



24 September 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant to conduct a Terminal Evaluation of Korea – Viet Nam Mine Action Project (KVMAP)
Period of assignment/services (if applicable):	October 2021
Duty Station:	Hanoi with travel to Quang Binh and Binh Dinh
Tender reference:	A-210904

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

23.59 hrs., Monday 18 October 2021 (Hanoi time)

With subject line:

A-210904 National Consultant for Terminal Evaluation – KVMAP

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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

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:

International Consultant

Evaluation Criteria		Maximum Points
1	At least advanced university degree i.e. Master's Degree in the field of social science and other relevant fields of study	150
2	At least 10 years of programme/project management and policy formulation experience in mine action and/or related field	150
3	Proven record of leading complex programmatic evaluations, including Mine Action/Explosive Ordnance programmes or related fields	150
4	Demonstrable in-depth understanding of Results-Based Management, the rights-based approach, gender equality, disability inclusion, capacity building and strategic planning	300
5	Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage; previous experience in Viet Nam or Southeast Asia is an advantage	150
6	Fluency in English is a requirement with 3 sample reports. Knowledge of	100

	Vietnamese would be an asset	
	Total	1,000

National Consultant

Evaluation Criteria		Maximum Points
1	University degree in economics, international relations, political science, development, governance and public policy, social sciences, or a related subject. Master's degree is desirable	150
2	At least 7 years of experience with project implementation with in-depth understanding of Results-Based Management, the rights-based approach, gender equality, disability inclusion, capacity building and strategic planning	150
3	Proven record of leading/participating complex programmatic evaluations, including Mine Action/UXO programmes. Experience in undertaking an evaluation with UN agencies or international organizations is highly desirable	150
4	Strong working knowledge of Viet Nam (in particular the social, economic and development context and knowledge of UXO/Mine Action issues in the Viet Nam	300
5	Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;	150
6	Fluency in English and Vietnamese both oral and written is a requirement with 3 sample reports.	100
	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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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>

- 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 the payment.

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



TERMS OF REFERENCE

Position:	01 International Consultant and 01 National Consultant to conduct a Terminal Evaluation of the Korea - Viet Nam Mine Action Project (KVMAP)
Duty Station:	Home-based, in Ha Noi and travel to Quang Binh and Binh Dinh provinces ¹
Contract type:	Individual Contract (IC)
Duration:	25 working days during the period from October to end November 2021
Expected start date:	as early as possible or 15 October 2021 as latest

I. BACKGROUND

As a result of many years of war, the land and people of Vietnam are affected by landmines and other Explosive Ordnance (EO). According to the results of the project named "Vietnam National Explosive Remnants of War Contamination Surveying and Mapping" from 2010-2014, EO contamination remain in all 63/63 provinces/cities across the country. According to the Government of Vietnam, the total area of contamination is 6.13 million ha, accounting for 18.82% of the country's area.

To support the EO removal efforts in Vietnam, the Korea-Vietnam Mine Action Project (KVMAP) was developed and founded on the close collaboration between the Government of the Republic of Korea and the Government of the Socialist Republic of Vietnam. The main purpose of the project is to strengthen the capacities of the Viet Nam National Mine Action Center (VNNMAC) and other responsible parties to further improve the contribution of mine action activities for human development in contaminated areas, especially in Quang Binh and Binh Dinh provinces. The Republic of Korea provides its support via the Korea International Cooperation Agency (KOICA).

The project contributes to the following outcomes:

- **Sustainable Development Goals:** Improved physical security leading to progress against all SDGs, with emphasis on an effective, accountable, transparent mine action institutional set-up in support of SDG 16 and safe human settlements in support of SDG 11
- **SEDP 2016-2020 Priority 8:** Enhance the effectiveness and efficiency of state management activities and ensure the right to democracy of people in social development activities.

The project is structured around four main components, namely survey and clearance, information management, explosive ordnance risk education and victim assistance.

1. Survey and Clearance

¹ International and domestic travels will be determined subject to the COVID-19 situation

This includes survey to identify Confirmed Hazardous Areas (CHAs), recording these in the Information Management System for Mine Action (IMSMA) and undertaking clearance of the CHAs; this also includes training on new techniques and technology.

