



21 July 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National consultants for development of investment directions of the National Target Program on Sustainable and Inclusive Poverty Reduction for 2021- 2025 period
Period of assignment/services (if applicable):	August 2021 – September 2021
Duty Station:	Vietnam
Tender reference:	T210706

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 28 July 2021 (Hanoi time)

With subject line:

T210706A – A Team leader for development of investment directions of the National Target Program on Sustainable and Inclusive Poverty Reduction for 2021- 2025 period

T210706B – A Team member for development of investment directions of the National Target Program on Sustainable and Inclusive Poverty Reduction for 2021- 2025 period

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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 02 sample written reports (01 in English and 01 in Vietnamese) 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 Consultant (Team leader)

Evaluation criteria for team leader (1)		
	Criteria	Maximum Point
1	Doctor's degree in economics or social sciences with relevant experience.	150
2	At least 10 years of relevant work experience in conducting research and development of poverty reduction and social assistance policies and programs in Vietnam.	250
3	At least 5 years of experience in poverty reduction monitoring, evaluation and analysis and in social assistance policies and programs.	150
	Experience in developing and implementing the Resolution No. 76/2014/QH13 dated June 24, 2014 of the National Assembly on accelerating the achievement of sustainable poverty reduction goals by 2020 is an advantage.	100
4	Proven knowledge and experience of working with National Assembly bodies (NA), especially Committee for Social Affairs (CSA), MOLISA, UNDP and related development partners.	200
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese	150
	TOTAL	1000

A National Consultant (Team member)

Evaluation criteria for the two national team members		
	Criteria	Maximum Point
1	At least Master's degree in Economics or social sciences with relevant experience.	150
2	At least 10 years of relevant working experience in conducting research and developing policies, programs on socio-economic development and poverty reduction.	250
3	At least 5 years of experience in poverty reduction monitoring, evaluation and analysis and in social assistance policies and programs.	150
	Experience in reviewing the implementation results of the National Targeted Program on Sustainable Poverty Reduction in 2016-2020 is an advantage.	100
4	Proven knowledge and experience of working with National Assembly bodies (NA), especially Committee for Social Affairs (CSA), MOLISA, UNDP and related development partners.	200
5	Good command of writing and making presentations in English (by	150

	provision one research report in English) and Vietnamese	
	TOTAL	1000

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: National consultants for development of investment directions of the National Target Program on Sustainable and Inclusive Poverty Reduction for 2021- 2025 period.

Implementation period: August - September 2021

Type of support: Two national individual consultants

Location: Hanoi

I. GENERAL INFORMATION

The Resolution of the 13th National Party Congress has set specific objectives and targets: “By 2025, the proportion of agricultural laborers in the total of social labor will reach by 25%; the rate of trained workers is of 70%; the unemployment rate in urban areas is below 4%; the multidimensional poverty rate maintains a 1-1.5% annual decrease”.

At the same time, in implementation of the 10-year Socio-economic Development Strategy for the 2021-2030 period and the 5-year Socio-economic Development Plan for the 2021-2025 period with the goal: "By 2025, Vietnam strives to be a developing country with modern industry, surpassing the low middle-income level, by 2030, becoming a developing country with modern industry, high middle income, and by 2045, becoming a developed country with the high-income level"; “Striving for the early completion of Sustainable Development Goals, under the 2030 Agenda”.

On December 14th, 2020, based on the conclusions of the XIV Standing Committee of the National Assembly at the 51st Session (according to the Document No. 4165/TB-TTKQH), the Government Office has reviewed and consolidated opinions from the Government members (ministers) to draft the proposal report, and submitted it to the XV National Assembly for consideration and approval of the investment directions of the National Target Program on Sustainable and Inclusive Poverty Reduction for the 2021- 2025 period (hereinafter referred to as the Program for short).

