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Date: **20 June 2014**

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	One national Consultant to provide facilitation service to Viet Nam National Dialogue on the Implementation of the Post-2015 Agenda "Participatory Monitoring for Accountability"
Project name:	UN development agenda post-2015
Period of assignment:	Estimated 04 working days from July 2014 to August 2014

1. Submissions should be sent by email to: le.tuyet.sinh@undp.org no later than: **09.00 hours on 30 June 2014 (Hanoi time)**.

With subject line: **A national Consultant to facilitate Viet Nam National Dialogue on the Implementation of the Post-2015 Agenda "Participatory Monitoring for Accountability"**

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

Note: Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to le.tuyet.sinh@undp.org. 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 interested consultants and

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#) (Annex I)
- [Individual Contract & General Conditions](#) (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm) & [General Conditions](#) (Annex III)
- [Insurance Coverage Table](#) (Annex IV)

- [Vendor Form](#) (Annex V)
- [Guidelines for CV preparation](#) (Annex VI)
- [Format of financial proposal](#). (Annex VII)

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

- a. Technical component:
 - Letter of interest explaining why they are the most suitable for the work
 - Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service
 - 01 or 02 references from clients for whom you have rendered facilitation service
- b. Financial proposal **(with your signature)**:
 - The financial proposal shall specify a total lump sum amount in **VND** including consultancy fees and all associated costs etc. – see format of financial offer in Annex VII.
 - 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 VND at UN Exchange Rate at the submission deadline.

Please note: Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1.1	Knowledge and professional experience in development work, working with multilateral and bilateral development agencies, governments and other national partners. Rich experience and thorough knowledge of the development situation in Viet Nam.	300
1.2	Practical experience in facilitating participatory workshops with a variety of stakeholders, particularly vulnerable groups, and ability to facilitate discussion and engagement.	300
1.3	Experience and understanding of the area of results based management, and particularly participatory monitoring, a distinct advantage.	200
1.4	A good knowledge of the Post 2015 Consultation process. Substantial and well documented experience working with poverty, MDGs and vulnerable groups in Viet Nam.	200
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Technically qualified consultants may be selected for an interview before financial evaluation.

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%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

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:

- Personal History
- Release letter in case the selected consultant is government official.



TERMS OF REFERENCE

Consultancy

Viet Nam National Dialogue on the Implementation of the Post-2015 Agenda “Participatory Monitoring for Accountability”

I. BACKGROUND

Since 2000 the Millennium Development Goals have defined a common framework for development priorities around the globe. While efforts are still made to support and accelerate the achievement of the MDGs by the target date, the discussion on the development agenda after the MDG’s have already started. The UN Secretary General has initiated the process that will inform a new UN development agenda post-2015. The UN has a unique opportunity to position itself as an advocate for a bottom-up approach defined by national and local priorities and stakeholders. As such, the organization must at all levels expand its efforts towards a more open and inclusive dialogue, with a particular focus on the poor and vulnerable, to ensure global ownership of a beyond 2015 development framework.

In this context, 50 countries, including Viet Nam, were selected and national consultations on a post-2015 development agenda were carried out. The national consultations fed into a global UN Development Group (UNDG) report and complemented the formal consultations led by the UN Secretariat on behalf of the UN General Assembly. An overarching message arising out of the Viet Nam’s consultation was the desire of participants to be included in decision-making processes for decisions that affect their lives.

During the global discussions and consultations people were keen not just to express their views on the content of the agenda, but they were also interested in how it will be implemented, including the roles and responsibilities of different stakeholders. National Dialogues will build on the first phase of consultations, giving particular attention to the Implementation of the Post-2015 Development Agenda.

The dialogues on implementation in Viet Nam will focus on the theme of ‘Participatory Monitoring for Accountability’. The dialogue will build on the first phase of consultations and will aim to feed its results into the process to define Sustainable Development Goals.

This dialogue will look at how participation and empowerment can improve accountability in the Post 2015 agenda. It will showcase how more accountable, transparent, responsive governance is being pursued at country and local levels using participatory research and participatory monitoring and, if applicable, citizen generated real-time monitoring activities.

II. PURPOSE

The overall purpose of the international consultancy is to develop a discussion paper, provide conceptual guidance, design and plan a national post-2015 dialogue on Participatory Monitoring for Accountability in consultation with the UN Task Force on Post 2015 and national consultant, and consolidate the results of the dialogue in a final report.

The national consultancy will be for the purpose for translating the discussion paper, dialogue resources, and final report and into Vietnamese and the facilitation of the dialogue workshop.

III. SCOPE OF WORK

The assignment will include the following key components:

1. **Develop a discussion paper** including contextualization and a desk review of existing initiatives including an in-depth write up of 2-3 selected initiatives on Participatory Monitoring for Accountability in Viet Nam based on research. (July 2014)
2. **Identify key groups for dialogue in consultation with the UN Task Force** based on the issues/themes defined in the discussion paper.
3. **Design the Dialogue workshop** based on the discussion paper and in consultation with the Task Force Members. Including for example, key questions for discussion regarding participatory monitoring for accountability that can be used for the dialogue with different stakeholders. (July)
4. **Facilitation of the Dialogue Workshop**
5. **Rapporteur of Dialogue Workshop:** Report on the workshop with various stakeholders, such as representatives from NGOs, INGOS and Government representatives.
6. **Consolidation of inputs from the dialogue into a final report** that will be validated by the UNCT and consulted stakeholders before finalization. It is the responsibility of the consultant to finalize the report after review and validation. (First draft mid July, final report July 24th)