2. Information Management

Improving available information for the sector to support informed policy making and task prioritization; establishing Coordination Offices and Database Centers for Mine Action under VNMAC in Quang Binh and Binh Dinh provinces; training staff and technical hardware and assistance for information management of mine action.

3. Explosive Ordnance Risk Education

Developing strategic plan for Explosive Ordnance Risk Education; conducting knowledge, attitude and practice (KAP) surveys; organizing workshops for relevant stakeholders to share best practices for risk education; training relevant professionals and other persons engaged in risk education; delivering Explosive Ordnance Risk Education via radio and TV broadcasting, public events and communication materials.

4. Victim Assistance

Collecting data on survivors from EO accidents ('survivors') in the Quang Binh and Binh Dinh provinces and registering them in locally developed software; providing medical, livelihood and rehabilitation services, as well as skills and vocational training and job placement for identified survivors; establishing and institutionalizing the Victim Assistance support model in related national laws and policies.

The Project is also strategically contributing to:

Policy Development and Sector Coordination

The Project will support the VNMAC in fulfilling its central role of policy development and sector coordination. This support will include technical advice on how best to design and communicate a process for task prioritization and how to ensure quality management of survey and clearance activities.

The Project will further support VNMAC to implement the policy directions for the sector and the coordination among all stakeholders.

Capacity Building of Local Staff

The overall aim of this cooperation between the Government of Vietnam and KOICA/UNDP is to further strengthen and support the institutional capacity of VNMAC to fulfil its role as coordination entity for the mine action sector in Vietnam, as well as the Ministry of Labour, Invalids and Social Affairs (MOLISA) as the main institution responsible for Victim Assistance. By further strengthening the capacity of these key institutions, the project will significantly improve national capacity to address the long-term humanitarian and development challenges caused by the threat of EO. This will be done through provision of technical advice to guide and support relevant staff in all aspects of planning, implementation, quality assurance and financial management needed for the project.

The Project was originally planned for three (3) years but was extended for one (1) additional year. Hence, the total project duration is 4 years, from 1 February 2018 to 31 December 2021. Below is an overview of the project.

PROJECT INFORMATION

Project title: Korea Viet Nam Mine Action Project (KVMAP)

Atlas ID: 00098770

Corporate outcome and output

Strategic Plan Outputs: Output 6.2: National and local authorities /institutions enabled to lead the community engagement, planning, coordination, delivery and monitoring of early recovery efforts

Project Outputs: Output 6.2 - Institutional capacities of VNMAC and MOLISA are strengthened to improve in the mine action activities and contaminated communities in Quang Binh and Binh Dinh are cleaner through UXO interventions

