



03 June 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 National Consultants to work on policy reform options to increase the inclusivity and responsiveness of Viet Nam's social assistance system
Period of assignment/services (if applicable):	June 2021 - September 2021
Duty Station:	Vietnam
Tender reference:	T210601

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
12.00 hrs., noon 10 June 2021 (Hanoi time)

With subject line:

T210601A – A National Team leader to work on policy reform options to increase the inclusivity and responsiveness of Viet Nam's social assistance system

T210601B – A National Team member 1 to work on policy reform options to increase the inclusivity and responsiveness of Viet Nam's social assistance system

T210601C – A National Team member 2 to work on policy reform options to increase the inclusivity and responsiveness of Viet Nam's social assistance system

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org 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:

- Signed Curriculum vitae and other related certificates (if any)
- Signed Letter to UNDP Confirming Interest and Availability
- Papers/research reports authored/co-authored by the candidate to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

Team leader		
1.1	PhD degree in economics, development economics and/or related fields	150
1.2	At least 10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate	250
1.3	Minimum 10 years of working experiences and good skills in leading/conducting studies on social protection and social assistance systems, related institutions and programs: design, financing and implementation, progress and challenges in Viet Nam (working experience in other ASEAN and AP countries is an asset) – as evidenced by papers/research reports authored/co-authored by the candidate	250
1.4	Good experience in research design and leading research teams; experience in leading/conducting research funded by/in collaboration with international organizations is an asset; good skills in developing scenarios and simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate;	200
1.5	Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs	150
	Total	1,000

Team member 1		
1.1	PhD degree in statistics or development economics	150
1.2	10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate	250
1.3	Minimum 10 years of working experiences and good skills in data collection, data analysis and costing calculation and simulation of social protection, social assistance and poverty reduction areas– as evidenced by papers/research reports authored/co-authored by the candidate	250

1.4	Good experience in research design and rich experience in working with related agencies (DSA, PRCO) under MOLISA and GSO; good skills in simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate.	200
1.5	Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs	150
	Total	1,000

Team member 2		
1.1	Master degree in public policy, development policy and/or related fields	150
1.2	8 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate	250
1.3	8 years of working experiences and good skills in data analysis and policy development in social protection, social assistance and poverty reduction areas– as evidenced by papers/research reports authored/co-authored by the candidate.	250
1.4	Good experience in researching and working with related agencies (DSA, PRCO) under MOLISA; experience in research and provision of inputs for MPSARD is an asset.	200
1.5	Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs	150
	Total	1,000

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

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

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

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

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

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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



TERMS OF REFERENCE

TITLE:	Policy reform options to increase the inclusivity and responsiveness of Viet Nam's social assistance system.
DURATION OF ASSIGNMENT:	June 2021 – September 2021
STATUS:	<u>Three individual national consultants</u> <u>- One Team Leader (45 days)</u> <u>- One Team Member 1 (45 days)</u> <u>- One Team Member 2 (45 days)</u>
COUNTRY OF ASSIGNMENT:	Home based, Ha Noi.

1) GENERAL BACKGROUND

Development of a modern and inclusive system of social protection is an important reform for rapidly changing Middle-Income Countries (MIC) like Viet Nam. Social protection promotes equity by increasing the number of households that ascend from poverty and reducing descents into poverty. It also stimulates productivity growth by reducing risks associated with movement between income earning activities and helping households accumulate human capital. Publicly funded social assistance is a vital part of this agenda.

Viet Nam's social assistance system has struggled to keep pace with the speed of development following the Doi Moi reforms of the late 1980s and faces many challenges. The current system was designed for a different time, when only 11 percent of the labour force worked for wages and most people earned an income locally from agriculture or traditional services. Now a majority of workers are wage earners and migrants account for a large share of the population. Traditional mechanisms of social assistance organized at the local level have lost relevance as labour markets have become nationally and even internationally integrated.

