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Date: **08 August 2014**

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant for Developing a training package on Results Planning, Monitoring and Reporting
Project name:	UN Viet Nam
Period of assignment:	Estimated 7 working days in September 2014

1. Submissions should be sent by email to: [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) no later than: **24 August 2014 (Hanoi time)**.

With subject line: **International Consultant -“Training Package on Results Planning, Monitoring and Reporting “**

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

**Note:** Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) . 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 interested consultants and

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) [& General Conditions](#) (Annex III)

- [Insurance Coverage Table](#) (Annex IV)
- [Vendor Form](#) (Annex V)
- [Guidelines for CV preparation](#) (Annex VI)
- [Format of financial proposal](#). (Annex VII)

3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

- a. Technical component:
  - Letter of interest explaining why they are the most suitable for the work
  - One or two writing samples in English.
  - Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service
- b. Financial proposal **(with your signature)**:
  - The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in [Annex VII](#).
  - 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 US Dollar at UN Exchange Rate at the submission deadline.

**Please note:** Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1.	Master's degree or equivalent in international development, public administration, social sciences or related field.	100
2.	A minimum of 7 years of professional experience in international development.	200
3.	Extensive experience with various aspects of Results-Based Management (RBM)/M&E, including the development of training packages.	200
4.	Experience working with the UN System in the area of RBM/M&E Experience developing training packages in the context of Delivering as One, preferably in Viet Nam, is considered a clear advantage.	200
5.	International consultancy experience with a track record of providing high-quality training on RBM/M&E.	100
6.	Demonstrated ability to deliver results within strict deadlines.	100

7. Fluency in written and spoken English.	100
<b>Total</b>	<b>1000</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).

Technically qualified consultants may be selected for an interview before financial evaluation.

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%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

## 8. Contract

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

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

Documents required before contract signing:

- Personal History
- Release letter in case the selected consultant is government official.



## **TERMS OF REFERENCE**

### **International Consultant Developing a training package on Results Planning, Monitoring and Reporting**

#### **I. BACKGROUND**

The “Delivering as One” (DaO) initiative in Viet Nam started in early 2006 with the objective to achieve a more strategic and more effective UN contribution to the attainment of national development priorities under national leadership and move towards providing high-quality policy advice and advocacy, focusing on the UN’s normative role. The initiative is grounded within the 2005 Hanoi Core Statement on Aid Effectiveness and further reinforced by the recommendations of the November 2006 report of the High-Level Panel on System-Wide Coherence. In 2007 Viet Nam volunteered to be one of the eight countries to pilot further UN reform at country level.

The DaO initiative in Viet Nam focuses on six pillars: One Plan, One Budget (including One Plan Fund), One Leader, One Set of Management Practices, Green One UN House and One Voice. The strategic One Plan 2012-2016 has been developed in close consultation with Government, other national partners and donors. The One Plan is based on key national priorities, with a focus on providing policy advice and advocacy as well as capacity development for Viet Nam as a Middle-Income Country. Planning, monitoring and reporting on the One Plan is conducted by eight UN inter-agency Joint Programming Groups (JPGs) covering the 12 One Plan outcomes.

The 2010 Country-led Evaluation pointed to the importance of a results-focused planning and reporting process in which contribution to higher-level results is clearly articulated. In particular, the Evaluation made the following recommendation: “M&E is an essential aspect of the One Plan because it provides the evidence of performance that guides future work. Maintaining a record of activities and delivery of outputs may be useful within the PCG [now renamed to JPGs] but for reporting to the UNCT the format needs to describe contribution to outcomes. This requires a change during planning so that results chains are described and adoption of a reporting approach that describes how outputs contribute to outcomes.”

Results-Based Management (RBM) is an essential component of the One Plan 2012-2016. In line with RBM principles, an integrated approach is being applied to planning, monitoring, reporting, review and evaluation of the One Plan to ensure evidence-based decision-making. In 2012 the UN Country Team (UNCT) approved a comprehensive RBM Strategy for 2012-2016 to help monitor development results as well as progress on DaO and its contribution in making the UN System more efficient and effective in Viet Nam. The RBM Working Group (RBM WG), composed of RBM Officers of the UN agencies in Viet Nam and chaired by the RBM Specialist in the Resident Coordinator’s Office, was established in 2007 to provide technical advice on RBM to the UN Country Team and JPGs.