Country: Viet Nam

Region: Asia Pacific

Date project document signed 1 February 2018

Project dates: Start 1 February 2018

Planned end 31 December 2021

Project budget: USD 19,917,000

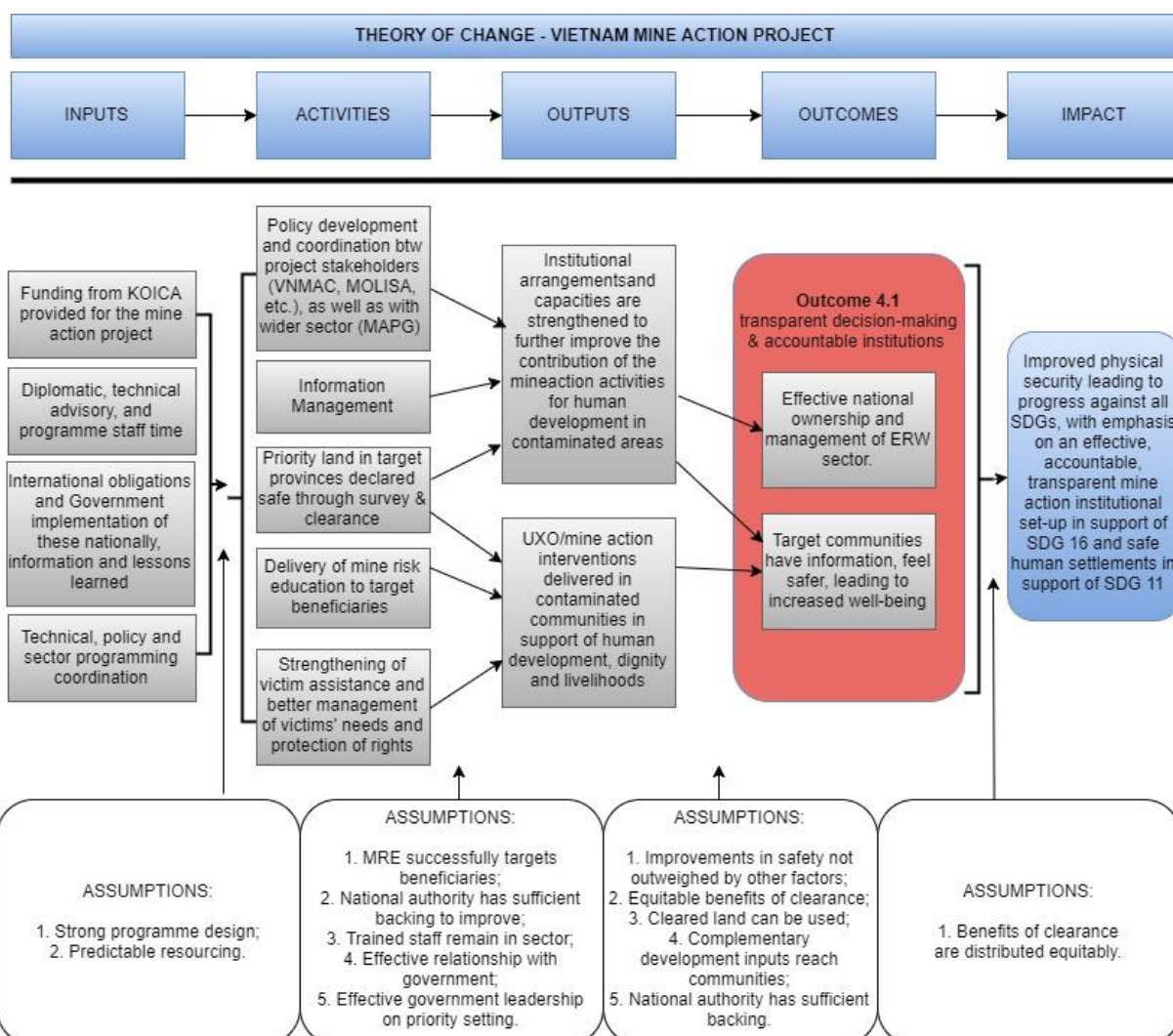
KOICA: USD 19,827,000; UNDP: USD 90,000; and Government: additional USD 9,675,000 as in-kind

Project expenditure at the time of evaluation: USD 17,303,572 (as of 12 August 2021)

Funding source: Republic of Korea via the Korea International Cooperation Agency (KOICA)

Implementing party: Direct Implementation (DIM) by UNDP

The Ministry of Defense, the Viet Nam National Mine Action Center (VNMAC), the Ministry of Labour - Invalids and Social Affairs (MOLISA), Binh Dinh and Quang Binh Provincial People's Committees as responsible parties



A Mid-Term Review (MTR) was conducted during the second half of 2019 to assess progress against outputs and identify appropriate recommendations for the project to reach its objectives in terms of the achievement, relevance, effectiveness, efficiency and sustainability of the project so far. The MTR also identified early signs of potential impact and sustainability of results. Findings of this review were incorporated as recommendations for mid-course adjustment of the project.

For the Mid-Term Review (MTR), please see:

<https://erc.undp.org/evaluation/evaluations/detail/12403>

Some of the key project achievements are (as of mid-August 2021):

- ✓ Nearly 17,000 hectares (ha) has been surveyed and 9,000 ha cleared (i.e. beyond target of 8,000 ha planned to be cleared);
- ✓ 450,000 local people in Quang Binh and Binh Dinh provinces have received Explosive Ordnance Risk Education (EORE);
- ✓ More than 1,000 survivors from accidents caused by Explosive Ordnance received health screenings, of which 174 survivors, including children, received prosthetic devices and surgery;
- ✓ Last year, more than 6,000 survivors and their families in Quang Binh and Binh Dinh provinces received COVID-19 response packages with food, masks, and hand sanitizers.