Social assistance programs providing regular (monthly, but limited amounts of) cash support for the poorest households tend to neglect the emerging working population—the groups referred to as the 'missing middle' in the UNDP 2015 National Human Development Report—consisting of the near-poor and lower-middle-income groups. Workers in these household are predominantly employed in the informal sector, eligible for neither social assistance nor social and unemployment insurance schemes, which focus on formal workers. Another important pillar of social assistance in Viet Nam is emergency support, which provides limited cash benefits to victims of natural disasters and idiosyncratic shocks such as loss of houses and death or injury due to fire or accidents. Emergency support programs are not designed to address large-scale co-variant shocks such as Covid-19. The Government's Master Plan for Social Assistance Reform and Development (MPSARD) published in 2017 recognizes the gaps in the current system owing to partial coverage, the low value of cash

transfers and cumbersome administrative processes that reduce responsiveness to shocks.¹ UNDP has advocated reform of social assistance system as part of the Government's efforts to realize the SDGs and achieve more inclusive and socially sustainable growth.²

While MPSARD has provided strategic direction, implementation delays meant that gaps in coverage were still present during the Covid-19 pandemic. As the result, the current social assistance programs based on residence registration and with low levels of cash benefits hindered efforts to deliver help quickly to households and individuals, especially migrants and other workers in the informal sector, to protect their livelihoods from the impact of the. In response, the Government offered short-term (3 months, April, May and June 2020) cash support to vulnerable groups that were affected by the pandemic.³ In addition to target groups included in regular cash transfer programs (under Decree 136) and poor households, the new social protection (SP) package targeted the “missing middle” including: (i) near-poor households, (ii) workers with temporarily suspended labour contracts; (ii) workers with terminated labour contracts but not eligible for unemployment insurance benefits; (iii) workers without labour contracts and social insurance and (vi) household businesses with annual revenues of less than 100 million VND that had suspended business as the result of COVID-19.

This new SP package was a significant step forward in addressing the shortcomings of the existing system. However, the traditional delivery mechanisms made it difficult for the intended beneficiaries, especially migrant- and informal workers, to access support provided under the Decree 15. According to a report published by MOLISA in June 2020, short-term cash transfers were made to 98.7% of regular social assistance beneficiaries and 109.8% of merit-based beneficiaries, but only 1.14% of workers with temporarily suspended labour contracts, 0.24% of workers with terminated labour contracts but not eligible for unemployment insurance benefits, 0.6% of workers without labour contracts and social insurance that had lost jobs, and 1.28% of household businesses with annual revenues of less than 100 million VND that had suspended business operations as the result of COVID-19. Complicated rules and procedures to identify beneficiaries and verify eligibility, especially the requirement of residence registration, were listed as barriers facing targeted groups trying to access the SP package. Furthermore, while the SP package reached 72.1% of poor and near poor households as identified in 2019, newly poor or near poor households in 2020 due to the impact of Covid-19 were not able to access the SP Package.⁴ In effect, the short-term SP package (and it can be generalized that the current social assistance system) attempted to deal with transient poverty using the scheme (system) designed for addressing chronic

¹ Decision 15 was issued 24 April 2020, the implementation started in late May 2020. <https://tulieuvankien.dangcongsan.vn/he-thong-van-ban/van-ban-quy-pham-phap-luat/quyet-dinh-so-488qd-ttg-ngay-1442017-cua-thu-tuong-chinh-phu-phe-duyet-de-an-doi-moi-phet-trien-tro-giup-xa-hoi-giai-doan-3085>

² Social assistance: overview and proposals for reform, UNDP Viet Nam, 2016 [<https://www.vn.undp.org/content/vietnam/en/home/library/poverty/social-assistance-in-viet-nam/>]

³<http://www.molisa.gov.vn/Pages/vanban/chitiet.aspx?Id=39397;>
http://www.chinhphu.vn/portal/page/portal/chinhphu/hethongvanban?class_id=509&_page=1&mode=detail&document_id=199759;

⁴ UNDP and UN Women in Viet Nam commissioned a report "COVID-19 Impact on Vulnerable Households and Enterprises in Viet Nam: A Gender-sensitive Assessment", RIM2020. [<https://www.vn.undp.org/content/vietnam/en/home/library/covid-19-socio-economic-impact-on-vulnerable-households-and-ent.html>]

poverty. Therefore, despite the Government's efforts, the system was not sufficiently responsive to address the needs of households that had suddenly descended into poverty owing to circumstances beyond their control.

