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Date: 27 April 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National consultant to assess the opportunities for UNDP to help Viet Nam deliver ODA projects more timely and efficiently
Project name:	
Period of assignment/services (if applicable):	May – July 2016

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **10 May 2016** (Hanoi time).

With subject line: National consultant to assess the opportunities for UNDP to help Viet Nam deliver ODA projects

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 preferably the similar service

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** 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:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master/ Post-graduate degree in economics, political and social sciences	100
2	Strong analytical and research skills	150
3	Extensive knowledge of the Government ODA management regulations and practices, and ODA project/program management and implementation in Viet Nam	400
4	Good understanding of UNDP programs/projects, the implementation and financing modalities, UNDP comparative advantages	200
5	Excellent report writing and Proficiency in English	150
	TOTAL	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
- 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 payment of 100% of the contract amount to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon completion of all deliverables in the TOR with satisfactory acceptance by UNDP of the deliverables specified the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
8. Notification of selection result: UNDP will contact only successful bidder for contracting.

TERMS OF REFERENCE (TOR)

National Consultant

Opportunities for UNDP to help Viet Nam deliver ODA projects more timely and efficiently

1. BACKGROUND:

With the adoption of 2030 Sustainable Development Agenda by UN Member States and changes in ODA landscape globally and in Middle Income Countries, including Viet Nam in particular, UNDP is positioning itself as the facilitator, connector and integrator of partnerships that bring together experts and funding for SDG implementation at the national, regional and global levels. Leveraging UNDP's presence across the region, our international and national development experience and vast professional networks, we are offering our support to the programme governments to design effective and innovative solutions that accelerate progress on goals and targets based on different financing modalities, including UNDP's support to countries in delivering ODA projects/programs more timely and efficiently.

As part of the analytical foundation for the formulation of the UN's next Strategic Plan ("One Plan"), the Viet Nam UN Country Team under UNDP's leadership conducted an exploratory study on the UN's role and position in the MIC Context, including possible engagement modalities and new opportunities for partnerships and innovative financing modalities. In November 2015, Vietnam CO received a mission with support from regional office to identify areas for breakthrough in increase government co-financing in the coming years. One of the important findings of the mission is that *"while the Government highly values the contribution of UNDP to its development process, there is a feeling that it is premature for them to co-finance or finance the UNDP projects."*

Built upon the mission's report, Viet Nam CO developed an action plan to promote viable Mobilizing Domestic Resources to support Viet Nam's Development models, of which Government financing/co-financing is a key. Among the actions, the proposed study is to assess the opportunities for UNDP to help Viet Nam to deliver ODA projects/programs more timely and effectively. A consultant will be hired to conduct this study with expected duration of 30 working days during May/July 2016.

2. OBJECTIVES OF THE STUDY:

The study aims to examine opportunities for UNDP to help Viet Nam to deliver ODA projects/programs timely and effectively. Concretely, it aims to:

- Examine the needs/areas for improvement in delivering ODA (mainly with funding from "six banks": WB, ADB, KfW, ADF, JBIC (JICA), Korea Eximbank) ODA (grant and loan) programs/projects in Viet Nam.
- Identify, based on an analysis of UNDP's comparative advantages, ODA projects and areas that UNDP could add values in helping Viet Nam in more timely and more effectively deliver ODA projects (in terms of timing, speed of delivery, transparency, accountability, effectiveness and efficiency, including in promoting national ownership, building national capacity for management and implementation, other spill-over effects such as promoting development/strengthening of domestic enterprises/suppliers, etc.). The areas of UNDP support could be in (i) short term: providing development service for accelerating the delivery and effectiveness of selected ODA projects and (ii) medium and longer term: building national capacity for ensuring the timely, transparent and effective delivery of ODA projects.
- Identify the possible legal, procedural and practical bottlenecks and identify concrete opportunities for UNDP to be engaged in providing such development service support and recommend feasible and practical solutions to overcome the bottlenecks and concrete steps/actions to realize the opportunities.

3. EXPECTED RESULTS:

- A study outline and plan (*one week after the assignment inception*) for UNDP's comments
- A study report that identifies (i) areas for improvement in delivering ODA programs/projects in Viet Nam, (ii) ODA projects and areas that UNDP could add values in helping Viet Nam in more timely and

more effectively delivery (both short term development service and medium-longer term capacity building), and (iii) possible legal, procedural and practical bottlenecks for UNDP to be engaged in providing such development service support (*draft for UNDP's comments: one week before the end of the assignment, final: at the end of the assignment*).

- Practical recommendations for overcoming the identified bottlenecks (*draft for UNDP's comments: one week before the end of the assignment, final: at the end of the assignment*).
- Identified (i) concrete and feasible (4-5) opportunities for UNDP to be engaged in providing development service in short term and (ii) areas for UNDP's support in strengthening national capacity to help Viet Nam to deliver ODA projects/programs more timely and effectively with recommended concrete steps and actions that UNDP should undertake to realize the opportunities (*As soon as these would be identified*).

