



REQUEST FOR PROPOSAL (RFP)

(From Vietnamese firms/institutes/organizations)

NAME of service: National institutional consultancy to support General Statistics Office in applying new national MDP measurements and accelerating the release of Viet Nam Household Living Standard Survey (VHLSS) data for timely monitoring and response to the fast-changing poverty situation in Viet Nam	DATE: August 14, 2020
	REFERENCE: 2-200803

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Supporting the General Statistics Office in applying new national MDP measurements and accelerating the release of Viet Nam Household Living Standard Survey (VHLSS) data for timely monitoring and response to the fast-changing poverty situation in Viet Nam.**

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

Proposals may be submitted on or before **Wednesday, August 26, 2020** and via email to the address below:

United Nations Development Programme

Bidding.vn@undp.org

Note:

- *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 3 working days after submission deadline.*
- *Maximum size per email: **30 MB**. Bidders can split proposals into several emails if the file size is large.*

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

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/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condut_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
8/14/2020

Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached TOR
Brief Description of the Required Services ¹	(TOR is attached in this Annex)
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached TOR
Frequency of Reporting	Please refer to the attached TOR
Progress Reporting Requirements	Please refer to the attached TOR
Location of work	<input checked="" type="checkbox"/> Ha Noi and three experimenting provinces in both rural and urban areas <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	1 September 2020 – 31 March 2021
Target start date	1 September 2020
Latest completion date	31 March 2021
Travels Expected	Please refer to the attached TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
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 [pls. specify]
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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Vietnamese Dongs
Value Added Tax on Price Proposal ²	<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

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting from the date of submission deadline)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days 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 ³	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please refer to the attached TOR
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"/> Long-Term Agreement ⁴ <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 criterion 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	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (15%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (43%)

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (42%)</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Please refer to the Evaluation Criteria for further details.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions ⁵	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<p><input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 2)</p> <p><input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3)</p> <p><input checked="" type="checkbox"/> Submission checklist (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@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>
Other Information [pls. specify]	<p>Bidders are responsible for checking the UNDP website: https://procurement-notices.undp.org/ for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal.</p>

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ 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.



TERMS OF REFERENCE

Title: **National** institutional consultancy to support General Statistics Office in applying new national MDP measurements and accelerating the release of Viet Nam Household Living Standard Survey (VHLSS) data for timely monitoring and response to the fast-changing poverty situation in Viet Nam

Estimated Duration: From 1 September 2020 - 31 March 2021

Status: Institutional contract

Duty Station: Ha Noi and three experimenting provinces in both rural and urban areas

1. Background

Viet Nam has been very successful in economic growth and poverty reduction during the recent decades. However, the success in monetary poverty reduction and economic growth is not automatically translated into a success in multidimensional poverty reduction. Recognizing this issue, the Government of Viet Nam (GoV) has issued the Decision (No 59/QĐ-TTg dated 19/11/2015) to apply multidimensional approach to poverty measurement in the period 2016-2020. As such Viet Nam became one of the first pioneering countries in Asia and Pacific Region to adopt the MDP approach in both poverty monitoring, targeting and designing poverty reduction policies and programs to eliminate poverty in all its dimensions. The target of national average multidimensional poverty reduction of 1.5% per annum and 2-4% in mountainous ethnic minority areas was set in the country's five-year Socio-Economic Development Plan (2016-2020). The multidimensional poverty measurements, including both income and non-monetary dimensions such as housing, access to water and sanitation, education and health services and social and health insurance, have been used for designing the National Target Program for Sustainable Poverty Reduction (NTPSPR, 2016-2020) and identifying the poor households that are eligible for the Program support, poverty reduction and social assistance policies.

