



22 June 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|--|--|
| Country: | Viet Nam |
| Description of the assignment: | 04 National Consultants on research and data analysis for development of report on “assessing multidimensional poverty in Viet Nam in 2021” |
| Period of assignment/services (if applicable): | July 2021 – November 2021 |
| Duty Station: | Vietnam |
| Tender reference: | T210607 |

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 29 June 2021 (Hanoi time)

With subject line:

T210607A – A Team leader on research and data analysis for development of report on “assessing multidimensional poverty in Viet Nam in 2021”

T210607B – A Team member 1 on research and data analysis for development of report on “assessing multidimensional poverty in Viet Nam in 2021”

T210607C – A Team member 2 on research and data analysis for development of report on “assessing multidimensional poverty in Viet Nam in 2021”

T210607D – A Team member 3 on research and data analysis for development of report on “assessing multidimensional poverty in Viet Nam in 2021”

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:

A National Team leader

| No. | Criteria | Score |
|-----|--|--------------|
| 1.1 | Doctor's degree in economics, development economics, statistics and/or related fields. | 150 |
| 1.2 | At least 10 years working experience in collecting, analyzing data on poverty reduction. | 150 |
| | 5 years working experience in collecting and analyzing data on MPI and Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam. | 100 |
| 1.3 | Minimum 10 years of working experiences and good skills in leading/conducting studies in researching in the related fields of poverty reduction and EM development. | 150 |
| | Strong skills on data analysis, preparing research report and making presentation of the research findings and policy advice with Government agencies, especially MOLISA, CEMA, GSO is an advantage. | 100 |
| 1.4 | Good knowledge and understanding of Viet Nam's policy context and poverty reduction policy, program development as well as assessment, measurements, and capability of forecasting poverty trends. | 200 |
| 1.5 | Fluent in English (as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs) and Vietnamese. | 150 |
| | Total | 1,000 |

A National Team member 1

| No. | Criteria | Score |
|-----|--|-------|
| 1.1 | Master degree in economics, development economics, statistics and/or related fields. | 150 |
| 1.2 | At least 10 years working experience in collecting, analyzing data on poverty reduction. | 150 |
| | 5 years working experience in collecting and analyzing data on MPI and Multidimensional Poverty; conducting research and preparing | 100 |

| | | |
|-----|--|--------------|
| | reports on these topics in/on Viet Nam. | |
| 1.3 | At least 10 year working experience in researching; data analysis, and policy advice with Government agencies, especially MOLISA, CEMA, GSO. Experience in developing the MDP reports 2019 is an advantage. | 200 50 |
| 1.4 | Good knowledge and understanding of Multidimensional Poverty measurements, tools of both Viet Nam and International MPI (Alkire-Foster) concept, measurements, and capability of forecasting poverty trends. | 200 |
| 1.5 | Fluent in English and Vietnamese, as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs | 150 |
| | Total | 1,000 |

A National Team member 2

| No. | Criteria | Score |
|-----|---|--------------|
| 2.1 | Master degree in economics, development economics, statistics and/or related fields. | 150 |
| 2.2 | At least 5 years working experience in collecting, analyzing data on poverty reduction from related survey and VHLSS. | 250 |
| 2.3 | Rich experience in data collection and analysis in the fields of poverty reduction, social protection and EM development. Experience in working with GSO is an advantage. | 200 50 |
| 2.4 | Good knowledge and understanding of Government policy development of poverty reduction and EM development in Viet Nam. Capability of forecasting poverty trends is an advantage. | 150 50 |
| 2.5 | Fluent in English and Vietnamese, as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs. | 150 |
| | Total | 1,000 |

A National Team member 3

| No. | Criteria | Score |
|-----|---|--------------|
| 3.1 | Master degree in economics, development economics, statistics and/or related fields. | 150 |
| 3.2 | At least 10 years working experience in collecting, analyzing data on poverty reduction. | 150 |
| | 5 years working experience in collecting and analyzing data on EM policy development and social economic development in EM areas. | 100 |
| 3.3 | Rich experience in researching; data analysis and policy advice with Government agencies, especially CEMA, MOLISA and GSO. | 200 |
| | Experience in conducting the Survey on social economic development of 53 EM groups 2020 is an advantage. | 50 |
| 3.4 | Good knowledge and understanding of Government policy development of poverty reduction and EM development in Viet Nam. | 150 |
| | Capability of forecasting poverty trends is an advantage. | 50 |
| 3.5 | Fluent in English and Vietnamese, 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: Research and data analysis for development of report on “assessing multidimensional poverty in Viet Nam in 2021”

