



Empowered lives.  
Resilient nations.

10 July 2020

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant to review UNDP Viet Nam's policy advising work during the period 2016-2020
Period of assignment/services (if applicable):	36 working days during July to August 2020
Duty Station:	Ha Noi
Tender reference:	P200703

1. Submissions should be sent by **email** to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 29 July 2020 (Hanoi time)**

With subject line:

**P200703– National consultant to review UNDP Viet Nam's policy advising work during the period 2016-2020**

Submission received after that date or submission not in conformity with the requirements specified in 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 **30 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.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted

proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

## 2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#).....(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#) .....(Annex IV)
- [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:

- Detailed CV addressing the experience and work
- Financial offer
- Letter of Interest and Availability
- At least 1 report/document in English to be submitted

### b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- 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 the above currency at UN Exchange Rate at the submission deadline.

## 4. Evaluation

The technical component will be evaluated using the following criteria:

Qualification	Points
Master Degree (PhD preferred) or equivalent in economics, social sciences or a field relevant to the three CPD outcome areas	150
At least 5 years of working experience in doing analytical researches on issues related to poverty eradication, socio-economic equity, institutional accountability, civic engagement, access to justice, environmentally sustainable development, Disaster Risk Reduction or Climate Change	300
Good understanding of the country's development issues, national policies/strategies.	200
Experience in program evaluation, mastery of techniques and methods of data collection, interviews and quantitative and qualitative analysis	200
Sound English report writing skills (evidence to be provided)	150
<b>TOTAL</b>	<b>1000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). 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 subject to positive reference checks on the consultant's past performance.**

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:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 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**

The total contract value should include a lumpsum of consultancy's remuneration (all tax inclusive, fees based on the UNDP's standard rates) and all related cost for producing the deliverables as mentioned above.

30% of the contract value will be paid upon national consultant submission and UNDP acceptance of i) a note on desk review with key findings supported by a reference list; and ii) An interview plan, and questions incl. list of key informants.

The remained amount of 70% total contract value will be paid after provision of the remaining deliverables with satisfactory acceptance from UNDP Country Office.

## **7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.**

## **ANNEX I**

### **TERMS OF REFERENCE Reviewing UNDP Policy Advising Work 2016-2020**



**Title:** National consultant (NC - 36 working days) to review UNDP Viet Nam's *Empowered lives. Resilient nations.* advising work during the period 2016-2020

**Duty station:** Ha Noi.

#### **I. BACKGROUND**

From 2007 to 2017, UNDP Vietnam maintained a Policy Advisory Team (PAT) of international advisors and national policy specialists. Its strategic aim was to enrich the quality of UNDP's policy advice to the Government and the impact of UNDP interventions in four main areas: economics, public administration reform, rule of law and access to justice, and climate change. PAT was under the direct supervision of the Deputy Country Director, operated as an (annually renewed) UNDP Direct Implementation (DIM) project modality, and was funded by UN One Plan Fund and project specific donor awards. At the same time UNDP has separately maintained policy advisory functions – within its projects/ programmes and particularly the National Human Development Report (NHDR) project.

In November 2016, as requested by UNDP Viet Nam, a mission consisted of a Programme Advisor/Governance, Conflict Prevention, Access to Justice and Human Rights of UNDP Bangkok Regional Hub and four staff members of UNDP Viet Nam (an international technical Advisor/Sustainable Development, an international Policy Advisor/Poverty and Social Protection, and two national Programme Assistants) carried out a review, took stock of UNDP's achievements in providing policy advice and advocacy during 2007-2016, and proposed options for a future policy facility in the country's new development context, in alignment with the One UN Strategic Plan (OSP) and the UNDP Country Programme Document (CPD) 2017-2021. The review report was finalized in 2017, capturing the lessons learned from ten years (2007-2016) of PAT in parallel to the rest of the country's programme portfolio, and taking into account of the views of different stakeholders both within UNDP and outside about the effectiveness of the CO's configuration for policy advice over a decade.