These terms of reference describe consultancy services to be delivered by a team of three national consultants *to formulate proposals for mechanisms to deliver social assistance to poor households and households vulnerable to poverty to compensate for unexpected loss of employment and income due to natural disasters, pandemics, economic crises, and other events that disrupt normal economic activity.*⁵ Using data from the population census, labour force and Viet Nam Living Standard surveys, the team will generate statistical models of the present and newly proposed social assistance policies, their likely future impact under various scenarios.⁶ The models will be constructed to estimate:

- i. The population covered over time (in absolute terms and as a percentage of the population) by cash transfer programs for the poor, people with disabilities, the elderly, children and meritorious persons and guaranteed rural employment for able-bodied adults (men and women);
- ii. The cost to the state budget in real terms and as a percentage of GDP and government spending of social assistance under these scenarios, including administrative and logistical costs using traditional and digital methods for cash delivery;
- iii. The impact of the various scenarios on SDG-related indicators including poverty and vulnerability to poverty and access to education and healthcare;
- iv. The macroeconomic effects of implementation including the impact on domestic consumption, economic growth, the balance of payments and the fiscal balance.

The study will incorporate the results of previous research that has quantified the economic and social impact of various forms of social assistance, including::

- UNDP Social Assistance in Viet Nam: Review and Proposals for Reform (2016);
- UNICEF Policy Brief: Priority Areas to Reform Decree 136 for Children (2020) and related technical background papers,
- UNDP/UNWOMEN: Covid-19 Impact on Vulnerable Households and Enterprises (RIM2020),
- ILO-UNFPA Analysis of Draft 136 and Options for Social Pension Expansion (2020) and related technical notes; and
ILO Assessment of the Implementation of Social Assistance and Options for Revising Decree 136 focusing on elderly (2020);

The present study will update the estimates from previous studies and integrate the various reform proposals within a unified framework, thus generating a more comprehensive and systematic assessment of the impact of reform on poor and vulnerable households. The study will include a simulation of the impact of various combinations of social assistance programs

⁵ In other words, to formulate reform options to make the social assistance system more inclusive and shock-responsive, fulfil all its three functions of protection: provision, prevention and promotion for the poor and vulnerable.

⁶ For example, scenario 1: current system plus the short-term program under decree 15 – baseline scenario, scenario 2: current system with an accelerated implementation of the MPSARD plus the short-term program under the Party's Resolution 15 with a "hypothetical" modification of using more universal approach in targeting categories of elderly, people with disabilities, small children and meritorious persons plus a "hypothetical" cash for work program "guaranteed rural employment for able-bodied adults (men and women)", in the context of Covid-19 pandemic and/or a hypothetical co-variant "shock" situation.

on poverty during the Covid-19 crisis based on data from the Labour Force Survey, the Viet Nam Household Living Standards Survey (VHLSS) and the UNDP-UN Women (RIM 1), UNDP RIM 2, and compare predicted results against actual outcomes under existing programs. The study will, based on the findings, make policy recommendations/options for making Viet Nam’s social assistance system more inclusive and shock responsive.

2) OBJECTIVES OF THE ASSIGNMENT

Overall objective: The proposed research supports Viet Nam’s efforts to transform the country’s social assistance system to make it more inclusive and shock-responsive, to achieve the SDGs.

Concrete objectives of the study include:

- Estimates of the costs and impact of various reform proposals on the incidence of poverty, government expenditure and the macroeconomy, including direct and administrative costs;
- A simulation of the impact of various reform proposals on the incidence of poverty during the Covid-19 pandemic to gauge the extent to which reform programs would make the system more responsive to external shocks;
- Integrated and comprehensive estimates of the impact on reform programs implemented together, and their interactions with regards to the incidence of poverty, cost, and economic effects;
- Policy recommendations/options for making Viet Nam’s social assistance system more inclusive and shock-responsive.