Estimated Duration: July to November, 2021

Status: Four national consultants

Duty Station: Ha Noi, home based

1. Background

In Viet Nam, the government promulgates National Target Programme on Sustainable Poverty Reduction (NTP-SPR) for five-year period based on the issuance of poverty lines to measure changes in poverty within the respective period. Cognizant that the quality of people’s lives involves many more aspects than income, the Government of Viet Nam promulgated multidimensional poverty (MDP) measurements for application in 2015. Accordingly, the income poverty line of VND 700,000 per month is set for rural areas, and that of VND 900,000 per month for urban areas. The income “near-poor” lines are VND 1,000,000 per month and VND 1,300,000 per month for rural areas and urban areas, respectively.

The first report titled Multidimensional Poverty in Vietnam (2018) showed that the poverty rate, regardless of the measurement method in use, declined during 2012-2016. Expenditure poverty, income poverty as well as multidimensional poverty (MDP) experienced a strong reduction. The MDP rate fell from 18.1% to 10.9% over this period. The expenditure and income poverty rates declined from 17.2% to 9.8%, and 12.6% to 7.0%, respectively. With the exception of adult education, deprivation rates in all national MDP indicators fell during 2012- 2016. The access to healthcare indicator improved significantly thanks to the strengthened universal health insurance policy. Deprivation in access to information dramatically dropped due to growth in mobile phones and internet. Housing and sanitation conditions also improved, but at a rather slow pace. Currently, the most severe deprivation is in the indicators for hygienic latrines and adult education. Although the poverty rate declined over the past period, the situation of falling back into poverty or vulnerable households falling into poverty persisted. As per the MPI, during 2012-2016, 6.7% of the population was “poor” in both, 2.6% fell into poverty and 9.4% escaped poverty in 2016.

The Socio-Economic Development Strategy for the 2021-2030 (SEDS 2021-2030) had emphasized the goal for Vietnam to strive for, which is “Vietnam becoming a developing country with modern industrial economy and upper-middle income by 2030” and “towards a high-income developed country by 2045”. The Strategy also emphasizes the goal of sustainable and inclusive development aiming to "arouse the aspiration to develop the country, ... to build a democratic, equitable society, ...; constantly improve people's living standards in all aspects". In the ten-year strategy for the 2021-2030, Vietnam

also identified three strategic breakthroughs in improving institutional quality, developing human resources and the socio-economic infrastructure system, with a focus on technology and innovation, especially digital transformation, to create breakthroughs in productivity, growth quality, and competitiveness, and to create a foundation to escape the middle-income trap in the near future with vision to 2045.

Recently, the Government has issued Decree 07/2021/ND-CP stipulating the multi-dimensional poverty line for the period of 2021 - 2025. Accordingly, the multi-dimensional poverty line, which issued in Decision No. 59/2015/QĐ-TTg dated November 19, 2015, shall continue to be implemented from January 01, 2021. The new Decree also contains provisions on the poor, the near-poor and the well-off households. The method of poverty determination is mostly similar to that in the period 2016-2020, but with some important differences. The first is a more than a double adjustment to the income poverty line. Specifically, the income poverty line for rural and urban areas is VND 1.5 million and 2 million, respectively¹. Second, there are six basic social services, with employment being the newly added dimension. Socio-economic development achievement in the period 2016-2020 have created favorable conditions for the new strategy implementation, pursuing the ambitious development goals: rapid economic growth, macroeconomic stability, and international integration which promotes international trading and foreign direct investment continue to maintain the growth rate, etc.

However, many new trends emerge in the international context has created challenges for the socio-economic development in Vietnam:

- The COVID-19 pandemic has had negative impacts in the world in general and Vietnam in particular.
- Vietnam is considered as one of the countries in the world most affected by the hazards associated with extreme weather events currently and the impacts of climate change in the future.