For more about KVMAP, please see:

<https://www.vn.undp.org/content/vietnam/en/home/projects/kvmap-korea-viet-nam-mine-action-project.html>

The KVMAP is looking to hire 02 qualified and experienced consultants (1 international and 1 national) to conduct the Terminal Evaluation of the project.

II. OBJECTIVE AND SCOPE

The independent Terminal Evaluation will cover the period 2016-2021 and all facets of the KVMAP support to the mine action sector in Viet Nam. The objectives of the Terminal Evaluation are to: analyze results and performance of the project, identify key lessons learned, constraints and challenges to inform the design and implementation of the next phase of the project, present potential impact of the project interventions and propose future strategies and directions for an expected second phase, 2022-2026, and/or similar interventions in the future.

The anticipated scope of work includes, but is not necessarily limited to, assessing the followings:

- The relevance of project strategy, design, scope and priorities, including an analysis of the validity of objectives, project components, implementation arrangements, and management set-up from 2016, with focus on the period of October 2017 to date when UNDP was directly involved as the implementing partner, and project achievement against expected results defined in the project document and annual workplans;
- An in-depth review of the implementation of various project components with a view to identifying the level of achievement of the planned project outputs, the contribution to institutional development and sustainable human capacities and; in cases of not effective achievement, and analysis of the underlying reasons with recommendations for improvements, specifically assessing:
 - project management (i.e. arrangement and mechanism, procurement, etc.) in achieving the expected results;
 - project components, including cross-cutting issues of increasing the profile of mine action efforts in Vietnam, gender mainstreaming and disability inclusion, as well as application of UNDP Social and Environmental Standards.

- monitoring, evaluation and risk management through M&E framework and implementation for quality assurance.
 - project communication strategy to ensure project visibility to donors, partners and the public.
 - current project management and technical advisory structure and staffing to meet project requirement.
 - factors beyond UNDP's control that influence the project environment and aimed outcome and conduct risk analysis.
 - the level of participation of stakeholders in the achievement of the desired outcome, as well as the effectiveness of such participation.
- Assessment of the outcome and potential impact of project interventions. Possible gaps/weaknesses in the project design and interventions and measures that could be continued to support the government partners in the future/next phase.
 - Recommendations for future direction, strategies and areas of focus as per the findings, including possible considerations for the expected second phase, 2022-2026.
 - General lessons learned and best practices that can be considered in the planning for an expected second phase and/or design of future technical support activities for the government partners and donor's coordination and harmonization in the area of mine action. This includes lessons learned and best practices that can be presented to UNDP global Community of Practice on Mine Action.
 - In addition, the Terminal Evaluation can provide inputs to the formulation of the next country programme (2022-2026) and correspondent evaluation plan, in the context of the country's social economic development strategy (2021-2030) and plan (2021-2025), and the new One UN Cooperation Framework (2022-2026) that are under formulation.

III. EVALUATION CRITERIA and KEY GUIDING QUESTIONS

The Terminal Evaluation results should be rated in accordance with the following aspects:

Relevance: Evaluate the logics and unity of the process in planning and designing the activities for supporting VNMAC, MOLISA and the two provinces.

Efficiency: Evaluate the efficiency of the project implementation, the quality of the results achieved and the time/political/other constraints.

Effectiveness: Conduct an assessment management decision vis-à-vis the cost effectiveness; and to which extend the project outputs are on track to be effectively achieved.

Impact: Evaluate any indications of the impact of the project, as well as its contribution to the Sustainable Development Goals (SDGs).

Sustainability and national ownership: Assess the likelihood of results becoming sustainable with specific focus on national capacity and ownership over the process.

Agenda 2030, Human security, Human rights, Gender equality, disability inclusion and social inclusion: Assess relevant cross-cutting issues addressed through the intervention, i.e., gender equality, human rights, vulnerable/ marginalized groups, leaving no one behind.

Hence, a preliminary list of guiding questions is listed below. This follows the four OECD-DAC evaluation criteria - Relevance, Effectiveness, Efficiency, and Sustainability. Human Rights, incl. Disability Inclusion, and Gender Equality are added as cross-cutting criteria. This list of guiding questions will be discussed outlined below should be further refined by the consultant and agreed with UNDP.