3) SCOPE OF WORK, TASKS AND DELIVERABLES WITH TIMELINES

TASKS	DELIVERABLES AND TIMELINES
1. Develop research analytical framework, plan and report outline (team leader with inputs from team members).	1.1 Research analytical framework, work-plan and report outline. Timeline: June 2021.
2. Review MPSARD, its implementation roadmap (revised decree 136)/actual implementation and previous studies and estimates of costs and impact of social assistance reform proposals; retrieve secondary data including population census, VHLSS, Labour Force Survey and RIM I and RIM II and develop plans for generating scenarios and simulation models.	2.1. Report of literature review and methodology for scenarios and simulations including details reference to secondary data sources and availability of relevant statistics. (team leader with inputs from 2 team members). Timeline: July 2021.
3. Data analysis and costing calculation and simulation of social protection, social assistance and poverty reduction areas. Generate scenarios under various reform proposals to estimate costing, coverage, impact on poverty and other social indicators, government expenditure and macroeconomic impacts.	3.1. Scenarios under various assumptions and policy changes. 3.2 Methodological note on problems encountered in carrying out the simulations. 3.3. Preliminary report of scenarios. (mainly in charge by team member 1, with inputs from team leader and team member 2) Timeline: June to end of August 2021.
4. Conduct simulation of the likely impact of various reform proposals on poverty during the Covid-19	4.1. Preliminary report on Covid-19 simulation as technical inputs for

<p>pandemic to gauge the responsiveness of the policy proposals.</p> <p>The reform policy options are required to make the social assistance system more inclusive and shock-responsive, fulfil all its three functions of protection: provision, prevention and promotion for the poor and vulnerable.</p>	<p>(mainly in charge by team member 2, with inputs from team leader and team member 1)</p> <p>Timeline: June to end of August 2021.</p>
<p>5. Drafting and finalizing the study report including policy recommendations/options relevant to Viet Nam’s objective of making the country’s social assistance system more inclusive and shock-responsive, taking into account the new local and global development context; participating and making a presentation of the study report in a relevant policy dialogue. (team leader with inputs from team member).</p>	<p>5.1. Draft study report.</p> <p>5.2. Final study report incorporating comments of UNDP and other concerned experts. September 2021.</p> <p>5.3. Presentation and consolidated comments of the study report at a relevant policy dialogues in Hanoi. (team leader with inputs from team members)</p> <p>Timeline: August – September 2021.</p>

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

The overall timeframe of the assignment: June 15, 2021 – September 31, 2021.

Duty station: Home based, Ha Noi.

5) FINAL PRODUCTS (presented in both English and Vietnamese)

- Research analytical framework, workplan and inception report;
- Other deliverables: See the above tables in the section 3.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The research team will work under the overall supervision of UNDP Viet Nam Assistant Resident Representative/Head of Inclusive Growth Unit and the supervision, technical guidance of UNDP Viet Nam International Senior Economist and Program Analyst.

Monitoring and Progress Control will be conducted against the above tasks, deliverables and timelines as indicated in the section 3.

7) EXPECTED DEGREE OF EXPERTISE AND QUALIFICATIONS

The national consultants are expected to have the following degree of expertise and qualification:

Senior researcher – national consultant team leader: (in charge of general coordination and *social assistance reform policy*: 45 working days, including the field work, only as necessary)

- PhD degree in economics, development economics and/or related fields; specialization in social protection/social assistance is an asset.
- At least 10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation,

progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate.

- Minimum 10 years of working experiences and good skills in leading/conducting studies on social protection and social assistance systems, related institutions and programs: design, financing and implementation, progress and challenges in Viet Nam (working experience in other ASEAN and AP countries is an asset) – as evidenced by papers/research reports authored/co-authored by the candidate.
- Good experience in research design and leading research teams; experience in leading/conducting research funded by/in collaboration with international organizations is an asset; good skills in developing scenarios and simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate;
- Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs.