According to Decision No 59/QĐ-TTg, the General Statistics Office (GSO) is responsible for collecting and disseminating the poverty data and statistics (including multidimensional poverty rates, proportion of households deprived of basic social services and multidimensional poverty index (MPI), etc.), through the Viet Nam Household Living Standards Survey (VHLSS) and related data analysis. As the VHLSS has been (and will be) conducted every year the actual issuance of poverty statistics have been with much delays: poverty statistics calculated based on VHLSS data were often with a lag of at least 6 months after the VHLSS completes. Despite the fact that the VHLSS data allow estimation of poverty statistics on both income and multidimensional measurements that are based on both the national and international specifications/methods, the statistics on poverty using the international measurements and methods, such as income poverty based on US\$1.9USD PPP 2011 (SDG1.1.1) or multidimensional poverty (MDP) statistics

estimated based on international (Alkire-Foster, without income dimension) method, were not released. These issues lead to the difficulties not only in making international comparisons, but also timely monitoring poverty situation/providing accurate poverty statistics to inform poverty reduction policy making and programming. Addressing these issues is particularly important in the context of crises such as caused by COVID-19, which imposes a significant impact on households' living standards and poverty situation. Timely collection and release poverty statistics are required by the GoV to design and implement effective responses, including provision of social assistance to the most vulnerable and affected people and households.

Furthermore, in 2019 and early 2020, UNDP supported the MOLISA, National Office for Poverty Reduction to make analyses and recommend new MDP specifications and measurements that will be suitable and used for period of 2021 – 2025. The recommended new MDP specifications and measurements are going under the final consultations and expected to be issued by the Prime Minister in 3rd quarter of 2020.

Anticipating the approval of the new MDP measurements and specifications, and the needs of GoV for faster collection and release of poverty statistics for designing and implementing more timely and effective responses, GSO has requested UNDP to providing technical support for GSO to implement following main activities:

1. Calculating and disseminating (quarterly, starting in Q4 2020) the multidimensional poverty rate, deprivation rate of access to basic social services and multidimensional poverty index (MPI) for the period 2016 - 2020 based on the i) data of the VHLSS in 2016 – 2020 and ii) Alkire-Foster method;
2. Developing tools (questionnaire, enumerator manual and training material, developing software to digitalize data collection in line with the GSO digital - CAPI - system), piloting and adapting the tools in VHLSS (starting from 2021) for collecting data and estimating multidimensional poverty indicators in line with the national multidimensional poverty line proposed for the period 2021 – 2025 as well as international MDP specifications.

This TOR is to procure national institutional consultancy service to support GSO in this exercise.

2. Objectives

The overall objective: To enhance GSO capacity in ensuring the design and implementation of VHLSS to meet the GoV requirements for (i) poverty monitoring according to the new national MDP measurements and specifications for the period 2021 – 2025 and (ii) speeding up the analysis and release of poverty statistics that are timely and based on international methods for effective formulation, implementation and monitoring of MDP and social assistance policies and programs.

Concrete objective:

- To fill in the knowledge gaps on estimating MDP statistics using Alkire and Foster method (including MDP statistics based on non-income dimensions only) for producing and releasing MDP statistics and related MPI indicators for (i) the period 2016-2020: annual statistics for 2016-2019, quarterly and annually for 2020, in Q4 2020 and Q1 2021, and (ii) since 2021: quarterly and annual MDP statistics on the quarterly basis.
- To evaluate current VHLSS's sample design, questionnaire, method of data collection and management for estimating MDP statistics and propose appropriable sample design options, new questionnaire and methods (including new enumerator manual and training materials) of data

collection and management for meeting the new requirements for (i) new MDP measurements and specifications at national and regional levels and (ii) quarterly release in coming period 2021-2025.

- To digitalize VHLSS data collection on new MDP specifications by setting up and testing digital data collection, management and analysis tools (based on and in line with the GSO CAPI digital system).