Criteria	Evaluation Questions
Relevance	<ul style="list-style-type: none"> • To what extent was the project in line with national development priorities, country programme outputs and outcomes, the UNDP Strategic Plan, and the SDGs? • To what extent does the project contribute to the theory of change for the relevant country programme outcome? • To what extent does the project contribute to gender equality, the empowerment of women and the human rights-based approach? • To what extent has the project been appropriately responsive to political, legal, economic, institutional, etc., changes in the country? • How relevant was the Theory of Change, overall design and approaches for the implementation of the project? • To what extent are the objectives of the project design (inputs, activities, outputs and their indicators) and its theory of change logical and coherent? • To what extent was the method of delivery appropriate to the context? • To what extent the project was able to address the needs identified in the two target provinces? • Did the results contribute to the overall mine action sector in Viet Nam and the mandate of VNMAC and MOLISA? • To what extent the intervention remained relevant during COVID-19 and/or ability of project to adapt?
Effectiveness	<ul style="list-style-type: none"> • To what extent did the project contribute to the country programme outcomes and outputs, the SDGs, the UNDP Strategic Plan, and national development priorities? • To what extent were the project outputs achieved, considering men, women, and vulnerable groups? • What factors have contributed to achieving, or not, intended country programme outputs and outcomes? • What factors contributed to effectiveness or ineffectiveness? • In which areas does the project have the greatest achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements? • In which areas does the project have the fewest achievements? What have been the constraining factors and why? How can or could they be overcome? • What, if any, alternative strategies would have been more effective in achieving the project objectives? • Are the project objectives and outputs clear, practical and feasible within its frame? Do they clearly address women, men and vulnerable groups? • To what extent have different stakeholders been involved in project implementation? • To what extent are project management and implementation participatory, and is this participation of men, women and vulnerable groups contributing towards achievement of the project objectives? • To what extent has the project contributed to gender equality, the

	<p>empowerment of women and the realization of human rights?</p> <ul style="list-style-type: none"> • How effective has the project been in enhancing the capacity of VNMAC, MOLISA and other stakeholders? • To what extent have triangular and South-South cooperation and knowledge management contributed to the results attained? •
Efficiency	<ul style="list-style-type: none"> • To what extent was the project management structure as outlined in the project document efficient in generating the expected results? • To what extent have the UNDP project implementation strategy and execution been efficient and cost-effective? • To what extent has there been an economical use of financial and human resources? Have resources (funds, male and female staff, time, expertise, etc.) been allocated strategically to achieve outcomes? • To what extent have resources been used efficiently? Have activities supporting the strategy been cost-effective? • To what extent have project funds and activities been delivered in a timely manner? • To what extent do the M&E systems utilized by UNDP ensure effective and efficient project management • To what extent was the existing project management structure (the triangular partnership between VNMAC, KOICA and UNDP; the Joint Project Coordination Committee (JPCC); and the Joint Project Management Unit (JPMU)) been appropriate and efficient in generating the expected results? •
Sustainability	<ul style="list-style-type: none"> • Are there any financial risks that may jeopardize the sustainability of project outputs affecting women, men and vulnerable groups? • To what extent will financial and economic resources be available to sustain the benefits achieved by the project? • Are there any social or political risks that may jeopardize sustainability of project outputs and the project contributions to country programme outputs and outcomes? • Do the legal frameworks, policies and governance structures and processes within which the project operates pose risks that may jeopardize sustainability of project benefits? • To what extent did UNDP actions pose an environmental threat to the sustainability of project outputs, possibly affecting project beneficiaries (men and women) in a negative way? What is the chance that the level of stakeholder ownership will be sufficient to allow for the project benefits to be sustained? • To what extent are lessons learned documented by the project team on a continual basis and shared with appropriate parties who could learn from the project? • To what extent do UNDP interventions have well-designed and well-planned exit strategies which include a gender dimension? • What could be done to strengthen exit strategies and sustainability in order to support female and male project beneficiaries as well as marginalized groups?

