INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by consulting firms/institutions

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>One International Technical Advisor as anthropologist</td>
</tr>
<tr>
<td>Project name:</td>
<td>00083792 – Sub- PRPP Project at CEMA</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>June – August 2015</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: procurement.vn@undp.org (cc: Huynh.huong.thanh@undp.org) no later than: 15 June 2015 (Hanoi time).

With subject line: International Technical Advisor as anthropologist

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)
   - Guidelines for CV preparation ............................................................................................................ (Annex IV)
   - Format of 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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered prefererably 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.

4. Evaluation:

The technical component will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Consultant’s experiences/qualification related to the services</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Master Degree in Development Anthropology, PhD Degree or equivalence preferable</td>
<td>200</td>
</tr>
<tr>
<td>2 Comprehensive knowledge in poverty reduction, socio-economic issues in developing countries, in-depth knowledge in rural development of ethnic minority and mountainous areas in Viet Nam and regional countries.</td>
<td>200</td>
</tr>
<tr>
<td>3 Minimum of 7-year-experiences in providing technical assistance and policy advice in related areas of work.</td>
<td>200</td>
</tr>
<tr>
<td>4 Actual experiences in capacity building in developing countries and in designing/formulating EM policies and EM poverty reduction programmes.</td>
<td>200</td>
</tr>
<tr>
<td>5 Proven analysis and conceptualization skills, actual experience in working effectively with government partners and development partners</td>
<td>100</td>
</tr>
<tr>
<td>6 Excellent skills in training, facilitation in issues relating to ethnic minority development</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

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.

- First instalment of 50% (of contract value) on receipt of a high quality assignment plan, and TNA tools, TNA mission report and the outline training package.
- Final instalment (remaining 50%) on completion of the full assignment, final assessment report, final training package outline and relevant reference materials.

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.

8. Notification of selection result: UNDP will contact only successful bidder for contracting.
Annex I

TERMS OF REFERENCE (TOR)

CONSULTANCY TO SUPPORT ANTHROPOLOGICAL TRAINING PACKAGE FOR CEMA

Title: One International Technical Advisor as anthropologist
Project name and code: 00083792 – Sub-PRPP Project at CEMA
Duration: Part-time basis, 15 days during June-August 2015, starting in mid June 2015
Working place: Home-based and Ha Noi, Viet Nam
Implementing agency: Ministry of Labour - Invalids and Social Affairs - MOLISA
Co-implementing agency: Committee for Ethnic Minority Affairs - CEMA

1. GENERAL BACKGROUND

The project “Support to the implementation of the Resolution 80/NQ-CP on directions of sustainable poverty reduction (2011-2020) and the National targeted programme on Sustainable Poverty Reduction (2012-2015), UNDP, with cost-sharing by Irish Aid, gives the technical supports to the Ministry of Labour, Invalids and Social Affairs and co-implementing partners in the progress of managing, coordinating and implementing Resolution 80/NQ-CP and National Targeted Programme on Sustainable Poverty Reduction (CTMTQG-GNBV 2012-2015). Its contribution to the GOVN's target of accelerated poverty reduction in the poorest ethnic minority, mountainous and coastal areas will be realized through achievement of output targets: (i) Poverty reduction policies under the responsibility of line ministries are streamlined, and poverty reduction is mainstreamed into line ministries’ plans and policies; (ii) National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) is designed and implemented effectively, contributing to rapid poverty reduction in poorest districts, communes and villages and of ethnic minority people through the application of innovative modalities and approaches; (iii) System for monitoring and analysis of multi-dimensional poverty and vulnerability and high level policy dialogues on poverty and vulnerability contribute to inclusive, equitable and pro-poor development outcomes. The project will be implemented in close cooperation and coordination with other UN and development partner agencies within the One UN Initiative and the Joint GOVN-Development Partners Partnership to “Support the implementation of Resolution 80 and NTP-SPR”.