3. Deliverables and Tasks with timelines

Expected deliverables (in both Vietnamese and English)	Task	Timelines						
		2020				2021		
		Se p	Oct	Nov	Dec	Jan	Feb	Mar
1. MDP/MPI statistics for 2016-2020 estimated using international method and released timely (Q4 2020, and quarterly since Q1 2021)	Support GSO to create the program for (i) estimating MDP/MPI statistics using Alkire-Foster method (including non-income dimensions only MPI statistics) and (ii) releasing timely all set of MDP/MPI statistics in the period 2016-2020 in Q4 2020 and quarterly since Q1 2021.							
1.1. MDP aggregation program (do files, syntax file, or code file); Manual to estimate MPI applying Alkire-Foster method and VHLSS data	- Write MDP aggregation program (STATA, SPSS, or R); guide Alkire-Foster method to estimate Viet Nam MPI statistics based on VHLSS data and Viet Nam MDP measurements in the period 2016-2020 and new MDP measurements (2021-2025) since 2021.	x	x		x	X		
1.2 MDP statistics released timely	- Prepare presentations and figures for the release and dissemination all MDP/MPI statistics by regional, urban-rural, and national levels (i) of the period from 2016 to quarter 3, 2020, in Q4 2020; (ii) of Q4 2020 and 2020, in Q1 2021; and prepare plan for release of MDP/MPI statistics of the 2021-2025 period on the quarterly basis. This includes organizing 2 events for releasing/launching MDP statistics in Ha noi.			x	x		x	X
1.3 An article to provide updates on Viet Nam's new	- Write an article to provide updates on Viet Nam's new MPI/MDP measurements				x			

MPI/MDP measurements and specifications for the international MDP network (hosted by OPHI) and UNDP HDR Office.	and specifications accepted by the international MDP network (hosted by OPHI) and UNDP HDR Office							
2. Sample design to ensure MPI/MDP statistics with new national MDP specifications can be released quarterly in the 2021-2025.	Support GSO to design VHLSS sample to ensure MPI/MDP statistics can be released quarterly in the 2021-2025.							
2.1 Report on evaluation VHLSS sample design related MDP measurement in the period 2016-2020	- Evaluate VHLSS sample design related MDP measurement in the period 2016-2020 to identify the gaps for improvements (<i>in ensuring VHLSS 2021-2025 can accommodate (i) new MDP specifications and (ii) MPI/MDP statistics can be released quarterly</i>)	x	x	x				
2.2 Proposed sample design options for 2021-2025 VHLSS to ensure representative new MDP statistics at regional levels and can be released quarterly.	- Research and propose sample design options for 2021-2025 VHLSS to ensure (i) representativeness of new MDP statistics at regional levels and (ii) quarterly release of MDP statistics. - Organize technical consultations and finalize the sample design.			x	x	x		
3. Micro data and tools (including tool digitalization) of data collection, management and aggregation MDP statistics developed for applying in 2021-2025 VHLSS and new MDP specifications.	Support GSO to develop and test tools (including tool digitalization) for data collection, management and analysis/estimation of MDP statistics that apply new 2021-2025 MDP specifications and can be released on quarterly basis.							
3.1 Proposed solutions/ methods to collect data for new MDP indicators; updated VHLSS questionnaires; updated VHLSS enumerator and supervisor instruction/	- Research and propose solutions to collect data for new MDP indicators; design/update VHLSS questionnaire; develop instruction/manual/guidance note for VHLSS supervisors and enumerators; prepare presentations and train (of trainers of) VHLSS supervisors and enumerators and supervisors; prepare plans, organize and supervise the field	x	x	x	x	x		

manual and related training materials.	testing of the above materials; organize technical consultations as necessary; finalize the materials.							
3.2 Data collection, data management software/ computerized programs that will apply/in line with the computer-assisted personal interviewing (CAPI) method; instruction/user manual; tested micro data entry and estimation of MPI/MDP statistics.	- Create software/computerized programs for VHLSS (from 2021) data collection, data management, and estimation of MDP specifications - using smart devices (such as laptops, tablets and/or smartphones) and in line with CAPI; develop instruction manual; prepare presentations and train enumerators and supervisors; prepare plan, organize and supervise the field testing of the tools/materials; organize technical consultations as necessary; finalize the tools/materials.		x	x	x	x	x	x