	<ul style="list-style-type: none"> • What could be potential new areas of work and innovative measures for sustaining the results? • To what extent are policy and regulatory frameworks in place that will support the continuation of similar interventions in the future? • To what extent do partnerships exist with other national institutions, NGOs, United Nations agencies, the private sector and other development partners to sustain the attained results? • How has the project been able to contribute to other UNDP mine action projects in the region and overall to UNDP Community of Practice in mine action? • What could be done to strengthen exit/transition strategies and sustainability of the project?
Agenda 2030, Human security, Human rights, Gender equality, disability inclusion and social inclusion	<ul style="list-style-type: none"> • To what extent have people living in areas contaminated with Explosive Ordnance benefitted from the work of the project and with what impact? • To what extent has the project been able to help to support the Leave No-One Behind agenda and populations considered vulnerable (those below the poverty line, ethnic minorities, persons with disabilities, female-headed households, and other disadvantaged and marginalized groups)? • To what extent has the project promoted positive changes for women, persons with disabilities and marginalized group? Were there any unintended effects? • Were persons with disabilities consulted and meaningfully involved in programme planning and implementation? • Were persons with disabilities consulted and meaningfully involved in programme planning and implementation? • What proportion of the beneficiaries of a programme were persons with disabilities?

IV. METHODOLOGY

This Terminal Evaluation will adhere to the United Nations Evaluation Group's Norms & Standards, UNDP Evaluation Guidelines and UNDP Evaluation Policy. Please refer to the following links:

<http://www.unevaluation.org/document/detail/1914>

<http://web.undp.org/evaluation/guidance.shtml#handbook>

<http://web.undp.org/evaluation/policy.shtml>

It is proposed that the Terminal Evaluation will be a participatory exercise considering the views and suggestions of a wide range of stakeholders within and outside the context of the project. Stakeholders' ownership of the findings, recommendations and follow up actions is seen as one of the key factors for ensuring commitment to project implementation in the later stage. Gender and human rights lens should be applied thoroughly during all stages of evaluation to duly address gender, disability, and human right issues.

The evaluation methodology is based on the following activities:

- Propose a detailed work plan, methodology (for example semi-structured interviews; focused group discussions, etc.), approach, incl. during planned site visits and interview questionnaires
- Collect relevant documents with support from Joint Project Management Unit (JPMU)
- Conduct a desk review of collected documents

- Conduct in depth interviews (face-to-face or virtually, depending on actual COVID-19 situation at the time of interview) with key counterparts at central level and local level to understand the reasons for identified gaps in relevance and efficiency as well as to document initial impact and lessons learnt of the project
- Prepare the draft report to seek comments from different stakeholders such as KOICA, VNMAC, MOLISA, Provincial People's Committees (PPCs), UNDP, etc.
- Present the key findings and recommendations in a workshop to validate the draft report
- Finalization and submission of the Terminal Evaluation report

V. EXPECTED DELIVERABLES:

The evaluation team (led by the International Consultant) will be responsible for the following deliverables:

1. **Evaluation inception report (10-15 pages):** to be carried out following and based on preliminary discussions with UNDP after the desk review and should be produced before the evaluation starts (before any formal evaluation interviews, survey distribution or field visits).
2. **Evaluation debriefings** to KOICA, the Ministry of Defence, Office 701 (the secretariat for the national authority, Steering Committee 701), VNMAC, UNDP, MOLISA, the Joint Project Coordination Committee (JPCC - i.e. the Project Board), JPMU, and other relevant stakeholders. Draft evaluation report (within an agreed length). A length of 40 to 60 pages including executive summary is suggested.
3. **Draft evaluation report** (within an agreed length). A length of 40 to 60 pages including the executive summary (3-5 pages).
4. **Evaluation report audit trail.** The programme unit and key stakeholders in the evaluation should review the draft evaluation report and provide an amalgamated set of comments to the evaluator within an agreed period of time, as outlined in these guidelines. Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments.
5. **Final evaluation report**, which include: (1) Executive Summary (max 5 pages), (2) Introduction, (3) Methodology, (4) Analysis of the achievements of the Project with regard to key components, outcomes, outputs, and implementation strategies, (5) Assessment of the context (political, donors' supports in the sector etc.), any systemic changes during project implementation and KVMAP influence on these, as well as an assessment of the current context with recommendations for the expected second phase, 2022-2026 (6) Key findings, best practices and lessons learned, (7) Overall conclusions and recommendations; and (8) Annexes.

The recommendations which will be key part of the Terminal Evaluation Report should be targeted and clear with the objective of making actual follow-up and implementation feasible. It is therefore recommended that the report provides a realistic set of recommendations that are implementable and manageable in number (around 7 to 10 is an ideal number of recommendations). As needed, recommendations might be grouped under broader headings to ensure this.