The trend of “de-globalization” has appeared. In many developed countries, the globalization process is perceived to have gone too far and too quickly, which negatively impact employment, causing polarization in the societies of these countries. This has led to increasing demand by voters in some developed countries for a correction to the process. As the result, that protectionism has increased in some of the world's powers. Commodity and investment trade flows tend to decline. The US-China trade war represents a significant adjustment in the globalization trend, which has a strong impact on the world economy in general and Vietnam's economy in particular.

In 2018, UNDP had been working in close partnership with the Ministry of Labor, Invalids and Social Affairs (MOLISA), Viet Nam Academy of Social Sciences (VASS) and General Statistics Office (GSO) to prepare and launch a summary report “Human Development Indices, Multidimensional Poverty Index and Multidimensional Poverty: 2018 Statistical updates” of Viet Nam. The summary report has been well received and highly appreciated by Vietnam Government policy makers, policy researchers and stakeholders nationally and internationally.

In 2019, UNDP had cooperated with MOLISA and GSO to prepare a similar summary report of “Vietnam’s HDI and MPI/MPD updates 2019” which was based on/extracted from the Human Development Indices and Indicators: 2019 Statistical updates and UNDP HDR 2019 which had been released by UNDP Human Development Report Office (HDRO) in December 2019.

¹ The new income poverty line for rural areas is even higher than the USD 5.5/person/day PPP 2011, applied by the World Bank for upper middle-income countries. With a conversion factor of VND 7,454 per USD as in 2019 (Source: <https://data.worldbank.org/indicator/PA.NUS.PPP>), this standard is equivalent to VND 1.23 million per month, which is only 82% of the poverty line of Vietnam applied in rural areas and equal to 62% of the poverty line applied to urban areas

To continue this success, this year UNDP is cooperating with MOLISA, CEMA and GSO to prepare a similar report on assessing the real situation and trends of multidimensional poverty in Viet Nam which is based on (i) an update of multidimensional poverty, and (ii) an analysis of recent relationship among productive employment, income of labors, households, and poverty reduction, in the global context, as well as with changes in Vietnam's institutions and policies. The report will be based on data analysis of household living standards (VHLSSs), labor force surveys (LFSs), Enterprise Census (EC), economic and social macro data, etc. This report is planned to be jointly released by UNDP, MOLISA, CEMA and GSO.

After consultation with MOLISA, CEMA and GSO, the outline/framework of the MDP report 2021 has been agreed. Therefore, UNDP will support MOLISA, CEMA and GSO through the Project on Accelerating Multi-dimensional Poverty Reduction and Socio-economic Development in Ethnic Minority Areas 2020-2015 (SEDEMA), with a team of four national consultants to conduct the research and data analysis for development of report on “assessing multidimensional poverty in Viet Nam in 2021”.

2. Objective

The report on “assessing the real situation and trends of multidimensional poverty in Viet Nam” is aimed at providing the Government policy makers, researchers, mass media bodies and public at large with the updated information and analysis on multidimensional poverty situation, progress and trends. Particularly, the report aims to provide the most updated data, analysis on MDP indicators and related recommendations to inform the formulation of two related NTPs and multidimensional policies and programs for the coming period (2026-2030).

3. Concrete tasks, deliverable with time lines

Under the overall supervision of Assistant Resident Representative – Head of IGU; and technical quality assurance of UNDP Program Officer (Poverty Reduction/Social Assistance) and International Senior Economist in close cooperation with CEMA, MOLISA, GSO, the national consultant team is expected to conduct following concrete tasks and provide the related deliverables within timelines:

| Concrete tasks | Deliverables | Time lines |
|--|---|---------------------------|
| 1. Develop research analytical framework, research plan and report outline. <i>(Team leader with inputs from three team members)</i> | 1. Research analytical framework, report outline and research plan with clear division of labour, tasks, deliverables across the consultant team. | 5 th July 2021 |
| 2. Collect, review and analyze all related documents on HDI and MDP/I, especially (i) UNDP’s “Global Multidimensional Poverty Index 2020”, (ii) UNDP’s HDR 2020 and related 2020 Human Development statistics on Indices and Indicators; (iii) “Viet Nam’s Human Development Indices, Multidimensional Poverty Index and Multidimensional Poverty: 2019 Statistical updates”; (iv) Vietnam Multidimensional Poverty 2016-2020 (just released by UNDP-GSO), and (v) | 2. Thematic report of literature review including details reference to secondary data sources of MDP/MPI. | Mid July 2021 |