In order to implement effectively general poverty reduction policies and specific poverty policies under Resolution 80/NQ-CP, the National Targeted Program on Sustainable Poverty Reduction Program 2012 - 2015 focuses on the following 4 projects:

1. Support construction of infrastructures in poor districts, most disadvantaged communes in coastal areas and islands;
2. Support construction of infrastructures in poor districts, most disadvantaged communes in ethnic minority areas;
3. Replication of poverty reduction models;
4. Support capacity building, communication, monitoring and evaluation of the program implementation.

The National Committee for Ethnic Minority Affairs (CEMA) is in charge of the second project of the NTPSPR and acts as either leading agency or adviser in the formulation and implementation of many related ethnic minority policies.

Necessity in adopting new approaches in ethnic minority policies formulation, management and implementation.

Undertake the responsibilities and functions of a government agency assigned for the oversight and administration of studying, planning and implementing poverty reduction and EM development policies.
and programmes in ethnic minority areas, CEMA has increasingly necessary requirements to attain new approach and methodologies for them to build new policies that can be adapting to actual changes and challenges of the ethnic minorities, specifically:

- New approach in formulation and management of EM policies to be more cost-effective and more suitable and relevant to the development of specific ethnic minorities in various areas.
- Approach to meet the increasingly needs for more effective human source management, utilizing the participation of ethnic minorities, securing the knowledge sharing and sustaining EM cultures.
- Plausible methodologies for supporting policy makers to acknowledge the essence of structural inequality, ethnic minority-recognized-means, and the causes of such long-lasting and all-side inequality issues.

On the other hand, effacing the structural inequality in society (minimising the gap between the rich and the poor) requires structural changes based on ethnic minority government agencies-connected-policies. For example, advising, consulting and censoring in terms of professional/technical knowledge involved in poverty reduction policies in particular and development policies in general in ethnic minority areas shall play a vital role in the coming time. This should be considered as the effective methodologies for policy makers as well as nationally and locally ethnic minority cadres to obtain anthropological knowledge, anthropological and cultural approaches in effective and valuable ways.

In 2014, CEMA – PRPP project provided support for awareness raising of the anthropological approach for various policy makers, researchers and practitioners who have been engaging in EM policy making, implementation and monitoring via serious of sensitization workshops for more than 120 persons at national and provincial levels. To ensure the sustainability and applicability of the approach, an International Technical Advisor who is familiar with anthropological approach is required to support CEMA, under the supervision of the Sub-PRPP Project of CEMA, in collaboration with CEMA Departments, i.e. the EM Policy, Organizational and Personnel and the EM Cadres School, and UNDP Vietnam to institutionalize the anthropological approach in a Training Package that will be adopted by CEMA (via the Organizational and Personnel Department and the EM Cadres School). The International Consultant will work closely with national consultants and colleagues from UNDP and UNESCO in the context of One UN partnership to support ethnic minority development in Vietnam.

2. OBJECTIVES

The mission is to provide an anthropological knowledge based Training Package that meets the need of CEMA policy makers to make poverty reduction and ethnic minority development policies making process more ethnic minority sensitive. The Training Package will be adopted/ institutionalized by CEMA’s Department of Organizational and Personnel and in collaboration with the EM Cadres School to be integrated into the training plan as part of the EM School’s curriculum annually approved by CEMA towards provision of more practical and applicable knowledge and methodologies for EM policy makers and practitioners, using anthropological approach.

3. DETAILED SCOPE OF WORK

3.1. An overall assessment of the effectiveness of EM policies via desk review and consultation with senior cadres of CEMA (Departments of EM Policy, Organizational and Personnel, Ethnic Minorities, Planning and Finance, Communication, Locality Dept. #1, EM research Institute, P135 Coordination Office and the EM Cadres School) and UNDP/UNESCO officers about applicable anthropological approaches in planning and administering poverty reduction policies and programmes in ethnic minority areas and EM development policies.

- Assess and analyse organizational structure (framework, structure, resources, functions and responsibilities of Departments/Units and individual responsibilities, policy making process and so on) to offer the recommendations and proposals required for CEMA in the necessity of adopting the new anthropological approaches in work.