Senior researcher – national consultant team member 1: (in charge of data collection, data analysis and *costing calculation* and simulation: 45 working days, including the field work, only as necessary)

- PhD degree in statistics or development economics.
- At least 10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate.
- Minimum 10 years of working experiences and good skills in data collection, data analysis and costing calculation and simulation of social protection, social assistance and poverty reduction areas– as evidenced by papers/research reports authored/co-authored by the candidate.
- Good experience in research design and rich experience in working with related agencies (DSA, PRCO) under MOLISA and GSO; good skills in simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate.
- Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs.

Senior researcher – national consultant team member 2: (in charge of *policy impact analysis, various reform scenarios development*: 45 working days, including the field work, only as necessary)

- Master degree in public policy, development policy and/or related fields.
- At least 8 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate.

- Minimum 8 years of working experiences and good skills in data analysis and policy development in social protection, social assistance and poverty reduction areas– as evidenced by papers/research reports authored/co-authored by the candidate.
- Good experience in researching and working with related agencies (DSA, PROCO) under MOLISA; experience in research and provision of inputs for MPSARD is an asset.
- Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate’s CVs.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP is not required to provide any physical facility for the work of the national consultant team, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP and as necessary. As necessary, UNDP will facilitate introduction needed for the consultancy team to work with relevant government, enterprises, UN agencies and experts.

UNDP will provide documents necessary for the work. All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and its national partners.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

40% of payment of the contract value (which includes consultancy fee) will be made upon UNDP’s satisfactory acceptance of (i) Deliverables 1.1, 2.1, 3.1, 3.2 and 3.3 within 10 working days for UNDP’s review/approval of the deliverables. 60% of payment upon UNDP’s satisfactory acceptance of the remaining deliverables, within 10 working days for UNDP’s review/approval of the deliverables.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X NONE PARTIAL INTERMITTENT FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

Team leader		
1.1	PhD degree in economics, development economics and/or related fields	150
1.2	At least 10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate	250

1.3	Minimum 10 years of working experiences and good skills in leading/conducting studies on social protection and social assistance systems, related institutions and programs: design, financing and implementation, progress and challenges in Viet Nam (working experience in other ASEAN and AP countries is an asset) – as evidenced by papers/research reports authored/co-authored by the candidate	250
1.4	Good experience in research design and leading research teams; experience in leading/conducting research funded by/in collaboration with international organizations is an asset; good skills in developing scenarios and simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate;	200
1.5	Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs	150
	Total	1,000

Team member 1		
1.1	PhD degree in statistics or development economics	150
1.2	10 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate	250
1.3	Minimum 10 years of working experiences and good skills in data collection, data analysis and costing calculation and simulation of social protection, social assistance and poverty reduction areas– as evidenced by papers/research reports authored/co-authored by the candidate	250
1.4	Good experience in research design and rich experience in working with related agencies (DSA, PRCO) under MOLISA and GSO; good skills in simulation using data from censuses, labour force and living standard surveys - as evidenced by papers/research reports authored/co-authored by the candidate.	200
1.5	Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs	150
	Total	1,000

Team member 2		
1.1	Master degree in public policy, development policy and/or related fields	150
1.2	8 years of experience in researches on State management procedures, especially in the areas of labour and employment, social insurance and social assistance areas for most vulnerable people: design, financing and implementation, progress and challenges; as well as the new local and global development context – as evidenced by papers/research reports authored/co-authored by the candidate	250
1.3	8 years of working experiences and good skills in data analysis and policy development in social protection, social assistance and poverty reduction areas– as evidenced by papers/research reports authored/co-authored by the candidate.	250
1.4	Good experience in researching and working with related agencies (DSA, PRCO) under MOLISA; experience in research and provision of inputs for MPSARD is an asset.	200
1.5	Good skills for data analysis (using Eviews, Stata, SPSS, etc.); good command of writing study papers/reports in English and Vietnamese and experience in making presentations/participation in multi-stakeholder policy dialogues - as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs	150
	Total	1,000

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;

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES NO

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

YES NO If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant and USD for International Consultant).

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

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* Individual Consultants/Contractors who are over 65 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).