4. Proposed composition of the research team (all numbers of working days are estimated and it is up the consultancy firm to propose the number of days required to complete all the tasks in the TOR)

- **01 national team leader (NC1)** responsible for: coordinating, supervising, supporting, and leading the consultancy team in completing all tasks and submitting all deliverables of this assignment; being the focal point to ensure smooth communication between UNDP and related beneficiaries (related departments of GSO and MOLISA); designing the detailed work-plan of this assignment, including the VHLSS data analysis for estimating MDP indicators based on Alkire-Foster method, data collection and data management tools (questionnaire, manual, and CAPI program), sampling assessment and sampling design, planning and conducting the pilot for testing tools (45 working days).
- **02 national consultants (NC2)** responsible for writing programs (STATA, SPSS, or R) for VHLSS data analysis for estimating MDP statistics; developing guidance in applying Alkire-Foster method to estimate Viet Nam MPI statistics based on VHLSS data and Viet Nam MDP measurements in the periods 2016-2020 and 2021-2025; preparing presentations and figures for dissemination all MDP indicators; Writing an article on Viet Nam MPI for OPHI MDOP network and UNDP HDRO (25 working days each).
- **02 national consultants (NC3)** responsible for designing the sample for testing data collection tools; evaluating VHLSS sample design related MDP measurement in the period 2016-2020 - all 10 indicators/dimensions have to analyze under the sample design aspect; researching and proposing sample design options for 2021-2025 VHLSS to ensure representative MDP indicators at regional levels and increasing (quarterly) frequency of MDP indicators release (25 working days each).
- **02 national consultants (NC4)** responsible for researching and proposing solutions to gather new indicators; designing questionnaire and writing instruction manual; guiding to aggregate MDP

indicators; preparing presentations and training for enumerators and supervisors; preparing the field testing plan; supervising the field testing and finalizing the materials (25 working days each).

- **02 national consultants (NC5)** responsible for developing computer software/programs for data collection, data management, and VHLSS data analysis for estimating MDP indicators - using smart devices; writing instruction manual; preparing presentations and training for enumerators and supervisors; preparing plan and supervising the field testing; finalizing the tools/materials; maintaining programs during field work (25 working days each).
- **02 research assistants (NC6)** responsible for providing support to the research team in all administration, logistics and other aspects, including (but not exclusive) organizing field-testing works and (TOT) training courses for enumerators and supervisors, editing and interpretation/translation of materials, etc.

Expected qualification of the team leader (NC1):

- At least Master Degree in statistics, economics and/or related fields.
- At least 15 years of intensive experience of doing national social-economic household surveys; researches in both uni-dimensional and multi-dimensional poverty.
- Intensive experience on VHLSS, MICS, LFS (or multi-topic household surveys).
- Good knowledge and understanding of MDP concepts and measurement, especially Alkire-Foster methodology.
- Good knowledge and understanding of sample design for national social-economic household surveys.
- Familiarity with CAPI applications.
- Familiarity with statistics software (Stata, SPSS, or R.) and Microsoft office (Word, Excel, Power point)
- Ability to work independently and manage research teams;
- Fluent in English and Vietnamese.

Expected qualification of the national consultant (N2) – team members:

- Master Degree in statistics, economics and/or related fields.
- 10 years of experience of doing analyses based on socio-economic micro data; especially aggregating uni-poverty or multi-dimensional poverty indicators.
- Experience on national social-economic household surveys.
- Experience on VHLSS, MICS, LFS (or multi-topic household surveys) micro data
- Experience and skills in making presentations and writing reports/articles.
- Good knowledge on MDP methodologies.
- Proficiency in using statistics software (Stata, SPSS, or R) and Microsoft office (Word, Excel, Power

point...).

- Good command in English and Vietnamese.

