and policy advising) addressing Viet Nam's development and challenges; Viet Nam's socio-economic development strategies, legal frameworks and policies, practice and related institutional arrangements in the areas of macro-economic management, SOE and institutional reform, development finance, enterprise development and FDI policies, technology and productivity, trade and investment policies.	300
3.	Experience in doing researches with proven knowledge on international experiences in these areas/topics, especially in developing countries, countries in East Asian/ASEAN regions.	300
4.	Research designing, analytical framework and analyzing skills (proven via submission of research papers) as a team leader, providing technical guidance to research teams.	100
5.	Good command of writing and making presentations in English	100
	<b>Total</b>	<b>1,000</b>

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 subject to positive reference checks on the consultant's past performance.

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.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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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## **TERMS OF REFERENCE**

**Title:** International Economist

**Location:** Homebased and Hanoi (Viet Nam)

**Report to:** UNDP Resident Representative and Deputy Resident Representative

**Duration:** 110 days, tentatively from August 2019 – December 2020

### **1) GENERAL BACKGROUND**

Over the decades, UNDP has been considered by Government of Viet Nam (GOVN) as a trusted impartial partner contributing to Viet Nam's socio-economic development strategies and plans. UNDP has been providing policy advices on a wide range of topics on human development, public administration, judiciary and SOE reforms, enterprise development and FDI policies.

As GOVN embarks on the formulation of the next ten year socio-economic development strategy (SEDS) and five year socio-economic development plan (SEDP), UNDP has been providing policy advices on inclusive growth, climate change, environment and green growth, development financing and ODA strategy, productivity and competitiveness, inclusive Fourth Industrial revolution and anticipatory governance, etc.. UNDP country office expects to deepen its policy advising work in some of these topics during the year of 2019 and 2020.

### **2) OBJECTIVES OF THE ASSIGNMENT**

The overall objective of the assignment is to strengthen UNDP's contributions to SEDS and SEDP, through deepening UNDP policy program and improved quality of UNDP policy advising products.

### **3) SCOPE OF WORK**

#### **1. Advising UNDP Viet Nam on policy program:**

- Providing advices on Viet Nam's key development challenges and recommendations on UNDP Country Office's policy program research and advising for 2019 and 2020, building on and deepening the UNDP CO's work on development financing, the development of fiscal policy institutions for sustainable development financing, financial decentralization and relation to SDG financing, technology policy and productivity, trade and investment policy to increase the competitiveness of national firms, institutional reforms to achieve better separation between government's role as regulator and investor, creating a level playing field for small and medium sized private firms at the provincial level, improving dialogue at the sectoral level through strong industry associations, the blurring divide between agriculture and industry and implications for land and technology policy.
- Based on the UNDP Country's Office policy program work plans and request, preparing terms of references for international and national consultants for undertaking policy research, recommending suitable (UNDP supported) experts as keynote speakers in key national policy dialogues on the above-mentioned topics.

#### **2. Providing technical inputs to the implementation of the UNDP country's office policy program:**

- Providing technical inputs: (i) analytical frameworks, methodological guidance and international experiences to 2-3 UNDP CO supported policy research/studies, and (ii) recommended topics for UNDP supported policy dialogues;
- Reviewing and providing inputs for finalization of (2-3) key UNDP CO supported/commissioned policy research reports/papers.
- Acting as UNDP resource person and/or providing technical inputs to UNDP CO's presentations and keynote speeches at 3-4 key/high level policy dialogues and or UNDP CO's discussion papers/policy related blogs.

**Providing support to UNDP CO on other policy tasks that may arise:** such as briefing notes and recommended talking points for high level meetings of UNDP RR with VN's leaders

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

August 2019 – December 2020:

- (i) estimated 40 working days: 35 working days homebased and 5 working days in 1-2 missions to Ha Noi, Viet Nam during the period from August 2019 to December 2019;
- (ii) estimated 70 working days: 60 working days homebased and 10 working days in 1-2 missions to Ha Noi, Viet Nam during the period from January 2020 to December 2020.