The RBM Strategy, which guides the work of the RBM WG, indicates that one of the group's core responsibilities is to support ongoing capacity development in order to update UN staff's RBM skills with focus on (1) joint annual results planning and reporting and (2) contribution analysis and preparing contribution stories. The RBM strategy also stresses the importance of demand-driven capacity development support and foresees that JPGs and other working groups will identify ongoing RBM training needs of UN staff and propose and support the delivery of training and learning events.

## II. PURPOSE

The purpose of the consultancy is to support the RBM WG in the development of a Training Package for JPGs on results planning, monitoring and reporting. The training package will be used by the RBM WG to conduct a training of trainers for the group's members as well as to conduct tailor-made training events for the various JPGs.

## III. SCOPE OF WORK

The assignment will include:

Development of a **six-module training package**. The proposed modules are based on the UN in Viet Nam's "Guidance Note for JPGs on results planning, monitoring and reporting" and are organized in two sections, with three modules under each section:

### Section on Results Reporting

- Module 1: Analyzing the context
- Module 2: Formulating strong results statements
- Module 3: Developing contribution stories

### Section on Results Planning and Monitoring

- Module 4: Setting a vision, a policy agenda and joint key results
- Module 5: Monitoring progress: indicators
- Module 6: Monitoring progress: other monitoring tools

Each module should include:

- a) A brief PowerPoint presentation (6-10 slides) with explanatory footnotes to guide the trainer/s. Trainer/s should be able to go through the presentation in 30 minutes.
- b) A one pager proposing a generic practical exercise (that later can be tailored to the specific programmatic/thematic area dealt by each JPG following discussions with the various JPG Convenors).
- c) A short list of useful reference documents and tools (including those provided by the RBM WG)

The assignment is expected to include the following specific tasks:

- Conduct a desk review of the reference documents provided by the RBM WG per module
- Conduct short interviews with the sub-working groups formed by the RBM WG on each of the modules to understand main challenges and opportunities related to the respective topic.
- Develop draft training modules (power point presentation with footnotes, practical exercise and reference documents)
- Incorporate feedback provided by the RBM WG members.

#### **IV. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL:**

The duration of the consultancy is estimated at 7 working days spread out over 2 or 3 weeks time. The assignment is expected to be conducted in September 2014.

Duty station: Home-based.

#### **V. FINAL PRODUCT**

The final deliverable for the assignment is a **six-module training package** for Joint Programming Groups on results planning, monitoring and reporting.

#### **VI. PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will work under the overall supervision of the Results Based Management (RBM) Specialist at the UN Resident Coordinator's Office and in close collaboration with the RBM Working Group members.

#### **VII. REQUIRED EXPERTISE AND QUALIFICATIONS**

The consultant should have the following qualifications:

- Master's degree in international development, public administration, social sciences or related field.
- A minimum of 7 years of professional experience in international development.
- Extensive experience with various aspects of Results-Based Management (RBM)/M&E, including the development of training packages.
- Substantial and well-documented experience working with the UN System, preferably in the area of RBM/M&E.
- Experience with the UN Delivering as One (DaO) initiative is considered a clear advantage.
- Prior work experience with the UN in Viet Nam is considered an additional asset.
- Extensive international consultancy experience with a track record of providing high-quality training on RBM/M&E.
- Demonstrated ability to deliver results within strict deadlines.
- Fluency in written and spoken English.

#### **VIII. PAYMENT TERMS**

50% of the total contract value will be paid to the consultant upon receipt and acceptance of the draft deliverable (draft Training Package including all components).

50% of the total contract value will be paid to the consultant upon receipt and acceptance of the final deliverable (Final Training Package including all components).

#### **IX. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS**

The consultant will work home-based and will be responsible for making all necessary logistical arrangements regarding IT equipment, workspace and others. The RBM WG will provide support in providing key reference documents and arranging any Skype call meetings as necessary.

## **Annex VI**

### **GUIDELINES FOR PREPARING CV**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

#### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

#### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

#### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

#### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

#### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

#### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

#### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)



## Annex VII

### FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of USD .....

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes, medical check if required etc).

#### Cost breakdown:

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel cost			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
	<b>TOTAL</b>			

*\* 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