Main text, excluding annexes, should be a maximum of 70 pages.

There should be a minimum of the following annexes:

- a. Evaluation consultant's ToR/short CV;
- b. Terms of Reference of the Terminal Evaluation;
- c. Glossary and Abbreviations;
- d. List of persons/organizations consulted;
- e. List of literature/documentation consulted;

- f. Evaluation work plan executed;
 - g. Problems and adjustments table; and
 - h. Findings synthesis table with performance rating.
6. **Evaluation brief and other knowledge products** or participation in knowledge-sharing events, if relevant to maximise use. Extract lessons learned and best practices that can be considered in the planning of the next phase and design of specific interventions supporting the mine action sector in Vietnam.

VI. EVALUATION TEAM COMPOSITION AND REQUIRED COMPETENCIES:

The evaluation team will be composed of 01 International Consultant and 1 National Consultant (the international consultant will be the Team Leader and will be responsible for finalizing the report). The consultants shall have prior experience in evaluating similar projects. The selected consultants should not have participated in the project preparation and/or implementation and should not have conflict of interest with project-related activities.

The team members must present the following qualifications:

For International Consultant (Team Leader)

Educations: At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study

Experience:

- At least 10 years of programme/project management and policy formulation experience in mine action and/or related field.
- Proven record of leading complex programmatic evaluations, including Mine Action/Explosive Ordnance programmes) or related field.
- Demonstrable in-depth understanding of Results-Based Management, the rights-based approach, gender equality, disability inclusion, capacity building and strategic planning.
- Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage; previous experience in Viet Nam or Southeast Asia is an advantage.

Language requirement: Fluency in English is a requirement. Knowledge of Vietnamese would be an asset

The International Consultant (Team Leader) will perform the following tasks:

- Lead and manage the evaluation mission; Guide the national consultant in collecting data and information and preparation of relevant sections in the report
- Design the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the evaluation described above);
- Draft related parts of the evaluation report; and
- Finalize the entire evaluation report.

For National Consultant (Team member)

Education: University degree in economics, international relations, political science, development, governance and public policy, social sciences, or a related subject. Master's degree is desirable

Experience:

- At least 7 years of experience with project implementation with in-depth understanding of Results-Based Management, the rights-based approach, gender equality, disability inclusion, capacity building and strategic planning
- Proven record of leading/participating complex programmatic evaluations, including Mine Action/UXO programmes. Experience in undertaking an evaluation with UN agencies or international organizations is highly desirable
- Strong working knowledge of Viet Nam (in particular the social, economic and development context and knowledge of UXO/Mine Action issues in the Viet Nam
- Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;

Language requirement: Fluency in Vietnamese and English

The National Consultant will perform the following tasks:

- Documentation of evaluation and data gathering and consultation meetings;
- Contributing to the development of evaluation plan and methodology;
- Conducting specific elements of the evaluation determined by the Team Leader;
- Contributing to presentation of the evaluation findings and recommendations at the evaluation wrap-up meeting;
- Contributing to the drafting and finalization of the TE report, notes of the meetings and other related documents as assigned by the team leader - the international consultant;
- Performing translation for the international consultants during meetings with various stakeholders and necessary documents discussed during the international consultant's mission.

VII. EVALUATION ETHICS

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. UNEG, 'Ethical Guidelines for Evaluation', 2020. Access at: <http://www.unevaluation.org/document/detail/2866>

The consultant must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

VIII. IMPLEMENTATION ARRANGEMENTS

The consultants will work in close collaboration with the UNDP Chief Technical Advisor on Mine Action, the UNDP Programme Analyst in charge of UNDP's engagement in Mine Action, the Project Manager. The Project Manager leads the JPMU as the supporting unit responsible for providing necessary assistance such as travel logistics and arranging (virtual) meetings, etc....

The International Consultant (Team Leader) is responsible for leading the Terminal Evaluation and deliver the expected outputs. The International Consultant needs to maintain daily communications

with the UNDP Program Analyst and the UNDP Chief Technical Advisor as and if/when problems emerge during the consultancy period, especially if they affect the scope of the job.

