



REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Viet Nam Common Country Assessment (CCA): Sustainable Development Goals and Human Rights in Middle Income Viet Nam**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Monday, May 18, 2015** (Hanoi time) by the following methods:

<u>By email: For green environment, this is preferred submission method</u>	<u>By hard copy: (within working hours only)</u>
E-mail address for proposal submission: nguyen.thi.hoang.yen@undp.org	Please submit proposals to:
Separate emails for technical and financial proposal.	Ms. Nguyen Thi Hoang Yen Procurement Associate UNDP Vietnam 72 Ly Thuong Kiet Street, Hanoi, Vietnam Tel: +84-4-39421495 Ext. 226
With subject: (Name of bidder) RFP for... (Email ... of ... emails)	Technical and Financial Proposals are to be submitted in separate envelop.
Maximum size per email: 7 MB . Bidders can split proposal into several emails if the file size is large)	With envelop/email subject: (Name of company) RFP for ...

Note:

- For both submission methods, please send separate email to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).
- UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 4 working days after submission deadline.

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your

Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
4/27/2015

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	Viet Nam Common Country Assessment (CCA): Sustainable Development Goals and Human Rights in Middle Income Viet Nam
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	UNCT and CCA Task Team
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Home-based and Hanoi
Expected duration of work	25 May – 25 September 2015
Target start date	25 May 2015
Latest completion date	25 September 2015
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals	<input checked="" type="checkbox"/> 120 days

<i>(Counting for the last day of submission of quotes)</i>	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<p>As indicated in Point 9 of the TOR.</p> <p>Condition for Payment Release:</p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNCT and CCA Task Team
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</p> <p>Weight of technical and financial point:</p> <p><u>Technical Proposal (70%)</u></p> <p><u>Financial Proposal (30%)</u></p> <p>Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>See detailed evaluation criteria in the below table.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Proposal submission form; Annex 2-d: Submission check-list) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) ¹ <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Institutional contract for service & Contract for Professional services (Annex 5) <input type="checkbox"/> Long Term Agreement (Annex 6)
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms. Nguyen Thi Hoang Yen Procurement Associate, UNDP Vietnam Email: nguyen.thi.hoang.yen@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Notification of selection result:	UNDP will contact only successful bidder for contracting
Other information	

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION CRITERIA:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organisation submitting Proposal	20%	200
2.	Proposed Work Plan and Approach	30%	300
3.	Personnel	50%	500
Total			1000

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		200
1.1	Reputation of Organisation and (Competence / Reliability)	30
1.2	Organisational Capability which is likely to affect implementation (risks versus access to specialized skills: i.e. subcontracting / partnerships - loose consortium, holding company or one firm, size of the firm / organisation, strength of project coordination and support, ...)	30
1.3	Quality assurance procedures	50
1.4	Amount of previous relevant experience.	50
1.5	Quality of example of previous relevant experience submitted in the proposal	40
Total (Form 1)		200
Form 2: Adequacy of the proposed approach, methodology and work plan responding to the TOR		300
2.1	Do the outputs, format/structure and proposed timeframe sufficiently address the key tasks/responsibilities expressed in the TOR?	40
2.2	Are the suggested methodology and tools sufficient to address the needs/demands of the TOR?	80
2.3	Does the proposal commit commissioning a strong team of international and national experts <u>with relevant and complimentary experience and qualifications</u> to deliver the expected outputs?	50
2.4	Does the proposal include a list of relevant secondary data and materials to be reviewed, an appropriate plan for consultation with key stakeholders, and an analysis of potential challenges and how to overcome them?	100
2.5	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the completion of the CCA?	30
Total (Form 2)		300
Form 3: Personnel competencies and human resource organization		500
3.1	Senior International Analyst	300
		Sub-score
	Qualification (Advanced degree in social sciences, preferably international development) and at least 10 years of international working experience in designing and conducting socio-economic reviews, research and/or evaluation	70
	Experience in the development of meta-analyses that combine a wide range of qualitative and quantitative data.	75

