INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>Team of two National Economists to Prepare Banking Paper for Viet Nam Economic Pulse</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>May 2021 – July 2021</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based, Ha Noi</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>P210507</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

   COB 30 May 2021 (Hanoi time)

   With subject line:

   P210507A – Lead author and team leader to Prepare Banking Paper for Viet Nam Economic Pulse

   P210507B – Research assistant to Prepare Banking Paper for Viet Nam Economic Pulse

   Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

- Maximum size per email is 30 MB.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- **Term of References** ……………………………………………………………………… (Annex I)
- **Individual Contract & General Conditions** ………………………………………… (Annex II)
- **Reimbursable Loan Agreement** (for a consultant assigned by a firm)……… (Annex III)
- **Letter to UNDP Confirming Interest and Availability** ……………………………. (Annex IV)
- **Financial Proposal** ………………………………………………………………………… (Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

   a. **Technical component:**
      - Detailed CV addressing the experience and work you have done.
      - Financial offer
      - At least 1 writing sample in English submitted (preferable on relevant topic)
   b. **Financial proposal (with your signature):**
      - The financial proposal shall specify a total lump sum amount in US dollar for **International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
      - Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
      - If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Lead Author</th>
<th>Master or PhD degree in economics or related discipline</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At least ten years of working experience in development finance and/or banking</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Demonstrated detailed understanding of Viet Nam's financial system and economic policy issues</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>Demonstrated skills in data/quantitative analysis, report writing, and communications</td>
<td>200</td>
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<tr>
<td></td>
<td>Fluent in English and Vietnamese</td>
<td>100</td>
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<td><strong>Total</strong></td>
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<td>1000</td>
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<table>
<thead>
<tr>
<th>Research assistant</th>
<th>Master or PhD degree in economics or related discipline</th>
<th>200</th>
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<tbody>
<tr>
<td></td>
<td>At least five years of experience in development finance</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Demonstrated experience analyzing financial data in Viet Nam</td>
<td>300</td>
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<td>Fluent in English and Vietnamese</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
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<td>100</td>
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</tbody>
</table>
A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. \( S_f = 1000 \times \frac{F_m}{F} \), in which \( S_f \) is the financial score, \( F_m \) is the lowest price and \( F \) the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant’s past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)
“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: [https://training.dss.un.org](https://training.dss.un.org)
  The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

100% of the contract value will be paid upon the submission and UNDP-NCIF acceptance of all deliverables.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.
TERMS OF REFERENCE

TITLE: Team of two National Economists to Prepare Banking Paper for Viet Nam Economic Pulse
DURATION OF ASSIGNMENT: May 2021 – July 2021
STATUS: Individual Consultancy service
COUNTRY OF ASSIGNMENT: Home based, Ha Noi

1) GENERAL BACKGROUND

Viet Nam is a dynamic middle-income country that is industrializing and urbanizing at historically rapid rates. From 2015-2019, Viet Nam recorded the highest rate of export growth in Asia and among the fastest in the world. Economic growth, job creation, improved access to health care and education and the development of public infrastructure have combined to reduce the incidence of poverty and avert a rise in measured economic inequality. The government’s early and effective response to the coronavirus pandemic saved lives and reduced the negative economic impact of the crisis. Viet Nam was one of the few countries in the region to record a positive rate of growth in 2020.

Yet Viet Nam faces immense economic challenges. The resurgence of the Covid-19 pandemic, and the appearance of new strains of the virus, represent a continued threat to public health and will delay economic recovery. Viet Nam is vulnerable to the effects of climate change and must invest hundreds of billions of dollars in infrastructure, housing, transport, education and research to reduce the economic impact of sea level rise and a higher incidence and intensity of storms, droughts, and floods. Investment is also required in agricultural research to help farmers adapt to a changing agro-ecology, and in renewable energy systems. Rising protectionism in the West and challenges to the multilateral trading system represent a threat to successful exporters like Viet Nam, and automation could potentially slow down the pace of job creation in the future. As incomes rise, increasing access to and the quality of education and healthcare will emerge as important challenges.

As a contribution to improving the quality of analysis and national discourse on economic challenges and opportunities, the National Center for Information and Forecasting (Ministry of Planning and Investment), UNDP and Fulbright University Viet Nam have agreed to collaborate on a new forum for economic analysis and discussion. The Viet Nam Economic Pulse (VEP) will bring together policymakers, scholars and businesspeople to examine the leading economic issues of the day and to share perspectives on emerging trends, risks and policy options. Participants will benefit from exposure to cutting-edge analysis and the opportunity to exchange ideas with professionals who bring a diversity of experiences and points of view to the table.
VEP will be held twice per year, once in Ha Noi and once in Ho Chi Minh City. The first VEP will be held in Ha Noi in July 2021 and will explore the topic of **Sustainable Development Financing for Recovery and Growth**. We expect 150 to 200 participants to attend the forum by invitation. Participants will include representatives from MPI and other ministries, National Assembly, Party committees, scholars and researchers, and businesspeople, both domestic and international.

