19 August 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the</td>
<td>02 National consultants for Assessment on Covid19’s wave 4th assignment:</td>
</tr>
<tr>
<td>Period of assignment/services if applicable:</td>
<td>From August to November 2021 (45 days)</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Ha Noi/Home based</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>P210810</td>
</tr>
</tbody>
</table>

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

   23.59 hrs., 25 August 2021 (Hanoi time)

   With subject line:

   P210810A - TL for Assessment on Covid19’s wave 4th impacts on SA beneficiary groups
   P210810B - TM for Assessment on Covid19’s wave 4th impacts on SA beneficiary groups

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

Note:

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

- Maximum size per email is 30 MB.

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

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

2. Please find attached the relevant documents:

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

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

   a. **Technical component:**
      - Detailed CV addressing the experience and work you have done.
      - Financial offer
      - Two English reports on the similar services and using computer Stata software for data analysis to be submitted

   b. **Financial proposal (with your signature):**
      - The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.

      - Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

      - If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

   The technical component will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Evaluation criteria for team leader</th>
<th>Maximum Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PhD in development or labor economics, social sciences or social policy.</td>
<td>200</td>
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<td>2 At least 10 years of experience in researches, including building up models for impact assessments (on socioeconomic changes/shocks/crisis; structural change) or qualitative policy research/policy development for social assistance, social affairs/social protection areas.</td>
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<td>3 Having experiences in studying and proposing policy options /interventions as well as orientations of the GoV/MOLISA on reform and development of social assistance system under the Decree 136, Decision 488 and Decision 708.</td>
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<td>4 Having at least 5 year experience in working with the related departments and units of MOLISA (especially DSA, Department of Children, Department of Social Security, Information Centers, etc.) that provide assistance/ social protection services for the social assistance beneficiaries.</td>
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<td>5 Having conducted similar impact assessments on social protection areas, i.e., the impacts of similar epidemics and natural disasters on the socio-economic development of people, especially the most vulnerable people in Vietnam.</td>
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</table>
A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

Documents required before contract signing:

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<td>3 Having experiences in developing models/interventions as well as orientations of the GoV on reform and development of social assistance system under the Decree 136, Decision 488 and Decision 708.</td>
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<td>4 Having long experiences in working with Government agencies and research institutes at both central and local levels.</td>
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- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: https://training.dss.un.org
  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

- First payment of 30% of the total contract value upon the submission of the deliverables 1 and 2 accepted by UNDP and DSA/SAP-II.
- Second payment of 70% of the total contract value for the team upon submission and acceptance of all deliverables including the final report accepted by UNDP and DSA/SAP-II.

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

Viet Nam reported its first cases of COVID-19 on 23 January 2020. The Government of Viet Nam acted early and decisively to safeguard the country from the worst effects of the COVID-19 pandemic, containing the spread of the disease and saving lives. However, new cases from fourth wave of outbreaks from late April 2021, including the Delta variant of concern, are continuing to accelerate as of mid-July 2021. As of 20 July 2021, 64,975 cases and 334 deaths have been recorded; 96% of cases and 90% of deaths due to the pandemic have been recorded since May 2021.

Economic impacts are significant, especially vulnerable groups: Viet Nam recorded a GDP growth rate of 2.9% in 2020, its lowest in at least three decades but still among the highest in the world in 2020. Manufacturing, tourism, and transport activities fell abruptly during the first half of 2020. Economic response and early recovery has been affected by global supply chain shocks, greatly reduced export demand, increased public expenditures and declining revenues. Government data for 2020 indicates that 31.8 million workers were impacted, including those losing employment, being required to take leave, having reduced working hours and having reduced incomes.