	International experience and/ or knowledge of middle-income-country issues – notably changing priorities, and emerging vulnerabilities and inequities	75
	Proven English-language report-writing skills	50
	Experience and background in one or more of the following: <ul style="list-style-type: none"> • CCA and UNDAF processes • UN development praxis and philosophies • gender equality, specifically international normative frameworks, gender mainstreaming and gender analysis • human rights-based approach to programming, human rights analysis and related UN mandates, and UN rights conventions 	30
	National analysts[(scores of National analyst 1 + National analyst 2)/2]	200
3.2	National Analyst 1	200
		Sub-score
	Qualification (Advanced degree in social sciences, preferably international development) and at least five years of working experience in designing and conducting socio-economic reviews, research and/or evaluation in Viet Nam	40
	Experience in the development of meta-analyses that combine a wide range of qualitative and quantitative data	80
	Proficiency in English and Vietnamese, including strong English-language report-writing skills	60
	Experience and background in one or more of the following: <ul style="list-style-type: none"> • CCA and UNDAF processes • UN development praxis and philosophies • gender equality, specifically international normative frameworks, gender mainstreaming and gender analysis • human rights-based approach to programming, human rights analysis and related UN mandates, and UN rights conventions 	20
3.3	National Analyst 2	200
		Sub-score
	Qualification (Advanced degree in social sciences, preferably international development) and at least five years of working experience in designing and conducting socio-economic reviews, research and/or evaluation in Viet Nam	40
	Experience in the development of meta-analyses that combine a wide range of qualitative and quantitative data	80
	Proficiency in English and Vietnamese, including strong English-language report-writing skills	60
	Experience and background in one or more of the following: <ul style="list-style-type: none"> • CCA and UNDAF processes • UN development praxis and philosophies • gender equality, specifically international normative frameworks, gender mainstreaming and gender analysis • human rights-based approach to programming, human rights analysis and related UN mandates, and UN rights conventions 	20
	Total (form 3)	500
	TOTAL POINTS	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, etc.*
- c) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

- d) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)*
- e) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

Important Notes: Please refer to the detailed evaluation criteria in the above table for proving appropriate information and supporting documents to demonstrate the bidders' capacity

B. Proposed Methodology for the Completion of Services

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Proposed methodology of 3 to 6 single-spaced pages explaining:

- a. detailed methodology and tools;
- b. key secondary data and materials to be reviewed;
- c. plan for consultation with key stakeholders;
- d. Proposed timeframes for major milestones and outputs;
- e. the format/structure, length and style of the output(s);
- f. an analysis of potential challenges and how to overcome them

Quality control systems to ensure quality of the required service.

C. Qualifications of Key Personnel

The Service Provider must provide :

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP*

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

*[Name and Signature of the Service Provider's Authorized
Person][Designation]
[Date]*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Annex 2-c: Proposal Submission Form⁷

[insert: Location, Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for **Viet Nam Common Country Assessment (CCA): Sustainable Development Goals and Human Rights in Middle Income Viet Nam** in accordance with your Request for Proposal dated 27 April 2015 and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 120 days from proposal submission deadline.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we 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 evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details : _____

[please mark this letter with your corporate seal, if available]

⁷ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 07 MB. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email by 18 May 2015 (Hanoi time).
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
A	Fully filled Technical proposal (Following template in Annex 2-a) including:			
1	Company profile (max. 2 pages) – describing the nature of business, field of expertise, licenses, certifications, accreditations			
2	Business Licenses			
3	Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, contact references			
4	Quality control systems to ensure quality of the required service			
5	Proposed methodology 3 to 6 single-spaced pages explaining: <ul style="list-style-type: none"> g. detailed methodology and tools; h. key secondary data and materials to be reviewed; i. plan for consultation with key stakeholders; j. Proposed timeframes for major milestones and outputs; k. the format/structure, length and style of the output(s); l. an analysis of potential challenges and how to overcome them 			
6	Detailed CVs describing expertise of the three team members.			
7	One or two final outputs (e.g. final reports) of previous relevant work conducted by the bidder.			
8	One or two writing samples of each assigned CCA personnel.			
B	Dully signed Price Schedule (following template in Annex 2-b)			
C	Proposal Submission Form signed by authorized person and stamped (Annex 2-c)			
D	This duly filled, checked, certified submission checklist to be attached to the submission			
D	Separate email to procurement.vn@undp.org			

	notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above email address by submission deadline or right after you submit proposals).			
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[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