| | | |
|---|--|-----------------|
| Vietnam Multidimensional Poverty 2020. <i>(Team member 1 with inputs from team leader and other 2 team members)</i> | | |
| 3. Collect, review and analyze the available GSO - VHLSS 2020 data and data of UNDP-GSO Multidimensional Poverty (2016-2020) and Index 2019 and Vietnam Multidimensional Poverty 2020 and comparator countries/regions. <i>(Team member 2 with inputs from team leader and other 2 team members)</i> | 3. The thematic report/data on collected and analyzed statistical data from VHLSS 2020. | Mid Aug 2021 |
| 4. Collect, review and analyze the available data of CEMA-GSO Survey on SED of 53 EM group and COVID-19 related data/reports, such as UNDP-UN Women's Assessment of the COVID-19 Socio-Economic Impact on Vulnerable Households and Household Businesses in Viet Nam (RIM 1) and UNDP's Assessment of the COVID-19 Socio-Economic Impact on Vulnerable Households and Household Businesses in Viet Nam (RIM 2). <i>(Team member 3 with inputs from team leader and other 2 team members)</i> | 3. The thematic report/data on collected and analyzed statistical data from Survey on SED of 53 EM groups and COVID-19 impacts on vulnerable people. | |
| 5. Draft the report on “assessing the real situation and trends of multidimensional poverty in Viet Nam”, share the draft report with UNDP and relevant national MDP and EM development experts (such as from MOLISA, CEMA, GSO) for comments. <i>(Team leader with inputs from three team members)</i> | 4. Draft report on “assessing the real situation and trends of multidimensional poverty in Viet Nam”. | Mid Sep 2021 |
| 6. Attend technical meetings/discussions/launch to present the report. <i>(Team leader with inputs from three team members)</i> | 5. Presentations of the study report at a relevant policy dialogues. | Sep-Oct 2021 |
| 7. Finalize the report based on the comments received <i>(Team leader with inputs from three team members)</i> | 6. Final study report incorporating comments of UNDP and other concerned experts. The final report will be: (i) of around 35-50 pages, (ii) with updated MPI and MDP data/information 2020; (iii) VHLSS-2020; (iv) Survey on | End Nov 2021 |

| | | |
|--|---|--|
| | <p>SED of 53 EM group; (v) following the same format, structure/outline and similar contents of the summary report “Viet Nam’s Human Development Indices, Multidimensional Poverty Index and Multidimensional Poverty: 2020 Statistical updates“.</p> <p>The final report delivered and accepted by UNDP, MOLISA, CEMA and GSO prior to the launch of the report.</p> | |
|--|---|--|

4. Composition, tasks and working days of the consultant team

The consultant team consists of three national consultants as below:

- **National team leader**, responsible for coordination and completion of all tasks of this assessment; being the focal point to ensure smooth communication, consultation among MOLISA, CEMA, GSO and UNDP and other relevant development partners and INGOs; directly in charge of *Deliverables 1, 5, 7 and 7* (25 working days).
- **National team member No. 1: on MDP data collection and analysis**, responsible for (i) reviewing all documents related to MDP (*Deliverable 2*); and (ii) providing technical inputs to team leader and the team in completing *the deliverables 1, 3, 4, 5, 6 and 7* (60 working days).
- **National team member No. 2: VHLSS analysis**, responsible for (i) collecting, reviewing and analyzing the available GSO - VHLSS 2020 data and data of UNDP-GSO Multidimensional Poverty (2016-2020) and Index 2019 and Vietnam Multidimensional Poverty 2020 and comparator countries/regions (*Deliverable 3*); and (ii) providing technical inputs to team leader and the team in completing *the deliverables 1, 2, 4, 5, 6 and 7* (30 working days).
- **National team member No. 3: Social Economic Development for EM people and COVID-19 impacts**, responsible for (i) collecting, reviewing and analyzing the available data of CEMA-GSO Survey on SED of 53 EM group and COVID-19 related data, such as UNDP-UN Women’s Assessment of the COVID-19 Socio-Economic Impact on Vulnerable Households and Household Businesses in Viet Nam (RIM 1) and UNDP’s Assessment of the COVID-19 Socio-Economic Impact on Vulnerable Households and Household Businesses in Viet Nam (RIM 2) (*Deliverable 4*); and (ii) providing technical inputs to team leader and the team in completing *the deliverables 1, 2, 3, 5, 6 and 7* (50 working days).

