



REQUEST FOR PROPOSAL (RFP)
from Vietnamese universities, research centres, think tanks and training institutions
(not from individual researchers or international parties)

Date: 5 October 2012

Dear Sir/ Madam,

Subject: RFP for six (6) Thematic Quantitative Policy Researches on Governance and Public Administration in Viet Nam

1. You are requested to submit in English a proposal for the above subject, as per enclosed Terms of Reference (TOR).

Each institutional applicant can apply for one, or two (02) maximum, research themes suggested or to be proposed. In case of submitting two applications, research team members cannot be the same persons in both.

Note: Evaluation will be done separately for each topic.

2. If you consider that your company/organization does not have all the expertise for the assignment, there is no objection to your company/organization associating with another company/ organization to enable a full range of expertise to be proposed. If it is the case, the consortium must submit together with their proposal a letter of agreement signed and stamped by authorized representatives of both parties indicating (i) who will sign the contract with UNDP (ii) who is responsible for the receipt of the payments; and (iii) statement that none of the consortium members will hold UNDP liable for any dispute among the members.

3. To enable you to submit a proposal, attached are:

i.	Instructions to Offerors	(Annex I)
ii.	Terms of Reference (TOR)	(Annex II)
iii.	Proposal Submission Form	(Annex III)
iv.	Price Schedule	(Annex IV)
v.	Contract for Professional Consulting Service	(Annex V)
vi.	General Conditions of Contract	(Annex VI)
vii.	Submission check-list	(Annex VII)
viii.	EU-UN Cost Norms	(Annex VIII)

4. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than **17:00 hours – 25 October 2012 (Hanoi time)**.

UNDP Viet Nam
72 Ly Thuong Kiet, Ha Noi, Viet Nam
Procurement Unit
Email: procurement.vn@undp.org

Telephone number: (84-4) 3 9421495
Telefax number: (84-4) 3 9422267

5. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Instructions to Offerors

A. Introduction

1. General

See details in the TOR.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has sent email to nguyen.thi.hoang.yen@undp.org confirming their participation in this bidding.

Please send your questions on solicitation documents to: nguyen.thi.hoang.yen@undp.org

Offerors are responsible for checking the UNDP website (www.undp.org.vn) for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by

an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule, completed in accordance with clauses 8 and 9;

8. Proposal form

Your technical proposal should include, but not necessarily be limited to, the following information:

- a. An official letter signed by the principal/lead researcher and one senior officer in charge of the interested institution, clearly specifying which research theme the application is for. In case the principal/lead researcher and the director of the research institution is the same person, one signature will suffice (*Ref. Annex III - Proposal submission form*).
- b. A proposal of about five to seven single-spaced pages explaining how the research will be undertaken and addressing how the objective of the research theme will be answered in the paper. It is expected that the proposal will identify with clarity how familiar the researchers are with the selected theme, including the theoretical framework and its practical application into Vietnamese policy processes. Participants are reminded to pay special attention to this proposal, since this will be the most important element to consider during the selection process.

Special consideration will be given to proposal that aim to combine PAPI data with other “hard” data and statistics and large datasets (e.g. the Provincial Competitiveness Index – PCI; Vietnam Household Living Standards Survey – VHLSS; VHLSS Governance Modules; Multi-dimensional Poverty Index – MPI, Human Development Index – HDI; and other available reliable datasets).

- c. Detailed CVs with expertise of the research team members. One of the researchers must have a strong quantitative research experience.
- d. An institutional profile (not more than two pages) including information about the institution’s legal entity. The profile should include a description of the research agenda of the institution. Copy of Business Registration.
- e. A written sample in English language, including one recent publication with a quantitative approach by the principal/lead researcher.
- f. A financial offer to be developed basing on the suggested financial framework included below in Section 6 “Required qualifications and maximum number of working days”.

9. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, prices of services it proposes to supply under the contract. The Price Schedule must contain a single all inclusive price for all consultancy services to be provided in order to satisfactory complete the tasks required in the TOR with break-down lump sum amount for each item as outlined in section 6 of the TOR.

10. Proposal currencies

All prices shall be quoted in Vietnam Dong (Otherwise, prices shall be converted to Vietnam Dong at UN Exchange Rate at the submission deadline and the contract will be in Vietnam Dong.)

11. Period of validity of proposals

Proposals shall remain valid for (120) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Offeror shall prepare one "original proposal" and one copy of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The original Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

13. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposals

14. Sealing and marking of proposals

If submitted electronically, please send the technical and financial proposals as separate documents in pdf format. Proposals should be emailed to procurement.vn@undp.org with the subject line:

{Name of company} RFP for Thematic Quantitative Policy Research on Governance and Public Administration in Viet Nam

UNDP will acknowledge receipt of proposals within 01 working day after the deadline. Offerors are responsible to contact UNDP to clarify if they do not receive acknowledgment from UNDP. The request for clarification must be within 02 days after deadline.

Maximum size for electronic submission: The maximum size per email that UNDP can receive is 8 MB. Offerors can split proposals into several parts to fit the email size.