TERMS OF REFERENCE

Service	Viet Nam Common Country Assessment (CCA): Sustainable Development Goals and Human Rights in Middle Income Viet Nam
Duty station:	Home-based and Hanoi.
Expected Duration	From 25 May to 25 September 2015.
Supervision:	The Contractor will work closely with the CCA Task Team of the UN Country Team in Viet Nam (UNCT). The Contractor will report directly to the CCA Task Team Chair, under the overall supervision of the UNCT.

1. Background

The One Plan 2012-16 represents the programmatic and operational framework for delivering UN support to the Government of Viet Nam over a five-year period and sets out how the UN will “deliver as one” in support of national development priorities⁸. As the current One Plan nears the end of its timeframe, the UN Country Team (UNCT) has agreed on a process for development of the next plan to cover the period 2017-2021, based on United Nations Development Group (UNDG) guidance and specific in-country experience gained during the development phase of previous One Plans. The following roadmap has been agreed by the UNCT:

Phase	Key outputs	Timeframe
1. Inception Phase	<ul style="list-style-type: none"> Establishment of UN Task Forces on 1) Common Country Assessment and 2) Options for new role of UN in mid-income Viet Nam TORs, roadmap and recruitment of consultants 	March-September 2015
2. Evaluation, Assessment and Positioning Phase	<ul style="list-style-type: none"> Equity Systematic Review (<i>done</i>) CCA UN in mid-income countries options paper Evaluation of 2012-16 One Plan Draft focus areas and outcome statements for 2017-2012 One Plan 	Jan-Sept 2015
3. Strategic Prioritization and Programming Phase	<ul style="list-style-type: none"> Prioritization workshop- <i>Dec 2015</i> Draft 2017-2012 One Plan- <i>Jan-March 2016</i> 	Dec-March 2016
4. UN Agency Programming Phase	<ul style="list-style-type: none"> Draft agency-specific country programme documents Detailed Project Outlines (DPOs) 	February 2016 to Dec 2016
5. 2017-2018 Results Groups Work Planning Phase	<ul style="list-style-type: none"> Implementation structure Joint results groups (JPGs) 2017-18 joint action plans and detailed budgets 	June 2016 - Dec 2016
6. Implementation	<ul style="list-style-type: none"> Implementation 	January 2017- Dec 2021

⁸ UN organizations participating in the One Plan 2012-2016 are: the Food and Agriculture Organization of the UN (FAO), the International Fund for Agricultural Development (IFAD), the International Labour Organization (ILO), the International Organization for Migration (IOM), the International Trade Centre (ITC), the Joint UN Programme on HIV/AIDS (UNAIDS), the UN Development Programme (UNDP), the UN Environment Programme (UNEP), the UN Educational, Scientific and Cultural Organization (UNESCO), the UN Population Fund (UNFPA), the UN Human Settlements Programme (UN-HABITAT), the UN Children’s Fund (UNICEF), the UN Industrial Development Organization (UNIDO), the UN Office on Drugs and Crime (UNODC), the UN Volunteers (UNV), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), and the World Health Organization (WHO); and are hereinafter referred to as “the Participating UN System Agencies”. The term encompasses all of the various funds, organizations, agencies and programmes of the UN system and associated organizations such as IOM.

The Common Country Assessment (CCA) is a primary component of the planning process, to be completed by 25 September 2015 alongside an “Options Paper” outlining the changing role of the UN (and its respective Participating UN System Agencies) in middle-income Viet Nam⁹. The Evaluation of the One Plan 2012-2016 will also be conducted within this time period.