5. Qualification and experience requirements

7.1. Team leader

- Doctor’s degree in economics, development economics, statistics and/or related fields.
- At least 10 years working experience in collecting, analyzing data on poverty reduction, and

5 years working experience in collecting and analyzing data on MPI and Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam.

- Minimum 10 years of working experiences and good skills in leading/conducting studies in researching in the related fields of poverty reduction and EM development; Strong skills data analysis, preparing research report and making presentation of the research findings and policy advice with Government agencies, especially MOLISA, CEMA, GSO is an advantage.
- Good knowledge and understanding of Viet Nam's policy context and poverty reduction policy, program development as well as assessment, measurements, and capability of forecasting poverty trends.
- Fluent in English (as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs) and Vietnamese.

7.2. Team member No. 1 on MDP

- Master degree in economics, development economics, statistics and/or related fields.
- At least 10 years working experience in collecting, analyzing data on poverty reduction, and 5 years working experience in collecting and analyzing data on MPI and Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam.
- At least 10 year working experience in researching; data analysis, preparing and policy advice with Government agencies, especially MOLISA, CEMA, GSO. Experience in developing the MDP reports 2019 is an advantage.
- Good knowledge and understanding of Multidimensional Poverty measurements, tools of both Viet Nam and International MPI (Alkire-Foster) concept, measurements, and capability of forecasting poverty trends.
- Fluent in English and Vietnamese, as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs.

7.2. Team member No. 2 on VHLSS data analysis for MDP report

- Master degree in economics, development economics, statistics and/or related fields.
- At least 5 years working experience in collecting, analyzing data on poverty reduction from related survey and VHLSS.
- Rich experience in data collection and analysis in the fields of poverty reduction, social protection and EM development. Experience in working with GSO is an advantage.
- Good knowledge and understanding of Government policy development of poverty reduction and EM development in Viet Nam; capability of forecasting poverty trends is an advantage.
- Fluent in English and Vietnamese, as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs.

7.3. Team member No. 3 on ethnic minority development

- Master degree in economics, development economics, statistics and/or related fields.

- At least 10 years working experience in collecting, analyzing data on poverty reduction, and 5 years working experience in collecting and analyzing data on EM policy development and social economic development in EM areas.
- Rich experience in researching; data analysis and policy advice with Government agencies, especially CEMA, MOLISA and GSO. Experience in conducting the Survey on social economic development of 53 EM groups 2020 is an advantage.
- Good knowledge and understanding of Government policy development of poverty reduction and EM development in Viet Nam; capability of forecasting poverty trends is an advantage.
- Fluent in English and Vietnamese, as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs.

5. Payment terms

- First payment of 50% of the total contract value upon the submission and acceptance of Deliverables 1, 2, 3 and 4 by UNDP, MOLISA, CEMA and GSO
- Second/last payment of 50% of the total contract value upon submission and acceptance of all deliverables (5, 6 and 7) by UNDP, MOLISA, CEMA and GSO.

6. UNDP Viet Nam support

UNDP Country Office is not required to provide any physical facility for the work of the consultant. As necessary, UNDP Country Office will facilitate meetings of the consultant with relevant government agencies and provide support in collecting related documents, data if necessary.

UNDP country office will provide: (i) UNDP's "Global Multidimensional Poverty Index 2019", (ii) UNDP's HDR 2019 and related 2019 Human Development statistics on Indices and Indicators; (iii) "Viet Nam's Human Development Indices, Multidimensional Poverty Index and Multidimensional Poverty: 2018 Statistical updates", and related document and links to UNDP HDRO's website/databases.

