



REQUEST FOR PROPOSAL (RFP)

(From Vietnamese firms/institutes/organizations)

NAME of service: Survey Research on the Role and Impact of Women Leaders and Representatives in Elected Bodies by a national research institution/firm/organisation	DATE: August 18, 2020
	REFERENCE: 2-200804

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Survey Research on the Role and Impact of Women Leaders and Representatives in Elected Bodies**.

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

Proposals may be submitted on or before **Friday, September 04, 2020 via email** to the address below:

**United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
Ms. Luu Ngoc Diep, Procurement Associate
Luu.ngoc.diep@undp.org**

Note:

- Please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. *Notification email indicating the tender's reference number should be sent to this email address by submission deadline or right after you submit proposals.*
- UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
8/18/2020

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"/> Viet Nam <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	From September 2020 - 31 December 2020 (with possible extension to 15 February 2021)
Target start date	As soon as possible in September 2020
Latest completion date	31 December 2020 (with possible extension to 15 February 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 <i>[pls. specify]</i>
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 (20%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%)

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.

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (40%) Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. Please refer to the Evaluation Criteria for further details.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 2) <input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3) <input checked="" type="checkbox"/> Submission checklist (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁷	Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@undp.org 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.
Other Information [pls. specify]	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.

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

Service	Survey Research on the Role and Impact of Women Leaders and Representatives in Elected Bodies
Expected Bidders	A national research institution/a national research-based consulting firm/a local non-government organisation
Duty Station	Viet Nam
Expected Duration	From 1 September to 31 December 2020 (with possible extension to 15 February 2021)

1. BACKGROUND AND ORGANISATIONAL CONTEXT

Women’s leadership and management in the public sector is a matter of equity and fairness. Its basic premise is that half of the humanity must have an equal say about issues that matter to humankind and the whole ecosystem. Women leaders are able to bring their unique experiences and perspectives into the decision-making process. Thus, decision-making must apply a gender lens—from socio-political issues to labor relations and economic participation—all of which require harnessing the full potential of every human being and workforce. Public policies and decisions can be all rounded when they reflect equal perspectives of both women and men alike. At the global level, gender equity has become an integral cross-cutting issue in the Sustainable Development Goals towards 2030. In particular, Goal 4 calls for inclusive and equitable quality education and the promotion of life-long learning opportunities for all women and men while Goal 5 demands for gender equality and empowerment of all women and girls.

However, at different governance layers, women are still facing great challenges. According to the publication ***“2020 Human Development Perspectives: Tackling Social Norms - A game changer for gender inequalities”*** released by the United Nations Development Programme (UNDP) on 5 March 2020 (UNDP, 2020)⁸, one of the identified reasons for gender inequalities is the deeply rooted bias that has challenged the achievement of genuine equality. According to the report, half of the world’s men and women feel that men make better political leaders, over 40 percent feel that men make better business executives and that men have more right to a job when jobs are scarce. This sheds light on why the enormous “power gaps” still exist between men and women in economies, political systems, and corporations across the globe despite real progress in closing gender inequalities in basic areas of development like education and health.

Viet Nam, like many other countries, has been implementing policies to address these gender-related challenges. The intention of increasing women’s representation within state management organizations, elected positions, as well as senior appointed positions is clear in several key documents. The Constitution

⁸ See the full report at http://hdr.undp.org/sites/default/files/hd_perspectives_gsni.pdf

ensures that men and women enjoy equal rights and the 2006 Gender Equality Law provides a legal framework through which women can realize their rights. The Strategy for the Advancement of Women to 2020 establishes gender equality targets in the fields of employment, education, health and political participation. Resolution 11-NQ/TW of the Communist Party of Vietnam in 2007 and Resolution 57/NQ-CP of the Government of Viet Nam in 2009 directed specifically to *“promote further participation of women in decision making processes and increasing rates of women nominated as candidates to the National Assembly, People’s Council at all levels.”*

