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Date: 14 November 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International senior expert on quantitative methodology for “Empirical Study to Measure Justice based on Citizen’s Experience in Viet Nam (‘Justice Index’)”
Project name:	Legal Empowerment through Support to the Vietnam Lawyers’ Association (Project 68222)
Period of assignment/services (if applicable):	January – September 2015

1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than: **17.00 hrs., 27 November 2012 (Hanoi time)**.

With subject line: International senior expert on quantitative methodology for “Empirical Study to Measure Justice based on Citizen’s Experience in Viet Nam (‘Justice Index’)”

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 **7 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.

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)
- [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 English, PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Letter to UNDP Confirming Interest and Availability
- Copy of 1-2 publications/writing samples.
- Reference contacts of past 4 clients for whom you have rendered the similar service
- Provide a brief methodology on how they will approach and conduct the work

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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Technical Proposal Evaluation		Max. Points
1. Consultant's experiences/qualification related to the services		
1	Strong professional background (academic and experience) in relation to law and/or political science, including advanced degree and at least 10 years of professional experience.	100
2	Demonstrated track record in research on empirical studies on justice performance and/or governance (an asset if having research experiences in Viet Nam); Quality of writing sample submitted (both in terms of style and substance).	150
3	Proven competence in using statistics software for data analysis, in particular, competence in using statistics software	100
4	Proven interpersonal and team-work skills; English command	100
Sub-total 1		450
2. Technical Proposal		
1	Understanding of the objectives of the assignment	200
2	Understanding the difficulties/challenges of the tasks	100
3	Approach/methodology for carrying out the task and obtaining the expected outputs	250
Sub-total 2		550
TOTAL POINT		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:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website:

<https://training.dss.un.org/consultants>. 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.

1st payment: 20% of total contract value will be paid upon receipt and acceptance of the contractor’s detailed work-plan

2nd payment: 30% of total contract value will be paid upon receipt and acceptance of refined methodology, approach for data collection and sampling (end of Stage 1).

3rd payment: 50% of total contract value will be paid upon publication of the research report (end of Stage 4).

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 (TOR)

TITLE:	International senior expert on quantitative methodology for “Empirical Study to Measure Justice based on Citizen’s Experience in Viet Nam (‘Justice Index’)”
PROJECT	Legal Empowerment through Support to the Vietnam Lawyers’ Association (Project 68222)
DURATION	January – September 2015
COUNTRY OF ASSIGNMENT:	Home-based with three missions in Hanoi, Viet Nam

1) GENERAL BACKGROUND

Vietnam has officially embarked on legal and judicial reforms since 2005, though calls for economic reform and “*doi moi*” were proclaimed much earlier (since mid 1980s), following the vision and objectives set forth in the two Politburo’s Resolutions, the Legal System Development Strategy (Resolution 48 on LSDS) and the Judicial Reform Strategy (Resolution 49). Key principles for undertaking reforms are denoted in these strategies, among others, to ensure:

- “The combined strength of the entire society must be mobilized in the judicial reform process. Judicial institutions and judicial support agencies must be put under the oversight of the people-elected bodies and of the people”.¹
- “further promote democracy and accelerate legality during the development, improvement, and implementation of the law” and “execute the Strategy (LSDS) in line with administrative and judicial reform through resolute steps and concentration,... and fully ascertain the pre-conditions to guarantee the effectiveness and enforceability of the law”.²

The National Steering Committee for Judicial Reform (NSCJR) was established and tasked to coordinate and advance reform in judicial sector in 2005. In order to assess pace of the reform, obstacles and to identify priorities for achieving the reform targets by 2020, the Committee has commissioned two assessments of the implementation of Resolution 49, a five-year review in 2010 and an eight-year review in 2013. As outcome of the second review, the Central Party Committee issued Conclusion 92-KL/TW, giving guidance to continue the Strategy implementation and the preparation for an overall scheme to renovate the operation and functions of judicial institutions in the period of 2016-2020.³

The NSCJR’s assessments involved all central agencies and Provincial Steering Committees for Judicial Reform, which mainly relied on internal report and self-assessment of central institutions and local governments.⁴ Results of these reviews clearly demonstrate that in absence of an effective mechanism for monitoring activities related to justice sector reform—in particular public feedback on

¹ Resolution 49 of the Politburo on Judicial Reform Strategy to 2020, Section 2.3

² Resolution 48 of the Politburo on Legal System Development Strategy, Section 2.4 & 2.5

³ Conclusion n0.92-KL/TW, dated 12 March 2014, of Central Party Committee on continuation of the Resolution 49 implementation.