If submitted in hard copies, the Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to:

Procurement Unit
UNDP Viet Nam
72 Ly Thuong Kiet, Ha Noi, Viet Nam
Telephone number: (84-4) 3 9421495
Telefax number: (84-4) 3 9422267

- marked with:

{Name of company} RFP for Thematic Quantitative Policy Research on Governance and Public Administration in Viet Nam

- (b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked "Original" and "Copy". The second inner envelope shall include the price schedule duly identified as such.

Note: if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.

15. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than **17.00 hours, 25 October 2012 – Hanoi time.**

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

In case you find that additional time to prepare high quality proposal is needed, please submit written request to UNDP for consideration.

16. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

18. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, legal documents are provided and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

21. Evaluation of proposals

Evaluation will be done separately for each research topic.

Technical proposals will be evaluated using the following criteria (see detailed evaluation below):

- a) the company/organization's general reliability as well as experience and capacity in the specific field of the assignment (200 points)
- b) Adequacy of the proposed approach, methodology, work-plan and quality control responding to the ToR (400 points)
- c) the qualifications and competence of the personnel proposed for the assignment (400 points)

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 80% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal 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 proposal under consideration.

Note: The cost for travel to Hanoi to attend workshop is excluded from evaluation.

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

Proposal obtaining the highest weighted points (technical points + financial points) will be selected.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise and Capacity of Firm / Organization submitting proposal	20%	200					
2.	Adequacy of the proposed approach, methodology, work-plan and quality control responding to the ToR	40%	400					
3.	Qualifications and competence of the personnel proposed for the assignment	40%	400					
Total			1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

- Form 1: Expertise and Capacity of Firm / Organization submitting Proposal
 Form 2: Adequacy of the proposed approach, methodology, work-plan and quality control responding to the ToR
 Form 3: Personnel competencies

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organisation submitting Proposal		200
1	Reputation of Organisation (Competence / Reliability)	50
1	Litigation and Arbitration history	10
1	Organisational Capability which is likely to affect implementation	50
1	Quality assurance procedures, warranty	40
2	Previous institutional experience in commissioning quantitative research (i.e. applying quantitative data analysis tools such as STATA, SPSS and the like) in public administration, governance, economics or related fields in Viet Nam	50
Form 2: Adequacy of the proposed approach, methodology, work-plan and quality control responding to the ToR		Max. Points
		400
2	Does the proposal explain how the research will be undertaken and how the objective of the research theme will be answered in the paper?	100
2	Is the suggested methodology for the research sufficient to address the needs/demands of the TOR?	100
2	Does the proposal commit commissioning a strong team of researchers for the research?	100
2	Does the proposal commit adequate logistical and administrative support (including support staff, translation, communications, etc.) to ensure high-quality and timely delivery of the report?	50
3	Is the presentation clear and the sequence of activities and the planning logical, realistic and promise efficient delivery of quality report?	50
Form 3: Personnel competencies		Max. Points
		Sub-score
3.1 Principal Senior Researcher		250
	Post-graduate degree in economics, econometrics or statistics (Master's Degree or higher)	50
	At least 8 years of professional experience in convening quantitative research using statistical tools like STATA, SPSS or the like	100
	Proven experience in leading research studies on public administration, governance, economics, or related fields	70
	Proven drafting skills in English	30
3.2 Secondary Researcher		Sub-score
		150
	Post-graduate degree in statistis, social sciences, economics, political sciences, public administration or related fields	50
	At least 4 years of professional experience in conducting research on public administration, governance, economics, or related fields	50
	Proven experience in supporting and managing assignments for research teams	50
TOTAL TECHNICAL SCORE		1000

Please note that points will be given separately for key member of the proposed team basing on supplied CVs that detail qualifications, sample report, relevant professional and consultancy experience as well language competence (certificates of language competence to be enclosed, if any) of the key members.

F. Award of Contract

22. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

23. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

24. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

25. Your proposal is received on the basis that your organization fully understands and accepts these terms and conditions

26. Vendor protest

Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.**

TERMS OF REFERENCE (TOR)

Service	Thematic Quantitative Policy Research on Governance and Public Administration in Viet Nam
Duty station:	Home-based and Hanoi
Expected Duration	5 November 2012 and 15 March 2013
Supervision:	The Contractor(s) will work closely with UNDP Viet Nam Policy Advisor on Public Administration Reforms and Anti-corruption and with International Expert(s) to be provided by UNDP Viet Nam. The Contractor(s) will report directly to UNDP Vietnam.

1. BACKGROUND AND JUSTIFICATION

As Viet Nam progresses into the ranks of middle-income categories, citizens increase their levels of education and health together with expectations from public services. Policy makers therefore, need to adapt their policy responses to the new context based on data and evidence from objective and methodologically reliable sources. UNDP Viet Nam is currently supporting and providing advice to the Government of Viet Nam on ways to implement its Public Administration Reform (PAR) programme. Part of this support includes the development of monitoring tools to capture and measure demand-side views and experiences from citizens as users of public administrative services and in particular it covers the implementation of the policy research entitled “The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI): Measuring Citizens Experiences” (available at www.papi.vn).