Expected qualification of national consultants (NC3) - team members:

- Master Degree in statistics, economics and/or related fields.
- 10 years of experience of designing/sampling national socio-economic household surveys.
- Intensive knowledge on sample design.
- Experience on designing/sampling VHLSS, MICS, LFS (or multi-topic household surveys)
- Experience and skills in making presentations and writing reports.
- Proficiency in using statistics software (Stata, SPSS, or R) and Microsoft office (Word, Excel, Power point...).
- Good command in English and Vietnamese.

Expected qualification of the national consultant (NC4) – team members:

- Master Degree in statistics, economics and/or related fields.
- 10 years of intensive experience on questionnaire and manual design of national socio-economic household surveys.
- Intensive experience on VHLSS, MICS, VFS (or multi-topic household surveys).
- Good knowledge on MDP methodologies.
- Experience and skills in making presentations and writing reports.
- Ability to organize and facilitate training sessions and presentations.
- Proficiency in using Microsoft office (Word, Excel, Power point...).
- Good command in English and Vietnamese.

Expected qualification of the national consultant (NC5) – team members:

- Bachelor's degree or equivalent in Programming, Mathematics, or another related technical field.
- 10 years of intensive experience on making program to data collection and data management related to national socio-economic household surveys;
- Intensive experience on different CAPI platforms using for data collection and data management on smart devices (tablet, mobile phone, etc) such as CSPRO, Survey Solution, OKD.
- Intensive experience on VHLSS, MICS, VFS (or multi-topic household surveys).
- Experience and skills in making presentations and writing reports.
- Ability to organize and facilitate training sessions and presentations.
- Proficiency in using Microsoft office (Word, Excel, Power point...).

- Good command in English and Vietnamese.

Expected qualification of the research assistants (NC6) – team members:

- Bachelor's degree or equivalent in business administration or another related fields.
- 2-3 years of intensive experience on supporting research teams, organizing field testing and training courses, support in data collection and data management (related to national socio-economic household surveys will be an asset);
- Experience and skills in making presentations, editing reports, translating and interpreting (English – Vietnamese and via versa)
- Proficiency in using Microsoft office (Word, Excel, Power point...).
- Good command in English and Vietnamese.

5. Implementation arrangements and UNDP support

The national consultancy team will work under the supervision of UNDP (ARR, Head of Inclusive Growth Unit), under the overall technical guidance, quality assurance of and in close consultation and cooperation with relevant of the GSO and UNDP staff (including UNDP int. and nat. economist advisors). All draft deliverables such as analytical framework, questionnaires, sampling, report outlines and drafts will need to be shared with UNDP and GSO for comments and quality assurance before proceeding to the next steps.

UNDP country office and GSO are not required to provide any physical facility for the work of the consultant team. As necessary, UNDP country office and GSO will facilitate meetings of the consultant team with relevant government agencies and provide other administrative support, including literatures and information necessary for the assessment.

6. Payment terms

Interested consultancy institution should propose a lumpsum offer for completing all the tasks required in this TOR, including consultancy fee and taxes, as well as costs for training courses, field-testing works, consultations, workshops, and events for launching/releasing the MDP statistics, etc..

Milestones for payment:

- First payment of 40% of the total contract value upon the submission and acceptance by UNDP country office and GSO of the deliverables 1.1, 1.2 and 2.1 and 2.2.
- Second payment of 40% of the total contract value upon submission and acceptance by UNDP country office and GSO of the deliverable 3.1.
- Final payment of 20% of the total contract value upon submission and acceptance by UNDP country office and GSO of the deliverable 3.2.