All deliverables are to be shared with VNMAC, as well as with UNDP, for comments before finalization.

The M&E focal point provides quality assure the complete process of evaluation. The UNDP Assistant Resident Representative as Evaluation Manager, with support from the UNDP Programme Analyst in charge of UNDP's engagement in Mine Action will manage the whole evaluation and recommend Senior Management to sign-off of various documents.

IX. TIME FRAME FOR THE EVALUATION PROCESS

Indicative Activity Timeframe:

Event	Time allocation	Key Deliverables/ Outputs	Review and Approvals required
Detailed proposal of methodology, work plan and related research tools (home based)	3 days	Detailed Plan submitted	Program Analyst, UNDP Chief Technical Advisor and JPMU Project Manager
Desk-review, list of guiding questions & questionnaires (home based)	3 days	Updated list of guiding questions; Questionnaires	Program Analyst, UNDP Chief Technical Advisor and JPMU Project Manager
In depth interviews (Meetings in Hanoi: UNDP, KOICA, VNMAC, MOLISA and other key stakeholders...)	3 days	Set of data and information collected from fieldwork	Program Analyst, UNDP Chief Technical Advisor and JPMU Project Manager
Field visits, interviews with partners, and key stakeholders in projects' provinces	5 days	Set of data and information collected from fieldwork	
Draft report and PowerPoint presentation at the validation workshop/briefing with VNMAC, MOLISA, KOICA, UNDP and key stakeholders	6 days	Draft report with initial findings consulted with key stakeholders	Assistant Resident Representative with support of the UNDP Program Analyst, UNDP Chief Technical Advisor and JPMU Project Manager
Finalization and submission of report (home based)	5 days	Final evaluation ready for circulation	Deputy Resident Representative with support of the Assistant Resident Representative and direct inputs of Project Deputy Directors
Total number of days	25 days		

The KVMAP JPMU will facilitate the work of the Terminal Evaluation team before and during the evaluation of it can be arranged in-person in Vietnam, including preparing a schedule of meetings and interviews, producing the necessary background information for the evaluation process.

VIII. DOCUMENTS relevant for the Terminal Evaluation:

- UNDP Evaluation Guidelines
http://web.undp.org/evaluation/guideline/documents/PDF/UNDP_Evaluation_Guidelines.pdf
- Key Project Documents, incl. KOICA 2nd Feasibility Study and Record of Discussion
- Meeting Minutes and decisions taken by the JPCC
- Workplans for 2018-2021
- Annual and quarterly progress project reports
- Meeting Minutes and recommendations made by the JPMU
- Field trip/technical reports
- Mid-Term Review
- Audit reports
- Other key project key documents, incl. KVMAP advocacy and visibility products
- *draft* Project Document phase II, Korea - Viet Nam Peace Village Project (KVPVP)
- Key global mine action documents from UN (SG Report on Mine Action) or UNDP; documents prepared as part of the Landmine Working Group (LWG) in Viet Nam, which UNDP Viet Nam has co-chaired since December 2020, and other mine action documents and reports from relevant stakeholders
- Relevant documents on other and related donor programmes

IX. PAYMENT TERMS

All deliverables will have to be approved by required approval levels as mentioned in Session IX.

- First installment of 30% of the contract value upon receiving and acceptance of the detailed proposal of methodology, work plan and related research tools.
- Second/last payment of 70% of the contract value upon receiving and acceptance of the final report.

For the international consultant: Related travel cost such as international flight ticket, terminal fee, accommodation in Ha Noi and Quang Binh/Binh Dinh (if any) should be included as a separate item in the consultant's financial offer. Actual payment will be paid if actual travel takes place.

For the national consultant: In case in-country travel is required, local travel cost shall be covered separately by the JPMU or UNDP based on the UN-EU cost-norm.

In line with the UNDP's financial regulations, when determined by the Commissioning Unit and/or the consultant that a deliverable or service cannot be satisfactorily completed due to the impact of COVID-19 and limitations to the TE, that deliverable or service will not be paid.

Due to the current COVID-19 situation and its implications, a partial payment may be considered if the consultant invested time towards the deliverable but was unable to complete to circumstances beyond his/her control.

ANNEX IV

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

Date _____

United Nations Development Programme

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

GUIDELINES FOR CV PREPARATION

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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

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

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

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