- Analyse several cases involved in poverty reduction & socio-economic policies and programmes for ethnic minorities conducted by CEMA and concerning ministries comprising: The Programme 135, the production support for poor households of extremely difficult communes, the free magazine and newspaper providing policy. Based on such analysis, pointing out the weakness in
development policies for ethnic minority areas in correlation with workforce efficiency and strategically technical issues needed to be tackled in the progress of planning, administering poverty reduction and socio-economic development policies for ethnic minorities.

- Offer brief recommendations and proposals of actual status as well as detailed and accessible measurements to build capacities for senior cadres of CEMA and relevant agencies involved in anthropological approaches required for assessing, planning and administering poverty reduction policy implementation within identities of ethnic minorities in Viet Nam
- Research and establish an assessment tool/checklist for CEMA to enhance their advisory role in screening EM policies to be more EM sensitive and more cultural appropriate for the sustainable development of EMs.

3.2. A training need assessment (TNA) and proposed capacity building plan for CEMA staff (two groups mentioned below) to be able to apply anthropological approach and methodologies at work.

- Analyse the training needs, identify necessary capacities for adapting to the requirements involved in anthropological skills (focusing on, e.g., (i) changing teaching and learning methodology toward more people-centered training; (ii) enhancing quality of EM policy planning, implementation and monitoring to be more relevant to living/culture or customs, local history, indigenous knowledge of the EMs; (iii) encouraging the meaningful participation of EMs themselves in the policy making and implementation process, etc.)

- Conduct TNA mission in Hanoi for verification the researched training needs by direct consultation/discussion with the representatives from CEMA departments, EM School and selected DEMA and provinces. The mission will also include a 01 day workshop to transfer international experiences and methodologies in anthropology to a group of ethnic minority policy makers and practitioners from CEMA, EM Cadres School and selected pilot provinces of the project.

- Establish and support to the formulation of a Training Package Outline, which include in-depth training programmes (detail outlines and reference documents) for two target groups involving in adopting anthropological approach:
  - Senior leaders and policy makers of CEMA and relevant ministries in EM policies in term of general background of anthropological approach to EM policy formulation and management;
  - Staffs of CEMA system at provincial, district and communes who are serving as core workforce for EM policies and programmes implementation and monitoring.

4. EXPECTED OUTPUTS

- An overall assessment report (maximum ten pages excluding annexes) of the requirements of adopting development anthropology-related-knowledge in planning and administering ethnic minority policy implementation, including the checklist for CEMA in EM policy screening to fulfill CEMA’s advisory role in policies and programmes that will effect EM groups.
- A training need assessment report (three pagers) and accordingly Anthropological Training Package (detail outlines of related training topics) with reference training materials for CEMA and the EM Cadres School, including international good practices in anthropological knowledge application in policy making.
- Anthropological methodological guidance, TNA tools/questionnaires and related materials.

5. DURATION AND DUTY STATION:

15 working days during June - August 2015, starting tentatively from 23th June 2015.

The consultant will work in the distance with the desk review, research, writing report and commenting works, and will visit Viet Nam once for the TNA cum TOT mission preferable in the third week of June 2015.

Please find details in below timeline table.

6. MONITORING AND PROJECT SUPPORT
The recruited consultants will work closely and frequently with CEMA PRPP project management and UNDP to guarantee that their consultancy products meet the target and requirements of PRPP-PMU, CEMA and UNDP.

7. EXPERTISE AND QUALIFICATIONS FOR THE INTERNATIONAL CONSULTANT:

- Master Degree in Development Anthropology, PhD Degree or equivalence preferable
- Comprehensive knowledge in poverty reduction, socio-economic issues in developing countries, in-depth knowledge in rural development of ethnic minority and mountainous areas in Vietnam and regional countries.
- Minimum of 7-year-experiences in providing technical assistance and policy advice in related areas of work.
- Actual experiences in capacity building in developing countries and in designing/formulating EM policies and EM poverty reduction programmes.
- Proven analysis and conceptualization skills, actual experience in working effectively with government partners and development partners;
- Excellent skills in training, facilitation in issues relating to ethnic minority development
- Communication and information exchange skills. Teamwork spirit in diversified cultures
- Experiences in working with UNDP or international institutions, UN and working in Vietnam, Asian regions highly preferable
- Required qualifications: English fluency in verbal and written skills
- Preferred qualifications: Good knowledge of Vietnam.