These terms of reference call for an analysis of the role of the domestic banking system in financing economic development. Viet Nam’s financial system is bank-based as bank credit still accounts for the largest share of financing of non-state investment. The domestic credit to GDP ratio was 138% in 2019 and deposits to GDP rose to 18% in 2017. Banks are profitable but face a heavy burden of NPLs despite the establishment of the Vietnam Asset Management Company (VAMC) in July 2013, which acquired VND 310,000 billion in NPLs by the end of 2017. The capital base of the large state-owned commercial banks and some private banks remains low. The recent recovery in asset prices has strengthened the banks’ balance sheets but also signals another round of speculation and rapid growth could be on the way.

The analysis will examine the role of the banks in financing private and public investment, the obstacles that the banking sector faces in carrying out this function, and reforms needed to remove these obstacles. The paper will also assess the extent to which banks are still subject to the vulnerabilities that were most apparent in the period following the Global Financial Crisis of 2008.

### 2) OBJECTIVES OF THE ASSIGNMENT

Overall objective of the assignment is to produce an analysis of the role of the banking sector in financing economic development in Viet Nam for presentation at the Viet Nam Economic Pulse forum in July 2021.

### 3) SCOPE OF WORK, TASKS AND DELIVERABLES WITH TIMELINES

The team will consist of one lead author and one research assistant. The lead author will, under the supervision and quality assurance of UNDP international senior economist, serve as team leader and will be responsible for the contents and quality of the report.

**Research assistant (10 days)**

1. Collect/compile data from relevant agencies including the State Bank of Viet Nam and the General Statistics Office, and organize the data as instructed by the lead author.
2. Conduct preliminary analysis of these data at the direction of the lead author.

**Lead author and team leader (20 days)**

1. Analyze trends in the domestic banking sector and their relevance to developing finance, including the structure of the banking sector and the role of state, private and foreign banks, the structure of bank balance sheets, constraints on long-term lending to the corporate sector and efforts by the government relax these constraints, trend in the quality of bank assets, and the changing legal and regulatory environment of commercial banking in Viet Nam.
2. Discuss obstacles to the development of the domestic corporate bond market.
3. Analyze vulnerabilities in the banking system after the Global Financial Crisis and efforts on the part of Government and the banks to reduce financial fragility, and the extent to which these efforts have been successful.
4. Constraints on lending to domestic manufacturing firms, especially firms that export the bulk of their output.
5. Policy recommendations to increase access of firms to long-term loans and to strengthen the balance sheets of domestic banks.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duty station: Home based, Ha Noi

5) FINAL PRODUCTS


2. A PowerPoint presentation of no more than 30 minutes based on the report (in English and Vietnamese).

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The team will consist of one lead author and one research assistant. The lead author will, under the supervision and quality assurance of UNDP international senior economist, serve as team leader and will be responsible for the contents and quality of the report.

7) EXPECTED COMPOSITION OF THE CONSULTANCY TEAM, DEGREE OF EXPERTISE AND QUALIFICATIONS

Research assistant

- Master or PhD degree in economics or related discipline.
- At least five years of experience in development finance.
- Demonstrated experience analyzing financial data in Viet Nam.
- Demonstrated skills in data/quantitative analysis, report writing, and communications.
- Fluent in English and Vietnamese.

Lead author:

- Master or PhD degree in economics or related discipline.
- At least ten years of working experience in development finance and/or banking.
- Demonstrated detailed understanding of Viet Nam’s financial system and economic policy issues.
- Demonstrated skills in data/quantitative analysis, report writing, and communications.
• Fluent in English and Vietnamese.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP Country Office is not required to provide physical facilities for the work of the consultants, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP Country Office. The UNDP Country Office will facilitate meetings of consultants with relevant government agencies and enterprises and experts.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

100% of the contract value will be paid upon the submission and UNDP-NCIF acceptance of all deliverables.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X□ NONE □ PARTIAL □ INTERMITTENT □ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

<table>
<thead>
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<td><strong>100</strong></td>
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<table>
<thead>
<tr>
<th>Requirements for Research assistant</th>
<th>Score</th>
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</table>

*The candidates need to submit a portfolio of their previous papers for evaluation.*
ANNEX IV

OFFEROR’S LETTER TO UNDP

CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _______________________

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP’s review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of ____________ days [minimum of 90 days] after the submission deadline;
I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];

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

☐ Sign an Individual Contract with UNDP;

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

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

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
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</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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</tbody>
</table>

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

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

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

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

YES ☐ NC ☐ If the answer is "yes", give the following information:
Name | Relationship | Name of International Organization

|   |   |   |

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

YES ☐  NO ☐

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

YES ☐  NO ☐ If answer is "yes", WHEN?

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

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

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

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

DATE: ___________________________ SIGNATURE: ___________________________

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

Annexes [please check all that applies]:
☐ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:
Limit the CV to 3 or 4 pages
NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE
Field(s) of expertise (be as specific as possible)
Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)
Credentials/education/training, relevant to the expertise

LANGUAGES
Mother Tongue:
Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE
Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE
If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES
List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS
Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS
Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.
Annex V

FINANCIAL OFFER

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

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

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
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<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
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</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
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<tr>
<td>2.2</td>
<td>Per diem</td>
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<tr>
<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *</td>
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<tr>
<td>2.5</td>
<td>Others (pls. specify)……</td>
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<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
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<td>TOTAL</td>
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* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

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

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)
Travel expenses are not required if the consultant will be working from home).