2. Project Description

The CCA is a common instrument of the United Nations system to analyse the national development situation and identify key development issues with a focus on internationally agreed development goals and treaty obligations. The key objective is to achieve deeper knowledge of key and current development challenges, based on a common analysis and understanding of the development situation in the country under consideration, through a people-centred approach.

In general, the CCA process will:

- Review and analyse the national development situation in Viet Nam;
- Identify key issues which will help to focus UN advocacy and policy dialogue; and,
- Inform preparation (with Government) of the new strategic plan for the period 2017-2021.

The CCA for Viet Nam will require due attention to the following strategic issues and programming principles:

- National priorities as expressed in Viet Nam’s Socio-Economic Development Strategy and other Government of Viet Nam policies, documents, treaty obligations and agreements;
- The global transition from the Millennium Development Goals (MDGs) to a new package of Sustainable Development Goals (SDGs); and,
- The five programming principles of UN development assistance: 1) human rights based approach (HRBA), 2) gender equality, 3) environmental sustainability, 4) capacity development and 5) results based management (RBM)¹⁰.

At a planning retreat held in March 2015, the UNCT also agreed on the following:

- The CCA should be light but authoritative. Some elements of a more substantive (traditional) CCA should be incorporated, but it should not be a full CCA. It must be appropriately analytical, but also visually appealing, including the use of info-graphics.
- The CCA should be carried out independently by the UN in an inclusive manner. Considering the very short timeframe, the CCA should primarily be prepared using existing secondary data sources, supported by limited primary qualitative research if necessary.
- The CCA should, however, be well-supported by evidence, and offer an authoritative account of the key developmental challenges and priorities.
- It will be necessary to prepare the CCA and the One Plan 2012-16 Evaluation in parallel. The previous CCA should be reviewed to extract lessons learned.
- It is envisaged that the final document would not exceed 60 pages (including appendices and supporting workings).

3. Objective and Scope of Work

The main objective of this TOR is to produce a Common Country Assessment to inform development of the next UN plan to cover the period 2017-2021. The CCA will analyse the SDG and human rights situation in middle-income Viet Nam within a framework focusing on equity, equality and inclusion. The five programming principles of UN development assistance (human rights based approach, gender equality,

⁹ The Options Paper will be produced by a separate UNCT task team.

¹⁰ [UNDG 2010 ‘Guidance Note: Application of the Programming Principles to the UNDAF’, New York: UNDG.](#)

environmental sustainability, capacity development and results based management) will support the people-centered framing of this analysis.

The CCA will answer the following specific questions:

1. What are Viet Nam's successes and unfinished agenda with regard to the MDGs?
2. What is the current status (or baseline) of each SDG?
3. What are the specific contexts or social processes in which vulnerability occurs? Who is being left behind and why?
4. What are Viet Nam's national priorities and how well do they align with the SDGs? What is Viet Nam's state of readiness to achieve the SDGs? Are there particular challenges and/or barriers in the following areas?
 - a. Legal and policy framework
 - b. Institutional and human resource capacity
 - c. Means of implementation
5. For each SDG, are there potential enablers and/or upcoming opportunities that can be leveraged to help achieve the goal?
6. Are there important cross-sectoral issues or linkages between SDGs in the context of Viet Nam?
7. What is the current status of all the conventions and treaties related to human rights to which Viet Nam has formally committed?
8. Based on this analysis and in consideration of the mandate of the UN, what are the strategic priorities for the UN in middle-income Viet Nam?

The CCA will primarily draw on existing analyses, data and reports to identify baseline data, gaps and priorities using the following complementary methods:

- A desk review of relevant documentation
- Secondary data analyses as needed to fill analytical gaps identified during the desk review
- Interviews with key informants to provide additional context and the different perspectives of various stakeholders

The CCA should be concise (maximum of 60 pages), including a reader-friendly narrative, charts, tables, info-graphics, bibliography and annexes.

Next steps (*outside the scope of this TOR*).

The UN comparative advantage analysis will be conducted taking both the CCA and the options paper on "Redefining the roles of UN and modalities of UN engagement in development of MIC Viet Nam" into account. It will also reflect any lessons learned that are highlighted by the Evaluation of the One Plan 2012-2016. Subsequently, the UN will consult with Government, civil society and development partners in a strategic prioritization process for the development of the next strategic plan.