Poor households and businesses are disproportionately impacted: UNDP’s rapid, gender-sensitive socio-economic assessments show that micro, small and medium enterprises (MSME) face significant pressures, and poor and ethnic minorities in remote border areas, people with disabilities, and rural communities reliant on informal and seasonal work and remittances are particularly affected. Farming households in the Mekong Delta face a ‘triple threat’ from drought, saltwater intrusion and COVID-19 economic impacts, while historic levels of flooding affected central provinces in Q3 2020. The Government established a COVID-19 social protection package of $2.6 billion for the recently unemployed, the poor and impacted enterprises, and a second social protection support package of $1.13 billion with more simplified support procedures has been being implemented since early July 2021. However, support has not reached many impacted groups such as the newly poor and informal workers.

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 households are predominately 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 pandemic. 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; (iii) 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. 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 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.

Based on the real needs, the Department of Social Assistance (DSA), MOLISA requests UNDP, to conduct a rapid assessment on Covid19’s wave 4th impacts on social assistance beneficiary groups (under the Decree 20/ND on social assistance policies for social assistance beneficiaries) design third Government’s social protection package for COVID-19 response.

In order to carry out the above assessment, UNDP through the Project on support to the improvement of social assistance system, Phase II (SAP-II), as a component of the Joint SDG Fund Programme on Social protection, recruits a team of 2 senior national consultants to implement the following tasks:

II. OBJECTIVES

1) Objective

Rapid assessment (both qualitative and quantitative) on Covid19’s socio-economic impacts of the fourth wave on (i) social assistance beneficiary groups (under the Decree 20/ND on social assistance policies for social assistance beneficiaries), thereby (ii) proposing the appropriate measures and support packages to minimize the Covid19’s negative impacts on social assistance beneficiary groups through the Government’s social protection packages in the short term and accelerate the implementation and achievement of the GoV’s set objectives and targets under the Decision 488 on MPSARD in period 2017-2025 and vision till 2030 in the long term.

2) Specific tasks:

(i) To collect timely and specific information/evidence on (a) the level/extent of Covid19’s socio-economic impacts on social assistance beneficiaries (who are the most vulnerable living at both community/family and social protection/social assistance centers, especially those living at private centers and/or facilities that are not qualified for operational and/or accepted by local

The relevantbmp authorities, (b) potentially beneficiaries (i.e., those are not yet covered by the Decree 20, but need social transfers, and/or have been expected to be covered by social assistance policies under the Resolution 68 on second social protection package to mitigate the fourth wave of COVID-19;

(ii) Thereby to (ii) propose appropriate solutions for (a) reforming/adjusting SA policies (i.e., expanding the SA coverage and support level) and (b) innovating management and delivery methods/payment of social assistance services, through application of digitalized/information technologies to ensure timely and effective supports and meet the basic needs of social assistance beneficiaries who are affected by the Covid19 pandemic, as well as to accelerate the implementation and achievements of the GoV’s objectives and targets set in the Resolution 68.

III. DELIVERABLES (presented in both English and Vietnamese)

1. Intermediary products

- The Assessment report outline and action-plan (with reference and cooperation with and use of information from the existing rapid surveys/assessments on Covid19’s impacts supported by UNDP, i.e., RIM I and II, etc.).
- The survey sampling, survey tools and analytical framework (number of samples, methodologies for collecting and processing information/data, questionnaires, etc.).

2. Final product

- The assessment report is based on the report outline approved by UNDP and the Department of Social Assistance (DSA).