In order to continue promoting the National Assembly's supreme oversight on poverty reduction, promoting the participation of authorities at all levels to strengthen the review and assessment of poverty reduction interventions and social security policies, and based on the reviewed assessed results to design and integrate the investment directions of the Program to ensure the effectiveness, efficiency, feasibility and coherence of three National Targeted Programs in the next period, the Committee for Social Affairs of the National Assembly has requested the United Nations Development Programme (UNDP) to provide technical support

through the project on improvement of social assistance system in Viet Nam, 2017-2021, to review, assess for development of investment directions of the National Target Program on Sustainable and Inclusive Poverty Reduction for 2021- 2025 period.

II. OBJECTIVES

1) General objective

Design and implement more effectively the National Target Program on Sustainable and Inclusive Poverty Reduction for the 2021-2025 period, ensuring the coherence, synchronization, and complementarity among the three National Target Programs for the 2021-2025 period, contributing to the effective implementation of the Resolution of the 13th National Party Congress and the 10-year Socio-economic Development Strategy for the 2021-2030 period and the 5-year Socio-economic Development’s direction and tasks for the 2021-2025 period.

2) Specific objective

Research, review, evaluate and provide technical inputs/evidence and analysis on investment directions of the National Target Program on Sustainable and Inclusive Poverty Reduction for 2021- 2025 period, based on evaluating the implementation results of the National Target Program on Sustainable Poverty Reduction in the 2016-2020, aimed a providing National Assembly members and Government’s members with evidence based data and information to appraise the proposed investment directions/policies for the National Targeted Program on Sustainable and Inclusive Poverty Reduction in the 2021- 2025 period.

III. KEY TASKS

- Review, collect information and evaluate the implementation results of the National Target Program on Sustainable Poverty Reduction in the 2016-2020 period;
- Research, evaluate and develop a study report on analyzing and proposing the investment directions of the National Targeted Program on Sustainable and Inclusive Poverty Reduction in the 2021-2025 period;
- In cooperation with the Committee for Social Affairs of the National Assembly, Ministry of Labour – Invalids and Social Affairs (MOLISA), conduct policy advices and advocacy with National Assembly members and Government’s members to appraise the proposed investment directions/policies for the National Targeted Program on Sustainable and Inclusive Poverty Reduction in the 2021- 2025 period, with ensured/strengthened coherence, synchronization, and complementarity among the three National Target Programs for the 2021-2025 period.

IV. SCOPE OF WORK, DELIVERABLES, TIMELINES AND WORKING DAYS

No.	Scope of Work	Deliverables	Timelines	Number of working days	
				Team leader	Team member

1.1	Consult with related stakeholders (especially NA/CSA, MOLISA and UNDP), then research and develop a report outline/framework with specific actions and timelines	Report framework with action-plan	Week 1 of August	1	1
1.2	Collect, research and review relevant documents, especially on the implementation results of the National targeted program on sustainable poverty reduction the three National Target Programs for the 2021-2025 period.	Report on overview of 3 national targeted programs	Week 2 of August	3	2
1.3	In-depth consultation with relevant agencies (Committee for Social Affairs/National Assembly, MOLISA, CEMA, MARD) to ensure coherence, synchronization, and complementarity coordination and compatibility among National Target Programs	Report on consultations and proposals from relevant agencies	Week 3-4 of August	6	6
1.4	Research and propose investment directions of the National Target Program on Sustainable and Inclusive Poverty Reduction for the 2021-2025 period	Draft of proposed contents of the National Target Program Poverty Reduction (2021-2025)	Week 1-2 of September	3	3
1.5	Draft report proposing investment contents of the National Target Program on Sustainable and Inclusive Poverty Reduction for the 2021-2025 period.	Draft report on investment policy proposal for the National Target Program Poverty Reduction	Week 1-2 of September	6	2
1.6	Present the draft report at	Presentations	Week 3-	2	1

	consultation workshops organized by Committee for Social Affairs/National Assembly and MOLISA		4 of September		
1.7	Edit and finalize the report according to the comments of experts and participants	Completed report	Week 3-4 of September	5	2
1.8	Develop a policy brief/communication message to the National Assembly deputies and policymakers on the innovative contents of the Program	Policy summary report (2 A4 pages)	Week 2-4 of September	1	5
	Total			27	22