4. Outputs

- i. Inception report (3-6 pages) summarizing the agreed process for developing the CCA, including
 - a. detailed methodology and tools;

- b. key secondary data and materials to be reviewed;
 - c. plan for consultation with key stakeholders;
 - d. dates for major milestones and outputs;
 - e. the format/structure, length and style of the output(s);
 - f. an analysis of potential challenges and how to overcome them.
- ii. Annotated outline of the CCA situation analysis, including draft findings and key messages (both Word and Powerpoint versions)
 - iii. First full draft of the CCA report
 - iv. Final draft of the CCA report (maximum of 60 pages), incorporating comments of the CCA Task Team and Regional Readers Group
 - v. Final CCA report, incorporating comments of the UNCT

5. Institutional Arrangements

UNCT and CCA Task Team

The UNCT will lead the CCA as a function of its wider leadership role during the development of the new plan for the period 2017-2021. A UNCT member will chair a CCA Task Team responsible for the day-to-day guidance of the CCA Consultant Analysts. As a quality check, draft deliverables will be shared with a Regional Readers Group which comprises persons nominated by the relevant regional and/or headquarters offices of UN agencies and other UN agencies that do not have an in-country presence.

CCA contractor

Under the close guidance of the CCA Task Force, a contractor' small team of consultant analysts – one senior international analyst and two national analysts – will be responsible for a desk review, secondary data analyses, key informant interviews, focus group discussions and report writing for the Common Country Assessment, in line with the methodology described above. The senior international analyst is required to serve as the team leader and be responsible for the outputs' quality. The senior international analyst will report directly to the CCA Task Force Chair, providing weekly progress briefings either verbally or by email.

6. Timeframe

A final CCA and supporting documentation incorporating all comments and inputs from Participating UN System Agencies in Viet Nam must be submitted to the UN Country Team by **25 September 2015**.

It is estimated that each consultant analyst will need to work for 50 days. The following is an indicative timeframe for major milestones:

Milestone	Due date
CCA Inception Report submitted and reviewed by the UNCT, External Readers Group and non-resident UN agencies	29 May 2015
Annotated outline of the CCA report, including draft findings and key messages presented to UNCT, Regional Readers Group and non-resident UN agencies for comment	26 June 2015
UNCT, Regional Readers Group and non-resident UN agencies' comments provided to Consultant Analysts	3 July 2015
Full first draft of the CCA report shared with CCA Task Team and Regional Readers Group for review	14 Aug 2015

CCA Task Team and Regional Readers Group provide comments to Consultant Analysts	24 Aug 2015
Final draft of the CCA report shared with UNCT for final review	7 Sept 2015
UNCT provides comments on final draft to Consultant Analysts	18 Sept 2015
Final CCA report submitted to UNCT	25 Sept 2015

7. Duty station

Home-based and Hanoi. Travel within Viet Nam is not an explicit requirement of the terms of reference, but may be included in the proposal if the contractor determines that travel outside of Hanoi is required for data collection or stakeholder consultation. If the international consultant is based outside of Hanoi, he/she will need to be in Hanoi at least for the finalization of the inception report and the presentation of the annotated outline to the UNCT. The contractor may propose additional time in Hanoi for consultation with the CCA Task Team and stakeholders, data collection and analysis, etc.

8. Qualifications

The three members of the CCA Consultant Team assigned by the contractor should meet the following qualifications:

01 Senior International Analyst

- Advanced degree in social sciences, preferably international development.
- At least 10 years of international working experience in designing and conducting socio-economic reviews, research and/or evaluation.
- Experience in the development of meta-analyses that combine a wide range of qualitative and quantitative data.
- International experience and/ or knowledge of middle-income-country issues – notably changing priorities, and emerging vulnerabilities and inequities;
- Proven English-language report-writing skills
- Knowledge and experience working with the UN system is desirable
- Previous experience with CCA and UNDAF processes is desirable
- Experience and background in the following is desirable:
 - UN development praxis and philosophies
 - gender equality, specifically international normative frameworks, gender mainstreaming and gender analysis
 - human rights-based approach to programming, human rights analysis and related UN mandates, and UN rights conventions