IV. TASKS, TIME, ESTIMATED WORK-DAYS AND DELIVERABLES

In order to achieve these objectives, the two senior national consultants should carry out the tasks with 45 working days for the team leader (NC1) and 45 working days for the team member (NC 2) (including field surveys), from End of August to November, 2021, details as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Tasks</th>
<th>Time</th>
<th>NC1</th>
<th>NC2</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desk-review of related documents, especially those on the implementation results of the Resolution No. 42 for the first SP package and Resolution 68 for the second SP package, Decree 20 for social assistance policy; reports/documents on Covid19’s impacts, etc., and draft the inception report with survey tools, action-plan</td>
<td>1/9</td>
<td>2</td>
<td>2</td>
<td><em>Inception report</em> with obtained background information/data and draft survey tools, action-plan</td>
</tr>
<tr>
<td>2</td>
<td>Consultation with relevant agencies, particularly UNDP, DSA, Poverty Reduction Coordination Office (PRCO) under MOLISA and consultants/experts (Centre for Analysis and Forecasting (CAF/VASS) who have been conducting the RIM I and II as above mentioned to agree upon the assessment report outline. Revise and finalize the assessment report outline and survey action plan, survey tools</td>
<td>5/9</td>
<td>3</td>
<td>2</td>
<td>Exchanged and understood DSA and UN’s viewpoints and expectations about this assignment and methodologies, contents/outputs which are presented in the report outline and action-plan</td>
</tr>
<tr>
<td>3</td>
<td>Conduct the qualitative research/consultations <em>(according to the method as in the Note (</em>)</td>
<td>10/9 – 16</td>
<td>5/10</td>
<td>5</td>
<td>Collected information and knowledge/inputs from</td>
</tr>
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(*) This method is discussed in the note (*).
below) with policy making agencies and management officers of social assistance policies at both central and provincial levels (i.e., Department of Social Assistance, Department of Children, National Committee for the Elderly, National Committee for Persons with Disabilities, National Poverty Reduction Coordination Office, Department of Social Security, General Department of Vocational Training ...) and relevant departments and agencies in the localities. The collected information/data from this task is on (i) the impacts of Covid19 on the direction and management of social assistance policies, (ii) any newly emerging difficulties/issues/challenges during the Covid19 pandemic, (iii) any alternative/innovative solutions of policy management have been used, (iv) their assessment on the negative impacts on the SA service quality/care delivery, (v) management and payment methods (such as delays/causes of delays, such as physical/face-to-face meetings and cash transfers are prohibited, therefore cash must be transferred elektronical through bank accounts or electronic devices; how to accelerate e-management and e-delivery of SP services (vi) any new vulnerable groups need urgent supports who are not yet covered by the Decree 20 and those are in informal sector and not belonging to the 12 policies of Government’s second support package to response Covid19 under the Resolution 68, based on that (vii) propose appropriate solutions for (a) reforming/adjusting social assistance (SA) policies (i.e., expanding the SA coverage and support level) and (b) innovating management and delivery methods/payment of social assistance services, through application of digitalized/information technologies.

4 Consult with GSO, collect, review and analyze the available GSO data for calculation of nutrition and calocin per person per day, other related data sources, i.e., VHLSS 2020 data and data of UNDP-GSO Multidimensional Poverty (2016-2020) and Index 2019 and Vietnam Multidimensional Poverty 2020 and comparator countries/regions and available data of CEMA-GSO Survey on SED of 53 EM

10/9 – 5/10 12 10 Thematic report on proposed social protection basket for vulnerable people impacted/knocked down by COVID-19 social distancing