Under the guidance and direction of the Resident Coordinators' Office focal point and the UN Task Force', a team of two consultants (one international and one national) is expected to deliver the above-mentioned components with high quality by performing the following specific tasks:

The team leader - international consultant (for 20 working days)

- Research, collect and review relevant documentation of current Initiatives on Participatory Monitoring for Accountability in Viet Nam.
- Draft the 15-page discussion paper which should include: background, contextualization, research and write up of various initiatives, an in-depth write up of 2-3 selected initiatives, analysis of key challenges and successes for participatory Monitoring initiatives in Viet Nam and outline themes to be addressed in the dialogue.
 - Support the UN to identify key groups for the dialogue
 - Prepare the dialogue workshop in close collaboration with the UN Task Force. The dialogue plan should include:
 - proposal for dialogue format/methodologies appropriate for various stakeholder groups in order to ensure the dialogue draw on stakeholder's skills, experiences and ideas
 - developing a structured agenda and content for the dialogue, which will ensure quality inputs by the stakeholders and hence support the compilation of key recommendations
 - an efficient reporting format
 - strategy for how to consolidate the results of the dialogue as well as validate findings.
 - Present the draft discussion paper and dialogue design to the UN Task Force.
 - Finalize the paper and dialogue design based on feedback received.
 - Act as rapporteur for the dialogue
 - Compile dialogue inputs into an analytical report on dialogue results. Merge with initial discussion paper to create a final report. Submit first draft to the UN For comment
 - Present draft report to the UN Task Force on Post 2015
 - Finalize the final paper based on feedback received by July 24th.

The national consultant (for 4 working days), under the guidance of the team leader, is expected to undertake, but not limited to, the following specific tasks:

- Contribute to the preparations of the Dialogue Workshop and provide comments to the international consultant regarding the design of the workshop.
- Facilitate Dialogue Workshop: Facilitate the workshop with various stakeholders, such as representatives from NGOs, INGOS and Government representatives.
- Help the international consultant to compile dialogue outputs, translating into English where necessary, into an analytical report on dialogue results,

IV. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL:

The assignment requires 20 full-time working days for the International Consultant, in Ha Noi (Viet Nam). The national consultant assignment will require 4 working days, in Ha Noi.

The assignment is expected to take place from July 2014 to August 2014. The final report will be delivered by 24th of July.

V. DELIVERABLES

1. A 15-page discussion paper that will frame discussions on Participatory Monitoring for Accountability in Viet Nam. (International Consultant)
2. Preparation and design of dialogue workshop including: agenda, supporting documents, questions and group work exercises (International Consultant)
3. Rapporteur of the dialogue workshop and presentation of the discussion paper (International Consultant)
4. Facilitation of the dialogue workshop (National Consultant)
5. Presentation of the draft final report, consolidating inputs from the dialogue, to Post 2015 Task Force and UNCT for feedback (International Consultant)
6. Final report including consolidated inputs from the dialogue and the discussion paper. (July 24th). (International Consultant)

VI. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultants will work under the guidance of the RCO Focal Point and Chair of the Post-2015 Task Force and in close collaboration with the members of the Task Force. The team will be supported by a dedicated focal point at the UN RCO in terms of the provision of key reference documents and arranging any meetings as necessary.

Although both consultants are independently accountable for the deliverables under separate contracts, the national consultant will work under the guidance of the team leader to ensure the deliverables are products of teamwork.

VII. REQUIRED EXPERTISE AND QUALIFICATIONS

The international consultant should have the following qualifications:

- At least master's degree in international development, economics, public administration, social sciences or related field.
- A minimum of 10 years of professional experience in international development, working with multilateral and bilateral development agencies, governments and other national partners.
- Demonstrable experience in Monitoring and Evaluation and particularly in participatory monitoring.
- Experience in facilitating and conducting participatory workshops.
- Extensive experience working with development in Viet Nam.
- Substantial and well-documented experience working with poverty, MDGs and vulnerable groups in Vietnam.
- Experience from dialogues and consultations with vulnerable groups.
- Extensive experience with a track record of providing high-quality expert advice on development issues.
- Demonstrated ability to deliver results within strict deadlines.
- Demonstrated, excellent skills in report writing.

- Fluency in written and spoken English.

The national consultant should have the following qualifications:

- At least a master's degree in international development, economics, public administration, social sciences or related field
- A minimum of 8 years of professional experience in development work, working with multilateral and bilateral development agencies, governments and other national partners.
- Demonstrable experience in facilitating and conducting participatory workshops.
- Rich experience working with development in Viet Nam
- Thorough knowledge of development situation in Viet Nam
- Substantial and well-documented experience working with poverty, MDGs and vulnerable groups in Viet Nam
- Experience from dialogues and consultations with vulnerable groups
- Demonstrated ability to deliver results within strict deadlines
- Excellent skills in report writing
- Fluency in written and spoken Vietnamese and English
- Experience in Monitoring and Evaluation and particularly in participatory monitoring a plus.

VIII. PAYMENT TERMS

The total contract value will be paid upon completion of the assignment with UNDP Viet Nam acceptance

IX. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The consultant team is expected to work independently, but in close collaboration with the UN Task Force and make their own working arrangements in relation to IT equipment, workspace and other logistics. The consultant team is expected to have several meetings at the UN offices in Ha Noi.

Annex I

Annex VI: GUIDELINES FOR PREPARING CV (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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of **VND**

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

Cost breakdown:

No.	Description	Number of days	Rate (VND)	Total
1	Remuneration	04		
2	Others (pls. specify).....			
	TOTAL			

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