⁴ Report no.35-BC/CCTP of National Steering Committee on Judicial Reform on assessment of 8-year implementation of Resolution 49 and Judicial Reform Strategy, dated 12 March 2014.

performance of justice institutions and officials at all hierarchies—challenges remain with the NSCJR in two fronts: build consensus for change, and increase public confidence in justice institutions.

To produce evidence-based analysis and policy recommendation, policy makers and researchers are searching for objective sources of information and independent assessments, in particular, information which captures public opinions, including private enterprises and individuals from all walks of life. Over the past 10 years, there are outstanding efforts to gauge public opinions in regulatory framework and local governance. For examples: the *Provincial Competitiveness Index* (PCI)⁵ is designed to assess the ease of doing business, economic governance, and administrative reform efforts by local governments, using data of a nationwide survey of domestic firms and foreign invested enterprises about local economic governance and the business environment. The *Provincial Governance and Public Administration Performance Index* (PAPI)⁶ aims to support transparency, enlarge the ‘space’ for citizen participation in policy planning, implementation, and monitoring, and to expand the pool of quantitative data available for policy formulation and improvement. Through annual surveys since 2011, it captured and reflected the experiences of nearly 50,000 citizens across 63 provinces and cities in Viet Nam.

In measuring justice, experiments have been made to assess public awareness to legal information and mechanisms for dispute resolution, notably *Access to Justice* surveys commissioned by UNDP in 2004 and 2010. In 2011, an empirical study on distributive justice in Viet Nam has been launched in partnership between Vietnam Lawyers’ Association (VLA) and UNDP, which aims to expand the evidence base for justice sector’s policy making, implementation and monitoring. Following a pilot survey carried out at 3 provinces in 2011, the study in 2012 expanded the coverage to 21 provinces, measuring the extent to which the state and its administrative units adhere to the pledge of promoting justice, equality and non-discrimination to the people. As results, the *Justice Index: Assessment of Distributive Justice and Equality from a Citizen-based Survey in 2012* (2012 Justice Index) was published in October 2013. This is the first empirical justice index in Viet Nam directly informed by opinions of over 5,000 respondents across 21 surveyed provinces.

Building on the 2012 Justice Index, VLA and UNDP will continue to support the creation of a sustainable mechanism of using public opinions to stimulate policy changes and to monitor performance of justice institutions. The empirical study on distributive justice will be continued, aiming to strengthen the quantitative methodology of Justice Index and explore how best to broaden its scope to ensure the greater inclusiveness and participation.

Under this Terms of Reference (TOR), UNDP Viet Nam and the VLA are calling for technical and financial proposals from international senior experts/researchers who are interested at joining our research team of the selected consulting firm in executing a new round of Justice Index in accordance with objectives, expected outputs and other requirements as specified herewith. In this research project, the international researcher will team up with a research team to be engaged outside the scope of this TOR.

2) OBJECTIVES

2.1 Overall objective

To measure the provincial performance in guarantee of justice, equality and non-discrimination to the people living in the respective province, basing on opinions and feedback of citizens from all provinces and cities in Viet Nam.

⁵ <http://eng.pcivietnam.org/>.

⁶ <http://papi.vn/en/>.

2.2 Specific objectives

The international expert will be engaged to

- Lead the research team on quantitative methodology required for this research and construction of the Justice Index, using primary data collected from fieldwork conducted across all provinces and cities in Viet Nam;
- Lead the research team in strengthening the Justice Index constructed in 2012 (based on a set of indicators and methodology) and explore the best option to broaden its scope toward increased participation and inclusiveness;
- Provide substantive inputs to the survey questionnaire and instrument—developed by the legal expert, see TOR in Section 7-- which will be executed by the research team in coherence with the designed concept and methodology;
- Responsible for data analysis and construction of the index;
- Produce a comprehensive report jointly with the research team, in particular, responsible for parts on: (i) methodology, (ii) data-collection, and (iii) analysis and assessment of justice performance by province.

The Justice Index is expected to serve as a tool that supports and complements national efforts in advancing the judicial reform and expanding the evidence base for monitoring performance of justice institutions by all stakeholders in the society.

3) SCOPE OF WORK AND METHODOLOGY

3.1 Scope of work

In general, the research will provide an overview of citizens' experience of the justice system in their respective provinces to be reflected in a justice performance index across all provinces and cities in Viet Nam.