policy makers and managers (supply side) on (i) policy management impacts, (ii) management challenges, (iii) new target groups and (iv) coping strategies/innovative management solutions
| 5 | Carry out the field surveys and rapid assessments (*quantitative and qualitative research according to the method as in the Note (*) below*) on Covid19’s socioeconomic impacts on: (i) social assistance beneficiaries and their caregivers (both at SA centers and at family/community); (ii) new target people who are eligible urgent relief or regular social assistance under the Decree 20, or/and those will be covered by the Resolution No. 68, especially those working in informal sector being laid out of work and not yet belonging to the list of poor/near poor households. The collected information/data from this task focuses on (i) background information of SA beneficiaries, kind and level of support and their family members, (ii) Covid19’s socioeconomic impacts on SA beneficiaries (such as what kind of impacts are, for example on income, difficulty in accessing information and basic social services/health care, education, how deep the impacts are; what measures/solutions they have taken/are responding, if they have any coping plans to deal with the pandemic if it lasts for next 6 months or longer, (iii) any negative impacts on SA service quality/ care service quality, (iv) delivery/payment methods (such as delays/causes of delays, such as physical/face-to-face meetings and cash transfers are prohibited, therefore cash must be transferred electronical through bank accounts or electronic devices; what conditions needed to accelerate electric payment/delivery, (vi) any new vulnerable groups need urgent supports who are not yet covered by the Decree 20, but expected to be covered by the Resolution 68 and any other impacted people, especially those working in informal sector being laid out of work and not yet belonging to the list of poor/near poor households, based on that (vii) propose appropriate solutions for (a) reforming/adjusting SA policies (i.e., expanding | 10/9 – 20/10 | 5 | 21 | Collected information and data/inputs from direct and indirect SA beneficiaries (demand side) on (i) Covid19’s impacts and new challenges (ii) SA policy effectiveness and efficiency, (iii) SA service quality, (iv) new target groups and (v) their coping strategies/innovative solutions and requirements |
the SA coverage and support level) and (b) innovating management and delivery methods/payment of social assistance services, through application of digitalized/information technologies.

<table>
<thead>
<tr>
<th>6</th>
<th>Drafting the assessment report based on collected information and data from consultation and field survey tasks</th>
<th>25/10</th>
<th>4</th>
<th>3</th>
<th>Drafted assessment report</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Present and consolidate peer review comments, suggestions from technical meetings/consultation workshops (organized by DSA/UNDP) to improve the draft report</td>
<td>30/10</td>
<td>1</td>
<td>1</td>
<td>Collected comments and peer reviews/inputs for finalized report</td>
</tr>
<tr>
<td>8</td>
<td>Revise and finalize report</td>
<td>15/11</td>
<td>2</td>
<td>1</td>
<td>Final report</td>
</tr>
<tr>
<td>Total of work-days</td>
<td></td>
<td></td>
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<td>45</td>
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**Note (\( ^\ast \)\):**

(i) *This rapid (qualitative and quantitative) assessment will be designed and implemented by applying as much as possible online/virtual methods of collecting information (such as through phone interviews and filling in online/smartphone questionnaires followed by phone interviews), face to face interviews will only take place when/where digital technologies cannot be applied (this is to mitigate the risks of Covid19 spread through survey implementation);*

(ii) *The recruited consultants are requested to propose the number of samples and assessment methodologies/approach to collect information/data, etc., and can use the questionnaires and analytical framework.... developed by experts from Center for Analysis and Forecasting (CAF), Vietnam Academy of Social Sciences (VASS) for the RIM I and II.*

**V. MONITORING AND QUALITY ASSURANCE**

Monitoring and control of the progress and quality of consulting activities according to the content of work and the time frame in Section IV will be conducted by UNDP Program Officer in coordination with the focal point of the Department of Social Protection, under the Leadership of the UNDP Inclusive Growth Committee and the Department of Social Affairs. The consultants should report difficulties to UNDP and the Department of Social Affairs (if any) during the consultation process for timely handling. The UNDP focal point is responsible for consulting UN focal points for consensus on design and research results (as this activity is an integral part of a chain. activities supported by UN agencies to MOLISA in developing and implementing a package of social protection support for vulnerable people in the Covid epidemic19).

**VI. ADMIN SUPPORTS FROM UNDP AND DSA/ SAP-II**

UNDP, as well as DSA/SAP-II, is not responsible for providing advice on facilities/documents, equipment, and workplaces. However, in case of necessity, UNDP and DOLISA / SAP-II can assist in organizing consultation meetings/workshops and facilitate consultations with the government agencies and international organizations to collect information/data and necessary documents.