V. EXPECTED QUALIFICATION OF THE CONSULTANT TEAM

1. Team leader

- Doctor's degree in economics or social sciences with relevant experience;
- At least 10 years of relevant work experience in conducting research and development of poverty reduction and social assistance policies and programs in Vietnam;
- At least 5 years of experience in poverty reduction monitoring, evaluation and analysis and in social assistance policies and programs. Experience in developing the Resolution No. 76/2014/QH13 dated June 24, 2014 of the National Assembly on accelerating the achievement of sustainable poverty reduction goals by 2020 is an advantage.
- Knowledge and experience of working with National Assembly bodies (NA), especially Committee for Social Affairs (CSA), MOLISA, UNDP and related development partners.
- Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese.

2. Team member

- At least Master's degree in Economics or social sciences with relevant experience;
- At least 10 years of relevant working experience in conducting research and developing policies, programs on socio-economic development and poverty reduction.
- At least 5 years of experience in poverty reduction monitoring, evaluation and analysis and in social assistance policies and programs. Experience in reviewing the implementation results of the National Targeted Program on Sustainable Poverty Reduction in 2016-2020 is an advantage.
- Knowledge and experience of working with National Assembly bodies (NA), especially Committee for Social Affairs (CSA), MOLISA, UNDP and related development partners.
- Good command of writing and making presentations in English (by provision one

research report in English) and Vietnamese.

VI. MONITORING AND QUALITY ASSURANCE

- Monitoring, progress and quality controlling of consultants will be in accordance with the objective, deliverables and tasks in Section II and III, in charged by UNDP Program Officer in coordination with the focal point of Committee for Social Affairs/NA, under the overall direction of UNDP's Head of Inclusive Growth Unit. The consultant team shall report difficulties to UNDP (if any) during the consultation process for timely handling.

VII. SUPPORT FROM UNDP

- UNDP has no responsibility to provide facilities, equipment and materials to the consultants. However, in case of necessity, UNDP, NA/CSA and PRCO/MOLISA may assist in organizing consultation meetings with government agencies and international organizations to collect information and necessary document.

VIII. PAYMENT TERMS

- First payment of 30% of the total contract value upon the submission and acceptance of the deliverables 1.1; 1.2 and 1.3 in Section IV: accepted by NA/CSA and UNDP.
- Second payment of 70% of the total contact value upon the submission and acceptance of all deliverables in Section IV, accepted by NA/CSA and UNDP.

IX. SELECTION CRITERIA OF THE CONSULTANTS

EVALUATION CRITERIA WITH ASSIGNED SCORES

Evaluation criteria for team leader (1)		
	Criteria	Maximum Point
1	Doctor's degree in economics or social sciences with relevant experience.	150
2	At least 10 years of relevant work experience in conducting research and development of poverty reduction and social assistance policies and programs in Vietnam.	250
3	At least 5 years of experience in poverty reduction monitoring, evaluation and analysis and in social assistance policies and programs.	150
	Experience in developing and implementing the Resolution No. 76/2014/QH13 dated June 24, 2014 of the National Assembly on accelerating the achievement of sustainable poverty reduction goals by 2020 is an advantage.	100
4	Proven knowledge and experience of working with National Assembly bodies (NA), especially Committee for Social Affairs (CSA), MOLISA, UNDP and related development partners.	200
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese	150
	TOTAL	1000

Evaluation criteria for the two national team members		
	Criteria	Maximum Point
1	At least Master's degree in Economics or social sciences with relevant experience.	150
2	At least 10 years of relevant working experience in conducting research and developing policies, programs on socio-economic development and poverty reduction.	250
3	At least 5 years of experience in poverty reduction monitoring, evaluation and analysis and in social assistance policies and programs. Experience in reviewing the implementation results of the National Targeted Program on Sustainable Poverty Reduction in 2016-2020 is an advantage.	150 100
4	Proven knowledge and experience of working with National Assembly bodies (NA), especially Committee for Social Affairs (CSA), MOLISA, UNDP and related development partners.	200
5	Good command of writing and making presentations in English (by provision one research report in English) and Vietnamese	150
	TOTAL	1000

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.