To support Viet Nam’s aspiration for improved gender equity, since early 2000s, UNDP Viet Nam has been working with the National Assembly, Vietnamese Ministry for Foreign Affairs, Vietnam Women’s Union, Vietnam Women Academy, Ho Chi Minh National Academy of Politics to promote more women in leadership and management roles in elected bodies, party organizations and government agencies. The support was various forms and has been contributing to Viet Nam’s efforts in ensuring gender equality and promoting women empowerment. It covers, and is not limited to, areas such as promotion of women candidacy in the 2016 National Elections (with the Vietnam Women’s Union); raising awareness of gender equality and capacity building for electoral councils in the election process through training and workshops (with the Vietnam Fatherland Front); advocating for mainstreaming gender equality in legislation of relevant laws including the 2015 Election Law (with successful adoption of the 35 percent candidate quota in 2015) and the 2015 Labor Code; and, providing in-person and online training (with the latter called the Ready for Success E-Learning Platform) for women candidates for 2016 elections to the National Assembly and People’s Councils from provincial to commune levels. The “Ready to Success” training material (UNDP, 2015)⁹ provides practical advice on how potential women candidates can be successful in the elections as well as leadership skills and tips for women at workforces.

The UNDP Human Development Report 2019 (UNDP, 2020)¹⁰ documented Viet Nam’s good record on gender equality. Viet Nam ranked 68th in the 2019 Gender Inequality Index (with its index value of 1.003), making it to be in the top quintile group of 166 countries on the Index. The report also shows that Viet Nam was in the medium performing countries in the world in terms of women in political leadership. Findings from the 2018 and 2019 Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) Reports by UNDP Viet Nam show that a large majority of respondents did not express a preference for either male or female candidates for legislative and leadership positions in the National Assembly and sub-national people-elected bodies. This, to a certain extent, helps explain Viet Nam’s high number of female members of the National Assembly (with 27.12% of the 14th National Assembly members being women). The PAPI findings also show that women care more about social aspects such as education, healthcare, employment and

Recently, Viet Nam has aimed higher on women empowerment and women in leadership to achieve. As set out in Resolution 26-NQ/TW in 2018 of the Communist Party of Vietnam, by 2030, women will take up at least 20 percent to 25 percent of membership seats in the Vietnam Communist Party Committees at all levels and at least 35 percent in the National Assembly and People Councils at all levels. To realize such a political discourse requires a lot more work to be done from all agencies involved in personnel organization and election processes.

To promote higher women’s participation in politics in the upcoming 2021-2026 term of the National Assembly and elected bodies at all levels, it is important to understand how women leaders and women representatives have contributed to Viet Nam’s development to date. Hypothetically, such understandings, based on to-be-collected empirical evidence of how women have contributed socially, economically and politically to the country’s progress over the past five or ten years, may be the ground for the society and

⁹ See UNDP 2015. Sẵn sàng để thành công: Tài liệu tập huấn dành cho nữ ứng cử viên tiềm năng trong kỳ bầu cử năm 2016. Available at <http://www.undp.org/content/dam/vietnam/docs/Publications/Sansangdethanhcong.pdf>

¹⁰ See UNDP’s 2019 Human Development Report at <http://hdr.undp.org/sites/default/files/hdr2019.pdf>

voters to have stronger confidence in women candidates in the 2021 National Elections. They may also be a source of inspiration for women candidates to be more active in their campaigns for elections. More importantly, evidence of such women's contributions is needed to address any biases against women in a largely patrilineal society like Viet Nam's, where even women also possess biases against women candidates among the few that showed their preference of men versus women in politics, as found in the 2019 PAPI survey report.¹¹

As the next election for the representative bodies at all levels will be held in Spring 2021, UNDP is committed to support more meaningful participation of women in the representative bodies. UNDP Viet Nam is looking to hire an experienced research institution/a research-based consulting firm/non-government organisation to conduct this research on the above background and towards the following objectives and outputs.