**VII. QUALIFICATION AND EXPERIENCE REQUIREMENTS**
1. **Team leader** (qualitative research - impact assessment, consultation and policy recommendations)

   - Having a PhD in development or labor economics, social sciences or social policy.
   - At least 10 years of experience in researches, including building up models for impact assessments (on socioeconomic changes/shocks/crisis; structural change) or qualitative policy research/policy development for social assistance, social affairs/social protection areas.
   - Having experiences in studying and proposing policy options /interventions as well as orientations of the GoV/MOISA on reform and development of social assistance system under the Decree 136, Decision 488 and Decision 708.
   - Having at least 5 year experience in working with the related departments and units of MOLISA (especially DSA, Department of Children, Department of Social Security, Information Centers, etc.) that provide assistance/ social protection services for the social assistance beneficiaries.
   - Having conducted similar impact assessments on social protection areas, i.e., the impacts of similar epidemics and natural disasters on the socio-economic development of people, especially the most vulnerable people in Vietnam.
   - Excellent in English and computer Stata software for data analysis.

2. **Team member** *(quantitative and qualitative research – field survey, data collection)*

   - Having a Master degree in economic development or human development areas;
   - At least 10 years of experience in researches, including rapid impact assessments (on socioeconomic changes/shocks) or quantitative surveys/assessment for policy research/policy development in the social assistance, social protection areas;
   - Having experiences in developing models/interventions as well as orientations of the GoV on reform and development of social assistance system under the Decree 136, Decision 488 and Decision 708;
   - Having at least 5 year experience in working with the related departments and units of MOLISA (especially DSA, Department of Children, Department of Social Security, Information Centers, etc.) that provide assistance/ social protection services for the social assistance beneficiaries;
   - Having long experiences in working with Government agencies and research institutes at both central and local levels.
   - Excellent in English and using computer Stata software for data analysis.

**VIII. PAYMENT TERMS**

   - First payment of 30% of the total contract value upon the submission of the deliverables 1 and 2 accepted by UNDP and DSA/SAP-II.
   - Second payment of 70% of the total contract value for the team upon submission and acceptance of all deliverables including the final report accepted by UNDP and DSA/SAP-II.

**IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

* NONE  x PARTIAL  * INTERMITTENT  * FULL-TIME
**EVALUATION CRITERIA WITH ASSIGNED SCORES**

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</tr>
<tr>
<td>2. At least 10 years of experience in researches, including rapid impact assessments (on socioeconomic changes/shocks) or quantitative surveys/assessment for policy research/policy development in the social assistance, social protection areas.</td>
<td>200</td>
</tr>
<tr>
<td>3. Having experiences in developing models/interventions as well as orientations of the GoV on reform and development of social assistance system under the Decree 136, Decision 488 and Decision 708.</td>
<td>200</td>
</tr>
<tr>
<td>4. Having long experiences in working with Government agencies and research institutes at both central and local levels.</td>
<td>200</td>
</tr>
<tr>
<td>5. Having conducted similar impact assessments on social protection areas, i.e., the impacts of similar epidemics and natural disasters on the socioeconomic development of people, especially the most vulnerable people in Vietnam.</td>
<td>200</td>
</tr>
<tr>
<td>6. Excellent in English with provision of two English reports on the similar services and using computer Stata software for data analysis</td>
<td>100</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>
ANNEX IV

OFFEROR’S LETTER TO UNDP

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

Date _______________________

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

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

☐ Sign an Individual Contract with UNDP;

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

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

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

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

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

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

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

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

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

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

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

YES ☐ NC ☐ If the answer is "yes", give the following information:
P) Do you have any objections to our making enquiries of your present employer?
   YES ☐  NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government’s employ?
   YES ☐  NO ☐  If answer is "yes", WHEN?

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

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

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
   YES ☐  NO ☐  If "yes", give full particulars of each case in an attached statement.

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

DATE: __________________________ Signature: __________________________

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

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

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

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

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

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

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

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

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

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

FINANCIAL OFFER

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

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

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (US$)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee (daily rate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
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</tr>
<tr>
<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *</td>
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<td></td>
<td></td>
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<tr>
<td>2.5</td>
<td>Others (pls. specify).....</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
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</tbody>
</table>

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

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