4. APPROACHES AND SCOPE OF WORK/TASKS:

Approach:

- The consultant will collect data and information, and conduct (i) desk review and analysis of collected data, reports, relevant legal/policy documents and (ii) interviews with key informants including from relevant GOVN authorities and counterparts engaged in ODA project design, management and implementation. The consultant will also expected to present study findings and recommendations to selected GOVN agencies and UNDP for validation.

Scope of work/Tasks:

- Collect necessary information, data, reports (including GOVN administrative/management reports, ODA project reports/evaluation and monitoring reports) and related documents; analyze the collected data, information to examine the (i) situation of deliveries of ODA (mainly with funding from "six banks": WB, ADB, KfW, ADF, JBIC (JICA), Korea Eximbank) ODA (grant and loan) programs/projects over the last 3 years, by types, sizes, sectors, locations, Viet Nam's counterparts, etc.; (ii) main reasons of under deliveries (throughout the cycle of the selected ODA projects/programs – from formulation, appraisal, approval, preparation, implementation, termination), and (iii) areas that need improvements (in terms of delivery, effectiveness and efficiency, including promoting national ownership, building national capacity for management and implementation, other spill-over effects such as promoting development/strengthening of domestic enterprises/suppliers, etc.).
- Discuss with UNDP relevant staff and review relevant documents to (i) learn/analyze UNDP's comparative advantages and (ii) identify ODA projects and areas that UNDP could add values in shorter-term development support service and longer term strengthening national capacity to help Viet Nam in more timely and more effectively deliver ODA projects (in terms of timing, speed of delivery, transparency, accountability, effectiveness and efficiency, including in promoting national ownership, building national capacity for management and implementation, other spill-over effects such as promoting development/strengthening of domestic enterprises/suppliers, etc.).
- Collect and analyze relevant Viet Nam's legal and policy documents, rules and procedures and other (specific MoUs/agreed specific policies/procedures) documents related to management and implementation of ODA projects/programs (with funding from the above mentioned "six banks") and conduct key informant interviews to identify the possible legal, procedural and practical bottlenecks for UNDP to be engaged in providing development support service and recommend feasible and practical solutions to overcome the bottlenecks.
- Identify concrete and feasible (4-5) opportunities UNDP to be engaged in providing development support service to help Viet Nam to deliver ODA projects/programs more timely and effectively with recommended concrete steps and actions that UNDP should undertake to realize the opportunities. Opportunities may be identified in terms of (i) concrete ODA project(s) that UNDP can help manage and implement in its full cycle, (ii) concrete steps/stages in concrete ODA project(s) that UNDP can help manage and implement, (iii) types of services (such as procurement, recruitment, provision of Technical Assistance to a loan project, technical support in ODA project preparations/ formulation, etc.) that UNDP can provide in concrete ODA project(s), (iv) added values (including cost-effectiveness, timeliness, transparency, etc.) that such development support services from UNDP would/could bring, etc.
- Identify areas for UNDP's support in longer term national capacity building for ensuring the timely, transparent and effective delivery of ODA projects.

5. TIMEFRAME:

The timeframe of the consultancy will be 30 working days, during May/July 2016.

6. INSTITUTIONAL ARRANGEMENT

- a) UNDP Country Director will directly supervise the contractor. The contractor will be directly responsible and reporting to UNDP Viet Nam Country Director, who will also be responsible for approval/acceptance of consultant's products. On day to day basis, the consultant/contractor will be closely cooperate with GCS core team of UNDP Viet Nam.
- b) UNDP Viet Nam will be able to provide limited support/logistics service such as introduction letters and arranging meetings with UNDP staff/teams, as necessary.

7. DUTY STATION

Duty station: Home based, Ha Noi.

The contractor will not be required to be present at UNDP office during the work, except the meetings with UNDP staff as necessary.

8. PAYMENT TERM

100% contract amount shall be paid upon UNDP acceptance of all required results in the TOR.

9. REQUIRED QUALIFICATIONS:

- Master/ Post-graduate degree in economics, political and social sciences;
- Strong analytical and research skills;
- Extensive knowledge of the Government ODA management regulations and practices, and ODA project/program management and implementation in Viet Nam.
- Good understanding of UNDP programs/projects, the implementation and financing modalities, UNDP comparative advantages.
- Excellent spoken, report writing and presentation skills.
- Proficiency in English

10. SUPPORTING DOCUMENTS TO BE PROVIDED TO THE SELECTED CONSULTANT

- Documentations of relevant UNDP international good practices in helping governments in delivering ODA projects.
- Other relevant documents (such as the draft report of the legal feasibility of GCS study, option paper, different UNDP COs' brochures/key messages on GCS, etc.)
- 2015 study (by UN RCO)

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).

Cost breakdown:

No.	Description	Number of days	Rate (VND)	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 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