In particular, the Justice Index will ensure the coverage of three domains of law and justice, including:

- Accessible law and public awareness
- Institutional performance
- Protection of rights in practice

The three domains will be assessed against different areas to be considered and identified, but focusing on five dimensions as accessibility; equity; integrity; reliability and efficiency; and guarantee of fundamental rights.

3.2 Methodology

The expert will work with other members of the research team and under the supervision of UNDP Viet Nam (Governance and Participation Unit respectively) and the VLA to strengthen the quantitative methodology, set of indicators, approaches to data collection, construction of the Justice Index and presentation of the research's findings and policy recommendations.

The total number of working days is estimated as 33 days. More specifically, the expert is expected to be engaged in the following tasks:

- Responsible for strengthening the research concept, survey methodology and sampling (10 working days). Details of survey methodology and approach used in 2012 Justice Index can be found in reference documents in Section 7, which prioritize:
 - multistage probability sampling for household respondents;

- household survey to be carried out in form of a face-to-face interview, using a same set of questionnaire as survey instrument;
- sampling for citizens' experience and feedback research shall be based on the mobilization of respondents from a wide range of demographic backgrounds. In 2012 Justice Index, a standard sample size of three (3) districts per province, two (2) communes per district, two (2) villages per commune; and a population size of 180 persons per province randomly selected is strictly followed in the sampling process. However, sample size can be adjusted as results of discussion between UNDP/VLA and the research team as long as it serves the research's objectives.
- Provide inputs to the survey questionnaire and instrument which is developed by legal expert ~ 3 working days: the expert in collaboration with other research team members to refine the questionnaire.
- Responsible for data analysis and index construction ~ 15 working days: based on the dataset collected from fieldwork, the expert will work with other members of the research team, using the cleaned and certified dataset synthesized from fieldwork.
- Write up the research report in collaboration with the research team, in particular, for parts on: (i) methodology, (ii) data-collection, and (iii) analysis and assessment of justice performance by province ~ 5 working days.

3.3 Duration of the assignment, duty station and expected places of travel

In line with the above-mentioned methodology, the expert will be contracted with approximately **33 working days** for this assignment. Most of the time, s/he will work from home, except for the time dedicated on three missions to team up with other members of the research team in Hanoi, Viet Nam during the assignment. For expected timelines of the 3 missions (3 working days for each mission), please refer to Section 5 "Indicative timeline" of this TOR.

Accordingly, the expert should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis of financial proposal to be submitted to UNDP.

4) RESPONSIBILITIES AND EXPECTED OUTPUTS

The research project, according to this TOR, and under the supervision of UNDP and the VLA, shall be undertaken in four (4) stages. At each stage, performance of the expert will be evaluated against the responsibilities and expected outputs set forth below.

Stage 1: Validation of the research's concept, methodology, sampling and data collection approach

- Output 1: The research's concept and methodology strengthened in collaboration with UNDP Programme Officer on Rule of Law and Access to Justice and other members of the research team brought in by UNDP/VLA to ensure evidence-based, objectivity, reliability and quality of the research's outputs. Concept paper on quantitative methodology and guidance on data analysis and index construction submitted to UNDP/VLA for validation.

Stage 2: Fieldwork (face-to-face interview) conducted for data collection

- Output 2: Prior the fieldwork, responsible for sampling, provide substantive inputs to draft survey questionnaire and instrument.
- During the fieldwork, the expert is not responsible for the fieldwork's operation and supervision.

Stage 3: Data processing and public consultation of the primary findings and policy recommendations

- Output 3: Responsible for data analysis, construction of the index in collaboration with other members of the research team. Results of the calculated index/indicators at provincial level, including completion of weighting and post-ratification submitted to UNDP/VLA.
- On public consultation: the expert is expected to join other members of the research team in presenting the research's initial findings and policy recommendations to key stakeholders in Viet Nam.

Stage 4: Research report finalized for circulation

- Output 4: Research report co-authored by the team of experts finalized and published. The expert is responsible for quality and timely submission of part of the report as divided and agreed among the research team.

5) INDICATIVE TIMELINE OF THE ASSIGNMENT

The research timeframe will be nine months starting from January to September 2015 in line with the implementation stages of the research (see Section 4 above) and the indicative timeline suggested below.