EVALUATION CRITERIA

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	150
2.	Proposed Methodology, Approach and Implementation Plan	430
3.	Management Structure and Key Personnel	420
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff (Competence / Reliability)	50
1.2	Litigation and Arbitration history	20
1.3	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly	10
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programs/Projects - Experience on Projects in the Region - Work for UNDP, major multilateral or bilateral Programs 	20
Total Section 1		150

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the ToR	80
2.2	Soundness of the proposed technical solutions: methodology	250
2.3	Timeliness and allocation of recourses	50
2.4	Identification of challenges and propose solutions	50
Total Section 2		430

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	01 Team Leader (NC1)		80
	General Experience of leading survey design, data analysis of national socio-economic household surveys.	10	
	Specific experience relevant to the assignment: <ul style="list-style-type: none"> - Leading similar survey design, data analysis, CAPI programs, MDP researches; - Experience in working as a consultant or working with projects funded by UNDP or other international organizations. 	60	
	Team leader experience	10	
3.2	02 National Consultants (NC2)		80
	General Experience of doing data aggregation programs, data analysis related socio-economic topics.	20	
	Specific Experience relevant to the assignment: <ul style="list-style-type: none"> - Doing similar MDP indicators aggregation programs, MDP reports/articles - Experience in working as a consultant or working with projects funded by UNDP or other international organizations 	60	
3.3	02 National Consultants (NC3)		80
	General Experience of doing sample design on national socio-economic household surveys.	20	
	Specific Experience relevant to the assignment: <ul style="list-style-type: none"> - Doing similar multi-topics household surveys sample design such as VHLSS, MICS, LFS. - Experience in working as a consultant or working with projects funded by UNDP or other international organizations 	60	
3.4	02 National Consultants (NC4)		80
	General Experience of doing questionnaire design and manual development of national socio-economic household surveys	20	
	Specific Experience relevant to the assignment: <ul style="list-style-type: none"> - Doing similar multi-topics household questionnaire design such as VHLSS, MICS, LFS. - Experience in working as a consultant or working with projects funded by UNDP or other international organizations 	60	
3.5	02 National Consultants (NC5)		80
	General Experience of doing data collection and data management of national socio-economic household surveys.	20	
	Specific Experience relevant to the assignment: <ul style="list-style-type: none"> - Doing similar multi-topics household survey programs for data collection and data management (using smart devices). - Experience in working as a consultant or working with projects funded by UNDP or other international organizations 	60	

3.6	02 National Research Assistants (NC6)		20
	General Experience of providing administration and logistics support to research teams	04	
	Specific Experience relevant to the assignment: <ul style="list-style-type: none"> - Experience on supporting research teams in organizing field testing and training courses, support in data collection and data management; - Experience and skills in making presentations, editing reports, translating and interpreting (English – Vietnamese and via versa) 	16	
Total Section 3			420

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.
Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Important Notes:

- Evaluation will be done separately for each of the proposed key personnel (if applicable) and the total personnel score will be the average.
- Please refer to the [Submission checklist](#) (Annex 4) for documents to be submitted for the evaluation

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

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 the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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C. **Qualifications of Key Personnel**

If required by the RFP, 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; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. 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		
	Total	100%	

**This shall be the basis of the payment tranches*

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

We confirm our full acceptance of the UNDP Contract General Terms and Conditions and 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]

Contract Templates and General Terms and Conditions

1. Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

2. Please find below link to the General Terms and Conditions:

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below US\$ 50,000 (Services only):

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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below US\$ 50,000 (Goods or Goods and Services):

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

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equal to or above US\$ 50,000 (Goods and/or Services):

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB**/email. Bidders can split proposal into several emails if the file size is large.
- Technical and Financial Proposals are to be submitted in separate files before or by **Wednesday, August 26, 2020** (Hanoi time).
- Email and proposal should indicate clearly the reference and name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to the guidelines in Annex 2) with copies/scan of appropriate supporting documents:			
	a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
	b) Business Licenses – Registration Papers, Tax Payment Certification, 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			
	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.			
	f) Proposed Methodology for the Completion of Services			
	g) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	h) Detailed CVs of the proposed personnel			
	i) Copies of required certifications of the proposed personnel			
2	Duly signed Price Schedule (pls. use the template in Annex 2)			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			

4	This duly filled, checked, certified submission checklist to be attached to the submission			
5	Submit your proposals via email to: Bidding.vn@undp.org before or on 26 August 2020 .			

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

[Designation]

[Date]