8. Consultant presence required on duty station/UNDP premises

X ☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

| Team leader | | |
|-------------|--|-----|
| 1.1 | Doctor's degree in economics, development economics, statistics and/or related fields. | 150 |
| 1.2 | At least 10 years working experience in collecting, analyzing data on poverty reduction. | 150 |
| | 5 years working experience in collecting and analyzing data on MPI and Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam. | 100 |
| 1.3 | Minimum 10 years of working experiences and good skills in leading/conducting studies in researching in the related fields of | 150 |

| | | |
|-----|---|--------------|
| | poverty reduction and EM development. Strong skills on data analysis, preparing research report and making presentation of the research findings and policy advice with Government agencies, especially MOLISA, CEMA, GSO is an advantage. | 100 |
| 1.4 | Good knowledge and understanding of Viet Nam's policy context and poverty reduction policy, program development as well as assessment, measurements, and capability of forecasting poverty trends. | 200 |
| 1.5 | Fluent in English (as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs) and Vietnamese. | 150 |
| | Total | 1,000 |

| Team member 1 | | |
|---------------|--|--------------|
| 1.1 | Master degree in economics, development economics, statistics and/or related fields. | 150 |
| 1.2 | At least 10 years working experience in collecting, analyzing data on poverty reduction. | 150 |
| | 5 years working experience in collecting and analyzing data on MPI and Multidimensional Poverty; conducting research and preparing reports on these topics in/on Viet Nam. | 100 |
| 1.3 | At least 10 year working experience in researching; data analysis, and policy advice with Government agencies, especially MOLISA, CEMA, GSO. | 200 |
| | Experience in developing the MDP reports 2019 is an advantage. | 50 |
| 1.4 | Good knowledge and understanding of Multidimensional Poverty measurements, tools of both Viet Nam and International MPI (Alkire-Foster) concept, measurements, and capability of forecasting poverty trends. | 200 |
| 1.5 | Fluent in English and Vietnamese, as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs | 150 |
| | Total | 1,000 |

| Team member 2 | | |
|---------------|--|-----|
| 2.1 | Master degree in economics, development economics, statistics and/or related fields. | 150 |
| 2.2 | At least 5 years working experience in collecting, analyzing data on | 250 |

| | | |
|-----|---|--------------|
| | poverty reduction from related survey and VHLSS. | |
| 2.3 | Rich experience in data collection and analysis in the fields of poverty reduction, social protection and EM development. Experience in working with GSO is an advantage. | 200 50 |
| 2.4 | Good knowledge and understanding of Government policy development of poverty reduction and EM development in Viet Nam. Capability of forecasting poverty trends is an advantage. | 150 50 |
| 2.5 | Fluent in English and Vietnamese, as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs. | 150 |
| | Total | 1,000 |

| Team member 3 | | |
|---------------|--|--------------|
| 3.1 | Master degree in economics, development economics, statistics and/or related fields. | 150 |
| 3.2 | At least 10 years working experience in collecting, analyzing data on poverty reduction. 5 years working experience in collecting and analyzing data on EM policy development and social economic development in EM areas. | 150 100 |
| 3.3 | Rich experience in researching; data analysis and policy advice with Government agencies, especially CEMA, MOLISA and GSO. Experience in conducting the Survey on social economic development of 53 EM groups 2020 is an advantage. | 200 50 |
| 3.4 | Good knowledge and understanding of Government policy development of poverty reduction and EM development in Viet Nam. Capability of forecasting poverty trends is an advantage. | 150 50 |
| 3.5 | Fluent in English and Vietnamese, as evidenced by papers/research reports authored/co-authored by the candidate and candidate's CVs. | 150 |
| | Total | 1,000 |

ANNEX IV

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

Date _____

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

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

| Name | Relationship | Name of International Organization |
|------|--------------|------------------------------------|
| | | |
| | | |
| | | |

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

| Full Name | Full Address | Business or Occupation |
|-----------|--------------|------------------------|
| | | |
| | | |
| | | |

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

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

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

DATE: _____

SIGNATURE: _____

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

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 for local firm (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).