2. OBJECTIVES:

Overall objective:

- To contribute to promoting gender equity in politics, including women participation in politics and women in leadership roles in political, social and economic fields.

Specific objectives:

- To provide concrete empirical evidence and examples of positive impact and contributions of women participation in the three main functions of representation, lawmaking and oversight of election bodies at all levels in Viet Nam; and,
- To formulate evidence-based communication messages to deconstruct stereotypes against women's potentials and competencies for leadership and management roles and to inform voters of women's roles in Viet Nam's society so that they can to make well-informed voting decisions.

3. SCOPE OF WORK

The selected bidder is requested to implement the following key activities leading to the above objectives:

- To collect information about the subject matters through questionnaire surveys and in-depth interviews with the following informants:
 1. Members of the National Assembly of the current 2016-2021 legislature (as quantitative respondents) and the 2011-2015 legislature (as qualitative informants);
 2. Members of Provincial People's Councils of the current 2016-2021 term (as quantitative respondents) and the 2011-2015 term (as qualitative informants) terms in three provinces, with one being Ha Noi, one in the mountainous area and one in the Mekong Delta; and,
 3. Key public officials working on personnel and organization in the Vietnam Communist Party.
- To consult, validate and communicate research findings from the research, through the following deliverables:
 1. One half-day consultation seminar with experts in parliamentary development, women leadership (expected) in Ha Noi;
 2. One half-day validation seminar with technical experts to validate initial findings (expected) in Ha Noi;
 3. One research finding dissemination workshop (expected) in Ha Noi; and,

¹¹ See Chapter 2 of the 2019 PAPI Report at <http://papi.org.vn/bao-cao/> (in particular pages 29-37).

4. A series of talk shows on national television channels involving key research team members (encouraged, preferably without costs incurred for operation).

4. RESEARCH STAGES AND EXPECTED OUTPUTS

Research Stage	Duration (max)	Expected Outputs
Stage 1. Refined technical proposal on applicable methodology, a set of specific quantitative questions and feasible data collection approaches as well as detailed work-plan for deployment	15 working days	<p><u>Output 1.1:</u> Technical proposal on applicable methodology (including questionnaire testing, fine-tuned indicators, interview schedules and feasible data collection approaches) <u>refined and consulted</u> to ensure the quality and reliability of data collected from on the defined sample.</p> <p><u>Output 1.2:</u> Detailed work-plan for implementation of the agreed approaches to the research.</p>
Stage 2. Interviews conducted for data collection from the sampled population	22 working days	<p><u>Output 2.1:</u> Primary interview data and documented materials collected from the sampled population for analysis and synthesis in the later stage of report writing; and,</p> <p><u>Output 2.2:</u> A briefing note with information on the type of data collected, lessons learnt from the implementation process shared with the technical team.</p>
Stage 3. Interview data processed and initial findings properly consulted with different stakeholders	22 working days	<p><u>Output 3.1:</u> A report outline to present the findings from the survey agreed with UNDP's experts team.</p> <p><u>Output 3.2:</u> A draft report that details initial quantitative and qualitative findings shared with key stakeholders for validation;</p>
Stage 4. Research report finalized and launched	16 working days	<p><u>Output 4.1:</u> A high-quality final report of no more than 10,000 words (including executive summary) in both English and Vietnamese finalized for publication; and,</p> <p><u>Output 4.2:</u> A reader-friendly visual graphic presentation in both English and Vietnamese officially launched for public dissemination.</p> <p><u>Output 4.3:</u> A series of public talks involving key research team members to promote key research findings and messages (<i>encouraged</i>).</p>
Total	75 working days	

The successful bidder shall propose a detailed work-plan to roll out the research project with concrete activities, suitable timeframes, feasible milestones and justifiable quality assurance procedures to deliver each

of the outputs as set forth above to UNDP. Also, the successful bidder shall present sound and strong risk management measures and warranty of feasibility to safeguard the operation of this research project.