02 National Analyst

- Advanced degree in social sciences, preferably international development.
- At least five years of working experience in designing and conducting socio-economic reviews, research and/or evaluation in Viet Nam.
- Experience in the development of meta-analyses that combine a wide range of qualitative and quantitative data.
- Proficiency in English and Vietnamese, including strong English-language report-writing skills
- Knowledge and experience working with the UN system is desirable
- Previous experience with CCA and UNDAF processes is desirable
- Experience and background in the following is desirable:
 - UN development praxis and philosophies

- gender equality, specifically international normative frameworks, gender mainstreaming and gender analysis
- human rights-based approach to programming, human rights analysis and related UN mandates, and UN rights conventions

8. Bidding Requirements

Interested bidders will include the following documentation in their application dossiers:

1. An official letter signed by the senior officer in charge of the interested institution.
2. A proposal¹¹ of about three to six single-spaced pages explaining:
 - a. detailed methodology and tools;
 - b. key secondary data and materials to be reviewed;
 - c. plan for consultation with key stakeholders;
 - d. Proposed timeframes for major milestones and outputs;
 - e. the format/structure, length and style of the output(s);
 - f. an analysis of potential challenges and how to overcome them
3. A financial proposal (e.g. detailed budget)
4. Detailed CVs describing expertise of the three team members.
5. An institutional profile (not more than two pages) including information about the institution's legal entity. The profile should include a description of the institution, organizational capacity and list previous relevant work, experience.
6. One or two final outputs (e.g. final reports) of previous relevant work conducted by the institution
7. One or two writing samples of each assigned CCA personnel

9. Schedule of payments

The contract will have a fixed output-based price regardless of extension of the herein specific duration. The schedule of payments will be as follows:

Deliverable	Percentage of full contract amount
CCA Inception Report approved by the UNCT	30%
Annotated outline of the CCA report approved by the UNCT	30%
Final CCA report approved by the UNCT	40%

10. Background documents

- UNDG, *How to Prepare an UNDAF* ([part 1](#) and [part 2](#)).
- United Nations General Assembly, [Open Working Group proposal for Sustainable Development Goals](#) and the [Synthesis report of the Secretary-General on the post-2015 sustainable development agenda](#)
- UNDG, [Resource Book for Mainstreaming Gender in UN Common Programming at the country level](#)¹².
- One UN Viet Nam, [The One Plan 2012 - 2016 between The Government of the Socialist Republic of Viet Nam and The United Nations in Viet Nam](#).

¹¹ The proposal of the winning bidder will serve as the basis of the inception report. The CCA Task Team will provide feedback on the proposal, which must be incorporated into the inception report during final negotiation of the contract.

¹² This document has replaced the Gender Equality Resource Guide mentioned in page 8 of "How to Prepare an UNDAF Part 2."

- One UN Viet Nam, Delivering as One annual reports for [2012](#) and [2013](#).
- One UN Viet Nam, [Our Voices, Our Future](#): Consolidated Report on Viet Nam's Post-2015 Consultation Process.
- Open Working Group proposal for [Sustainable Development Goals](#).
- UN Positioning in Middle Income Countries in the Asia & Pacific region, [A Resource Compilation](#).
- UNDP/UNFPA/UNOPS, UNICEF, UN-Women and WFP, [Middle-income countries](#): The role and presence of the United Nations for the achievement of the internationally agreed development goals.
- Gonzalez, Carmen and Dung Dang Ngoc, *Equity-focused systematic review of Viet Nam's One Plan (2012-2016)*.
- Viet Nam's Socio-Economic Development Strategy, Socio-Economic Development Plan and Government of Viet Nam progress reports on national socio-economic development.
- Household surveys, academic research and independent reports related to various aspects of Viet Nam's socio-economic development.
- Best practice CCAs (see UNDG website, plus examples selected by the CCA Task Team)