The current UNDP Viet Nam Country Programme 2017-2021 was designed to support the implementation and achievement of the development goals of the country's Socio-Economic Development Plan (SEDP 2016-2020), complete the unfinished MDG agenda and advance Agenda 2030. It was structured to address the national development needs as defined in the SEDP and Common Country Assessment (CCA) and has been an integral part of the OSP. It was structured to assist Viet Nam in making strategic policy choices recognizing that demand-driven upstream policy advice is instrumental in delivering results at scale and promoting evidence-based policy making for Viet Nam, focusing on three areas: i) poverty eradication and greater socio-economic equity; ii) low-carbon, resilient and environmentally sustainable development; and increased voice, institutional accountability and access to justice.

During March-September 2020, UNDP and the Ministry of Planning and Investment has been developing a proposal on a new GOVN-UNDP development partnership that contribute to Viet Nam's implementation of SDG17 "Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development", and low middle income Viet Nam's transition from 'donor-recipient' partnership toward a new 'partnership' among development partners. This proposal is expected to provide input as

key directions for i) the ODA orientation 2021-2025 that the Ministry of Planning and Investment is requested by the Prime Minister to prepare, in line with SEDS and SEDP; and ii) the UNDP Country Programme Document 2022 – 2026.

In that context, a review of UNDP policy advocacy work during 2016-2020 is essential for providing inputs to the current Country Programme assessment, with a view to contributing to the preparation of UNDP's new programme starting from 2022. The review should be in line with the national Social Economic Development Strategy (SEDS) 2021-2030, the SEDP 2021-2025, in the context of Delivering as One (DaO) in Viet Nam, and in line with the global UN Development System (UNDS) Reform. The formulation of the new UNDP country programme is expected to be in line with the new partnership strategy that is being developed.

## II. OBJECTIVE OF THE ASSESSMENT

In order to support the review of UNDP country programme (2017-2021) and formulation of the new country programme (2022-2026), in the context of “new partnership” between the GOVN and development partners that can effectively mobilize and utilizes development financial resources for achieving the SDGs, suited to Viet Nam's new growth model and link to its development results, this activity aims at assessing the relevance and usefulness of UNDP policy work to the country's policy framework within the national development agenda during 2016-2020.

## III. KEY ACTIVITIES AND DELIVERABLES

A National Consultant will be recruited to support the international consultant (who has already identified by UNDP) to carry out the tasks and deliver the outputs below:

No.	Activity	IC	NC	Deliverables (in English)
1.	<p><b>Desk review</b></p> <p>a. Review (with CO support) UNDP policy products (input/contributions to major policy forums and discussions) since 2016.</p> <p>b. Assess the impact/ contribution of UNDP policy products to the country's policy framework within the national development agenda.</p>	<p>In charge of overall methodology and quality of the review report: prepare analytical framework, research questions, data/information needed (questionnaire), report outline, etc (2 working days)</p> <p>(4 working days)</p>	<p>Under IC's guidance, with support from UNDP staff, collect and prepare the list of UNDP policy products 2016-2020 (5 working days)</p> <p>(5 working days)</p>	<p>A chronological list of UNDP policy products 2016-2020</p> <p>A note on desk review with key findings supported by a reference list.</p> <p>An interview plan, and questions incl. list of key informants.</p>