UNDP Viet Nam's Programme and Policy Analysts in the Governance and Participation Team shall be responsible for overall quality control of every output. Therefore, the successful bidder shall be held accountable to UNDP Viet Nam on the developments of the research and the outputs as well as request for advice and inputs where deemed appropriate.

5. METHODOLOGY

5.1. Research methods

The experts/researchers from the successful bidding institution will work with, and under close supervision of the UNDP Viet Nam's Programme and Policy Analysts on Governance and Participation, to identify the methodology, a set of indicators, and approaches to data collection as well as to report and disseminate research results.

Suggested research methods will include:

1. *Desk review* of relevant research and publications on the matters under research;
2. *Collection and compilation of primary data* from the targeted informants proposed in Section 3 on the Scope of Work.
3. *Collection and compilation of secondary information* to back up data analysis where deemed necessary;
4. *Presentation of data and information* in a research report and at national launch for dissemination and policy advocacy.

The successful bidder is expected to be experienced and engaged in all four key research methods above and to be fully responsible for the timeliness and quality of the outputs mentioned in Section 4 above.

5.2. Sampling requirements

The research must be based on first-hand experiences and opinions of the targeted informants that guarantee demographic diversity (e.g. gender, ethnicity, ages, education levels and ranks in posts). As such, the successful bidder, in consultation with UNDP, will have to present a strategy to ensure that sampled population for the research will be selected in a robust, objective, and representative manner.

5.3. Interview protocols

The survey questionnaire for quantitative data and interview schedules for qualitative information will be in Vietnamese and be programmed for data analysis on a statistic tool like R, STATA or SPSS. Use of infield facilitators might be required to conduct phone interviews with ethnic minorities to overcome language challenges. Each questionnaire-based interview is expected to last up to 25 minutes depending on the level of engagement from sampled informants. Each in-depth interview should be maximized to obtain as much information for storytelling as possible but should not exceed 60 minutes for quality information.

In addition, the successful bidder is expected to secure verbal or written consent with the informant(s) before proceeding to the telephone interview.

5.4. Data entry, quality controls and data delivery

The successful bidder will develop data quality check and cleaning protocols. Any data cleaning procedures applied by the successful bidder needs to be consulted in advance by UNDP and well-documented. The successful bidder will grant UNDP's expert team with access to raw data collected during the whole data

collection process. This will support UNDP to monitor the quality of data collection together with the successful bidder.

The successful bidder shall have to share the whole raw data sets, clean data sets and clean statistic files one week after the completion of the research. The successful bidder is also expected to present the findings in a high-quality report and a reader-friendly visual graphic presentation in both English and Vietnamese as a final deliverable.

6. COMPOSITION OF THE CORE RESEARCH TEAM

Interested research institutions/non-government organizations shall suggest the composition of the research team to ensure sufficient personnel and competencies to carry out and control the quality of the research. Following is the indicative requirement for the core research and survey management team:

Core Research and Survey Management Team	No. of Persons
Senior National Technical Expert (Team Lead)	1
Senior National Sociological Study Expert	1
National Expert on Gender Equity/Women Empowerment	1
National Expert on Parliamentary/Political Elections	1
National Expert on Survey Operation and Management	1

The Senior National Technical Expert (Team Lead) shall meet the following minimum requirements:

- Postgraduate degree (preferably PhD level) in political sciences, social sciences, public policy or related fields;
- Proven leadership and teamwork skills (e.g. a team leader of an empirical study or of a team of relevant technical experts)
- At least 15 years of proven work experience in empirical research (quantitative/qualitative) on and expertise in relevant fields such as institutions, governance, public participation, public administration and public policy;
- Proven record of experience in adopting modern social science research methods;
- Proven command of written English and Vietnamese languages;

The Senior National Sociological Study Expert shall meet the following minimum requirements:

- Postgraduate degree (preferably PhD level) in political sciences, social sciences (e.g. sociology or anthropology), development studies, public policy or related fields;
- At least 10 years of proven experience in empirical research (quantitative/qualitative) on and expertise in relevant fields such as institutions, governance, public participation, public administration and public policy;
- Proven competence in using statistics software for data analysis (competence in using STATA, R or SPSS statistics software preferred);
- Proven interpersonal and team-work skills;

- Proven command of written English and Vietnamese languages;

The technical team of a National Expert on Gender Equity/Women Empowerment, a National Expert on Parliamentary/Political Elections, and a National Expert on Survey Operation and Management shall meet the following minimum requirements:

- Post-graduate degrees in development studies, political sciences, social sciences, public policy or related fields;
- At least five (05) years of proven work experience and knowledge in their respective areas of expertise (i.e. gender equity/women empowerment, parliamentary/political elections, and survey operation and management as each post requires);
- Proven interpersonal and team-work skills;
- Proven record of experiences in field surveys for data collection and/or supervision of surveys
- Proven good command of written and spoken Vietnamese;
- Good command of written and spoken English preferred.

It is required that the successful bidder commit to providing adequate human and logistical resources as well as technical and administrative support for the research to be conducted successfully, based on the objectives, scope, expected outputs expressed in this TOR, and the 2017 EU-UN Cost Norms guidelines for financing of local costs in development cooperation with Viet Nam.

The technical and financial proposal from the successful bidder is expected to indicate clearly the composition of research teams, logistic arrangements for the research to be completed and any financial implication thereof.

7. TERMS OF PAYMENT

UNDP shall pay the successful bidder against the milestones for the research project upon UNDP's satisfaction with the deliverables as specified in Section 4 hereinabove and its acceptance of invoices submitted by the successful bidder. Milestones for deliverables and payments for the three stages are as follows:

Sequence	Percentage of installments	Indicative Dates for Installments
1st payment	20% upon receipt and acceptance of Outputs 1.1 and 1.2 listed in Section 4	15 September 2020
2nd payment	50% upon receipt and acceptance of Outputs 2.1 and 2.2 listed in Section 4	30 October 2020
Final payment	30% for final installment upon UNDP satisfaction of Outputs 3.1, 3.2, 4.1 and 4.2 listed in Section 4	31 December 2020 <i>(with possible extension to no later than 30 January 2020)</i>

8. SUPPORT FROM UNDP AND REFERENCE DOCUMENTS

UNDP will provide the following support where deemed appropriate:

- Substantive inputs in and quality control of deliverables;
- Office space for meetings and working sessions when needed;

- When requested, arrangement of introduction letters and/or requests for meetings/interviews;
- Any other substantive support where deemed appropriate.

Following are references that the successful bidder may find useful:

- UNDP (2015). Sẵn sàng để thành công: Tài liệu tập huấn dành cho nữ ứng cử viên tiềm năng trong kỳ bầu cử năm 2016. Available at <http://www.undp.org/content/dam/vietnam/docs/Publications/Sansangdethanhcong.pdf>
- UNDP (2019). Human Development Report. Available at <http://hdr.undp.org/sites/default/files/hdr2019.pdf>
- CECODES, VFF-CRT, RTA & UNDP (2016-2020) The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI): Measuring Citizens' Experiences from 2015-2019. Available at www.papi.org.vn
- UNDP (2017). UN-EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam. Version 2017

9. PROVISION OF MONITORING AND PROGRESS CONTROLS

- Upon signing of the contract, the successful bidder shall work closely with the UNDP Programme and Policy Analysts on Governance and Participation to discuss and agree on the task requirements and working methodology.
- The successful bidder shall discuss on and keep the UNDP abreast of any change to the sampling frame, including replacements of respondents.
- UNDP and relevant stakeholders shall review and comment on the successful bidder's required outputs in the TOR.
- The successful bidder shall review the comments and submit the revised outputs for further review and comments.
- UNDP Programme and Policy Analysts on Governance and Participation shall monitor every stage of deployment of the research and shall evaluate the deliverables of each phase as described in Section 4 of this TOR.
- UNDP shall disburse payments to the successful bidder against the milestones provided for in Section 7. Each payment shall be made upon UNDP's satisfaction with the expected deliverables. The final payment for each phase shall be made to the successful bidder only when UNDP is fully satisfied with the final deliverable in this assignment.