8. SUPPORT FROM UNDP AND THE PROJECT

Provide necessary administrative supports for the recruited consultant to complete this assignment, comprising flight ticket and daily subsistence expenses for business trip to Vietnam as necessary through UNDP.

The project will provide relevant reference documents to the consultants, including but not limited to:

1. Approved detail project outline of PRPP (August 2012);
3. Resolution 80 on Sustainable Poverty reduction 2012-2020
4. Decree 05 of EM work (Nov 2011)
6. Concept note and analytical report of MDG acceleration Action Plan for EMs (2013-2014) and draft GOV decision on the Action Plan with its implementation arrangement
7. UNDP-CEMA inception report for the project to support capacity development of EM policy making, implementation and monitoring (EMPCD, 2009)
8. Anthropological concept note (CEMA, 2014) and training reports (2014)
9. TNA analysis (Jim Taylor, Jan 2015)
10. Other related reports upon request.

9. TERMS AND CONDITIONS OF PAYMENT

The contract shall be on lump sum basis, including consultancy fee and one visit to Vietnam. Payment shall be made upon completion and delivery of quality and on time products according to the working schedules (as specified in the Annex attached), with certification and request of Sub-PRPP Project at CEMA.

Fees will be paid in two instalments (linked to the deliverables given in annex below):

- First instalment of 50% (of contract value) on receipt of a high quality assignment plan, and TNA tools, TNA mission report and the outline training package.
- Final instalment (remaining 50%) on completion of the full assignment, final assessment report, final training package outline and relevant reference materials.

10. CONSULTANT’S PRESENCE FOR ASSIGNMENT

☐ NONE          ☐ PARTIAL          ☐ INTERMITTENT          ☐ FULL-TIME
### Annex to TOR - Expected deliverables and timelines

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables</th>
<th>Dates</th>
<th>Place</th>
<th>Working Days</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Desk review and consultation with senior cadres of CEMA (Departments of EM Policy, Organizational and Personnel, Ethnic Minorities, Planning and Finance, Communication, Locations I, EM Institute, P135 Coordination Office and the EM Cadres School) and UNDP/UNESCO officer about applicable anthropological approaches in planning and administering poverty reduction policies and programmes in ethnic minority areas and EM development policies.</td>
<td>Concept note and outline of an overall assessment of the effectiveness of EM policies, including proposal for improvement from the lens of anthropological approach and a proposed checklist for EM policy screening</td>
<td>June 2015</td>
<td>Home-based</td>
<td>2</td>
<td>With online support from National Consultant of UNDP and related colleagues</td>
</tr>
<tr>
<td>Writing overall assessment report, including the checklist for EM policy screening</td>
<td>A ten pager report</td>
<td>June 2015</td>
<td>Home-based</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Preparation of methodological training and other materials for anthropological TNA</td>
<td>A methodological guidance, TNA tools/questionnaires etc.</td>
<td>June 2015</td>
<td>Home-based</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Conduct anthropological TNA mission in Hanoi</td>
<td>TNA notes/draft report</td>
<td>June 2015</td>
<td>Hanoi</td>
<td>4</td>
<td>UNDP leads, UNESCO participates</td>
</tr>
<tr>
<td>Preparation of Training Package outlines and reference training materials for courses on anthropological approaches for planning and ethnic minority policy implementation, including international good practices</td>
<td>A training need assessment report and accordingly anthropological Training Package with reference training materials for CEMA and the EM Cadres School</td>
<td>June-July 2015</td>
<td>Home based</td>
<td>5</td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>15</td>
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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 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 proposal, and use this estimate as the basis for financial proposal.

**Cost breakdown:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Number of days</th>
<th>Rate (USD)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Remuneration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Services in Home office</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1.2</td>
<td>Services in field</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
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<tr>
<td>2.2</td>
<td>Per diem</td>
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<tr>
<td>2.3</td>
<td>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). *</td>
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<tr>
<td>2.5</td>
<td>Others (pls. specify)…….</td>
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<td></td>
<td><strong>TOTAL</strong></td>
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</table>

* 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