Event	Deadline	Key Deliverables/Outputs
Procurement	Nov-Dec 2014	Service contract signed.
Stage 1: Validation of the research's concept, methodology, sampling and data collection approach	Jan-Mar 2015	1 st mission to Hanoi. Concept paper on quantitative methodology and guidance on data analysis and index construction submitted to UNDP/VLA for validation.
Stage 2: Fieldwork conducted for data collection	Mar-May 2015	Substantive inputs to sampling, construction of survey questionnaire and instrument submitted to UNDP/VLA in writing.
Stage 3: Data processing and public consultation	Jun-Aug 2015	2 nd mission to Hanoi. Results of the calculated index/indicators at provincial level, including completion of weighting and post-ratification submitted to UNDP/VLA.
Stage 4: Research report finalized and published	Aug-Sep 2015	3 rd mission to Hanoi. Quality and timely submission of part of the report in charge (as agreed among the research team). Co-authored research report ready for publication.

According to the above indicative timeline, interest bidders shall develop a proposal with detailed and feasible plan on how to carry out the assignment in line with the research objectives, expected outputs and other requirements set forth in this TOR.

6) QUALIFICATION

International senior experts who are interested at the assignment should meet the requirements in the evaluation table below.

Technical Proposal Evaluation		Max. Points
1. Consultant's experiences/qualification related to the services		
1	Strong professional background (academic and experience) in relation to law and/or political science, including advanced degree and at least 10 years of professional experience.	100
2	Demonstrated track record in research on empirical studies on justice performance and/or governance (an asset if having research experiences in Viet Nam); Quality of writing sample submitted (both in terms of style and substance).	150
3	Proven competence in using statistics software for data analysis, in particular, competence in using statistics software	100
4	Proven interpersonal and team-work skills; English command	100
	Sub-total 1	450
2. Technical Proposal		
1	Understanding of the objectives of the assignment	200
2	Understanding the difficulties/challenges of the tasks	100
3	Approach/methodology for carrying out the task and obtaining the expected outputs	250
	Sub-total 2	550
	TOTAL POINT	1000

In addition, interested experts shall include one sample publication in their submission.

7) REFERENCE DOCUMENT

Interested bidders may visit UNDP Vietnam website to find the reference documents below:

- 2011 Report "Measuring Citizen's Perception and Experience on Justice: Findings and Recommendations from a Three Province Pilot",
http://www.vn.undp.org/content/vietnam/en/home/library/democratic_governance/Measuring-citizens-perception-and-experience-on-justice-Findings-and-recommendations-from-a-three-province-pilot.html.
- 2013 Report "Justice Index: Assessment of Distributive Justice and Equality from a Citizen-based Survey in 2012",
http://www.vn.undp.org/content/vietnam/en/home/library/democratic_governance/justice_index_report.html.

In addition, TORs for the survey team and independent legal expert can be found as Annex of this TOR.

8) PROVISION OF MONITORING AND PROGRESS CONTROLS

8.1 The expert will be accountable to UNDP/VLA on the timeliness and quality of the deliverables. During the implementation of the research, the expert will report to UNDP/VLA on the research

progress on a monthly basis as well as will submit drafts of TOR-required deliverables to UNDP and VLA for discussion and comment.

8.2 UNDP and VLA will provide the following support where deemed appropriate:

- Substantive inputs in and quality control of the deliverables;
- Arrangement of introduction letters and/or requests for meetings/interviews upon request;

8.3 Monitoring and progress controls:

- Upon contract signing, the expert shall work closely with UNDP Programme Officer in charge to discuss and agree on the task requirements and working methodology;
- UNDP/VLA and the relevant stakeholders will review and comment on the expert's required outputs/deliverables as specified in this TOR;
- The expert to reflect the comments and submit revised output(s) and report(s) for consideration;
- UNDP/VLA shall monitor every stage of the research project and evaluate every stage's outputs/deliverables as described in the Section 4 of this TOR;

UNDP shall disburse instalments to the expert's contract against the payment milestones set out in Section 9 below. Each payment shall be made upon UNDP/VLA's satisfaction with the deliverables.

9) PAYMENT TERM

UNDP shall effect payments to the successful contractor upon UNDP/VLA's satisfaction with expected deliverables set forth in Section 4 above and in line with the following payment milestones:

Milestone	Installment	Deliverable
1 st payment	20% of contract value	Upon receipt and acceptance of the contractor's detailed work-plan
2 nd payment	30% of contract value	Upon receipt and acceptance of refined methodology, approach for data collection and sampling (end of Stage 1).
Final payment	50% of contract value	Upon publication of the research report (end of Stage 4).

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 VND

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

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

No.	Description	Number of days	Rate (VND)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
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 62 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