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	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organisation and (Competence / Reliability)	50
1.2	Litigation and Arbitration history	20
1.3	Organisational Capability which is likely to affect implementation (risks versus access to specialized skills: i.e. subcontracting / partnerships - loose consortium, holding company or one firm, size of the firm / organisation, strength of project coordination and support, ...)	50
1.4	Quality assurance procedures, warranty	30
1.5	Previous experience in conducting empirical research on natural resources governance, environmental justice, environmental rights, democratic governance and/or related fields in Viet Nam	50
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Does the suggested research schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	50
2.2	Is the suggested methodology for the research sufficient to address the needs/demands of the TOR?	100
2.3	Does the proposal commit commissioning a strong team of national experts to deliver the expected outputs?	50
2.4	Does the proposal commit adequate human and logistical resources (including support staff, translation/interpretation etc.) to ensure high-quality and timely delivery of the research report?	100

2.5	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the research?	100
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	01 Senior National Technical Expert (Team Leader)	120
3.1.1	Postgraduate degree (preferably PhD level) in political sciences, social sciences, public policy or related fields;	20
3.1.2	Proven leadership and teamwork skills (e.g. a team leader of an empirical study or of a team of relevant technical experts);	30
3.1.3	At least 15 years of proven work experience in empirical research (quantitative/qualitative) on and expertise in relevant fields such as institutions, governance, public participation, public administration and public policy;	30
3.1.4	Proven record of experience in adopting modern social science research methods;	30
3.1.5	Proven command of written English and Vietnamese languages (proven through published articles in English and Vietnamese)	10
3.2	Senior National Sociological Study Expert	100
3.2.1	Postgraduate degree (preferably PhD level) in political sciences, social sciences (e.g. sociology or anthropology), development studies, public policy or related fields	20
3.2.2	At least 10 years of proven experience in empirical research (quantitative/qualitative) on and expertise in in relevant fields such as institutions, governance, public participation, public administration and public policy	30
3.2.3	Proven competence in using statistics software for data analysis (competence in using STATA, R or SPSS statistics software preferred)	30
3.2.4	Proven command of written English and Vietnamese languages (evident with links to internationally and domestically published articles/research papers)	20
3.3	A Technical Team of 01 National Expert on Gender Equity/Women Empowerment; 01 National Expert on Parliamentary/Political Elections; and 01 National Expert on Survey Operation and Management	180
3.3.1	Post-graduate degrees in development studies, political sciences, social sciences, public policy or related fields;	30
3.3.2	At least five (05) years of proven work experience and knowledge in their respective areas of expertise (i.e. gender equity/women empowerment, parliamentary/political elections, and survey operation and management as each post requires);	60
3.3.3	Proven record of experiences in field surveys for data collection and/or supervision of surveys	45

3.3.4	Proven good command of written and spoken Vietnamese (evident with links to domestically published authored/co-authored articles/research papers)	30
3.3.5	Good command of written English preferred (ideally evident with links to internationally published authored/co-authored articles/research papers)	15
Total Section 3		400

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 PROPOSAL¹²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹³)

[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.

¹² This serves as a guide to the Service Provider in preparing the Proposal.

¹³ 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 emails before or by **Friday, September 04, 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 with copies of required certificates and: <ul style="list-style-type: none"> - published articles in English and Vietnamese (for the Team Leader); - internationally and domestically published articles/research papers (for the Senior National Sociological Study Expert); 			

	- internationally and domestically published authored/co-authored articles/research papers (for the Technical Team)			
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	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.			

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