2.	<b>Interview with key informants</b> (within the CO, UN agencies, national partners and those who use UNDP policy products) to verify the assessment during desk review on the relevance, and usefulness to the formulation/adjustment of national legal/policy frameworks in Viet Nam.	Provide guidance to the NC and carry out the interview (together with the NC)  (4 working day)	Carry out the interview (as guided by the IC and in close consultation with the national consultant who is supporting UNDP and MPI in of the new UNDP-GOVN partnership proposal).  (4 working days)	Interviews carried out (3-4 days).
3.	Based on the desk review findings and interview results on UNDP policy work during 2016-2020, <b>review and provide input</b> to the proposal on a new UNDP-GOVN cooperation partnership, which is developed by a national consultant upon UNDP and MPI request (draft proposal available during the second week of July 2020)	Provide overall comment (2 working days)	Provide direct input to the proposal (in discussion with the national consultant who is supporting UNDP and MPI in of the new UNDP-GOVN partnership proposal)  (12 working days)	Revised proposal incorporated IC/NC comments
4.	<b>Report preparation</b> (for consultation) and <b>finalization</b> (incl. preparing and attending a consultation workshop in Ha Noi). The review report should include an executive summary, lessons learned and recommendations for future policy work of UNDP Viet Nam in the coming programme cycle.	Draft the review report and ppt for consultation.  Finalize the report based on feedback from participants at the consultation workshop.  (8 working days)	Support the IC in writing the review report and ppt.  Present the draft report at consultation workshop organized by UNDP.  Support the IC in finalization of the review report (10 working days)	A review report in English (20-30 pages) and a ppt.
	<b>Total</b>	<b>20</b>	<b>36</b>	

#### DOCUMENTS AND ADMINISTRATION SUPPORT

UNDP will provide following relevant background information and documents:

- UNDP Country Programme Document (2017-2021)
- One UN Strategic Plan (OSP) 2017-2020
- Review report “Positioning UNDP for effective policy advice and advocacy”, 2017
- UNDP policy products UNDP (input/contributions to major policy forums and

discussions) upon request of the consultants.

- Draft proposal on a new UNDP-GOVN partnership, which is developed by a national consultant upon UNDP and MPI request.
- Other documents that are relevant and available.

Documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.

#### **Institutional Arrangement**

- a) The International and national consultants will work (i) under the guidance of Deputy Resident Representative (DRR), (ii) closely with 3 Assistant Resident Representatives in charge of 3 portfolio (poverty eradication and greater socio-economic equity; low-carbon, resilient and environmentally sustainable development; and increased voice, institutional accountability and access to justice) and iii) in direct contact with the UNDP focal point (Planning and M&E Analyst), UNDP Viet Nam.
- b) The consultants may also be required to communicate and consult with other relevant UNDP colleagues.
- c) UNDP Country Office are not required to provide any physical facility for the work of the consultants, however venues for some technical meetings/consultations can be provided, at the discretion of UNDP Country Office and as necessary. As necessary, UNDP Country Office will facilitate meetings of consultants with relevant government agencies and experts.

#### **Required Qualifications**

##### ***National Consultant***

- a) Master Decree (PhD preferred) or equivalent in economics, social sciences or a field relevant to the three CPD outcome areas.
- b) At least 5 years of working experience in doing analytical researches on issues related to poverty eradication, socio-economic equity, institutional accountability, civic engagement, access to justice, environmentally sustainable development, Disaster Risk Reduction or Climate Change.
- c) Good understanding of the country's development issues, national policies/strategies.
- d) Experience in program evaluation, mastery of techniques and methods of data collection, interviews and quantitative and qualitative analysis;
- e) Sound English report writing skills.

#### **PAYMENT TERMS**

The total contract value should include a lumpsum of consultancy's remuneration (all tax inclusive, fees based on the UNDP's standard rates) and all related cost for producing the deliverables as mentioned above.

30% of the contract value will be paid upon national consultant submission and UNDP acceptance of i) a note on desk review with key findings supported by a reference list; and ii) An interview plan, and questions incl. list of key informants.

The remained amount of 70% total contract value will be paid after provision of the remaining deliverables with satisfactory acceptance from UNDP Country Office.

## ANNEX IV

### **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;



I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I 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 selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

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.

## Annex V

### FINANCIAL OFFER

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

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

#### Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
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 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	<b>TOTAL</b>			

\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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

*(The costs should only cover the requirements identified in the Terms of Reference (TOR)*

*Travel expenses are not required if the consultant will be working from home).*