#### **5) FINAL PRODUCTS with the timelines\*\*\***

- One briefing note/paper on key development challenges of Viet Nam and recommended topics of UNDP Viet Nam policy advising program in 2019 and 2020 (September 2019).
- 3-4 terms of references for int. and nat. consultants for undertaking policy research (1-2 in 2019 and 2-3 in 2020) and recommended suitable experts as keynote speakers in key national policy dialogues.
- Analytical frameworks, methodological guidance and international experiences to 3-4 UNDP CO supported policy research/studies and UNDP CO supported/commissioned policy research reports/papers.
- (1-2 in 2019, including for the study on bottlenecks of public investment disbursement, 2-3 in 2020);
- UNDP CO's presentations, keynote speeches and/or briefing notes, discussion papers for 3-4 key/high level policy dialogues (1-2 in 2019, including UNDP RR's keynote speech in VRDF 2019 and/or Sustainable Development Forum 2019 or Party Economic Commission Symposium on Sustainable and Inclusive Growth, 2-3 UNDP RR's keynote speeches/presentations in similar policy forums in 2020).

#### **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The international consultant will work under the overall supervision and quality assurance of UNDP Viet Nam Resident Representative/Deputy Resident Representative and in close cooperation with Assistant Resident Representative, Head of Inclusive Growth Unit and other relevant UNDP programme staff.

The concrete tasks and deliverables of the international consultant will be (i) defined in country office's policy work plan and related concrete TORs during the contract time frame and (ii) monitored against the timelines and quality requirements/criteria set out in concrete TORs by UNDP CO.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- PhD. in economics, development economics and/or related fields.
- Good knowledge and understanding of Viet Nam's development and challenges; good knowledge of Viet Nam's socio-economic development strategies, legal frameworks and policies, practice and related institutional arrangements in the areas of macro-economic management, SOE and institutional reform, development finance, enterprise development and FDI policies, technology and productivity, trade and investment policies.
- Good knowledge on international experiences in these areas/topics.
- Minimum 10 years of working experiences in conducting research (with good records of publication) and policy advising on these topics in Viet Nam and other countries especially in developing countries, countries in East Asian/ASEAN regions.
- Strong skills in research design, development of analytical frameworks and providing technical guidance to research teams;
- Good skills in making analysis and research paper production, good command of writing and making presentations in English.

## 8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP will provide support to selected candidate for visa to Viet Nam. UNDP Country Office and its implementing partners are not required to provide any physical facility for the work of the consultant, however working space during missions to Ha Noi, Viet Nam and venues for some technical meetings/consultations can be provided, at the discretion of the UNDP Country Office and its implementing partners and as necessary. As necessary, UNDP Country Office and its implementing partners will facilitate meetings of consultant with relevant government agencies and development partners and experts.

UNDP CO and its implementing partners, beside the publications posted in UNDP Viet Nam website, will provide available and relevant documents and data necessary for the international consultant to conduct the tasks and produce the deliverables. All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and its implementing partners.

## 9) REVIEW TIME REQUIRED AND PAYMENT TERM

Two payment milestones will be made:

	Deliverables	Due dates
1	100% of 2019 contract amount will be made upon UNDP CO's satisfactory acceptance of all the deliverables in 2019 (within 10 working days of CO's review/approval of the final deliverables).	31 December 2019
2	100% of 2020 contract amount will be made upon UNDP CO's satisfactory acceptance of all the deliverables in 2020 (within 10 working days of CO's review/approval of the final deliverables).	31 December 2020

As necessary and requested, advances for air-tickets and Daily Subsistence Allowances for missions to Viet Nam can be made.

## 10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

## ANNEX IV

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

Date \_\_\_\_\_

United Nations Development Programme

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.

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**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 of ..... (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:**

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
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) ....			
	<b>TOTAL</b>			

*\* Individual Consultants/Contractors who are over 65 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).*