PAPI is a policy monitoring tool implemented collaboratively between UNDP and a consortium of Vietnamese partners in a collective action approach. PAPI is the largest and first-ever survey of its kind in Viet Nam. PAPI measures the standards of governance and public administration drawn from citizens’ experiences in their interactions with governmental authorities at different levels. As a tool to monitor performance, it contributes to accelerating continued improvement in governance and public administration performance. In an environment reliant on “self-assessments” by government stakeholders to measure government performance, PAPI helps provide a bottom-up perspective, by studying people-centred experiences.

PAPI was implemented across all 63 provinces in the country. It captures 13,642 individual citizens’ experiences in a groundbreaking effort to support a more evidence-based policy making process.

In that regards, UNDP is looking for qualified Vietnamese universities, research centres, think tanks and training institutions to research on different issues of governance and public administration performance using the wealth of data and information provided by PAPI.

2. OBJECTIVE AND SCOPE

To promote policy research and dialogue about governance and public administration reform in Viet Nam using quantitative approaches to PAPI data.

3. SUGGESTED RESEARCH OUTPUTS

Interested Vietnamese universities, research centres, think tanks and training institutions are expected to express their interests in conducting research into (but not limited to) the following suggested broad thematic issues

Tentative title	Thematic issues	Objective	Suggested research questions
Urban and rural governance	An analysis of possible discrepancies in urban and rural governance at the provincial level	To analyze the urban-rural differences in experiences of urban and rural citizens with governance, public	Do rural residents experience lower governance quality? Or is there greater participation in

	(i.e. in dimensions of participation, transparency, vertical accountability and control of corruption)	administration and public service delivery using PAPI 2011 data.	rural areas? Why?
Urban and rural service delivery and administrative procedures	An analysis of possible discrepancies in urban and rural access to public services (including administrative procedures and public services)	To analyze the urban-rural differences in experiences of urban and rural citizens with public administration and public service delivery using PAPI 2011 data.	Do rural residents receive lower quality service delivery than their urban peers? If so, what services need to be improved and what can be done about it?
Governance for administrative procedures and service delivery	An analysis of the relationship between governance and public service delivery (including administrative services and public services measured by PAPI) at the provincial level	To analyze the determinants and relationships between administrative procedures and public service delivery (dimensions 5 and 6) and aspects of transparency, accountability and control of corruption (dimensions 2, 3 and 4) using PAP 2011 data.	Are administrative procedures and service delivery correlated with better governance reform (i.e. transparency, accountability and control of corruption)? Why so?
Governance and Human Development	An analysis of the correlation between governance and human development at the national and provincial level	To analyze the determinants and relationships between administrative procedures and public service delivery (dimensions 5 and 6) and aspects of transparency, accountability and control of corruption (dimensions 2, 3 and 4) using PAPI data	Does governance matter for human development in Viet Nam? If so, what elements of it matter?
Addressing urban governance	An in-depth analysis of governance and public administration performance in Viet Nam's five centrally managed municipalities	To compare and analyze urban citizens experiences of Ha Noi, Ho Chi Minh City, Hai Phong, Da Nang, Can Tho and TT-Hue.	Do centrally managed provinces provide different governance and public administration outputs? Why so?
An open / free topic of research to be proposed	To be proposed by the bidder with justifications	To be proposed by the bidder with justifications	To be proposed by the bidder with justifications

Interested Vietnamese universities, research centres, think tanks and training institutions can develop their own hypotheses/research questions basing on PAPI dimensions and indicators as presented in the PAPI 2011 reports available at www.papi.vn.

Research into the correlation and/or relationship between PAPI and other available reliable datasets (e.g. the Provincial Competitiveness Index – PCI; Vietnam Household Living Standards Survey – VHLSS; VHLSS Governance Modules; Multi-dimensional Poverty Index – MPI, Human Development Index – HDI; and other available reliable datasets) is strongly encouraged.

4. PARTICIPATION PROCEDURES

Research proposals for funding are called from Vietnamese universities, research centres, think tanks and training institutions (not from individual researchers or international parties). **Each institutional applicant can apply for one, or two (02) maximum, research themes suggested or to be proposed. In case of submitting two applications, research team members cannot be the same persons in both.**

Note: Evaluation will be done separately for each topic.

Each application shall be comprised of at least two team members who are lecturing/research staff of interested Vietnamese institutions, including (i) a principal/lead researcher, and (ii) secondary researcher and/or research assistant.

Successful institutions shall be responsible for arranging logistic and administrative support and facilities for the research team to do respective research apart from UNDP's support as provided in Section 7 herein below.

Interested applicants will include the following documentation in their application dossiers:

1. An official letter signed by the principal/lead researcher and one senior officer in charge of the interested institution, clearly specifying which research theme the application is for. In case the principal/lead researcher and the director of the research institution is the same person, one signature will suffice.
2. A proposal of about five to seven single-spaced pages explaining how the research will be undertaken and addressing how the objective of the research theme will be answered in the paper. It is expected that the proposal will identify with clarity how familiar the researchers are with the selected theme, including the theoretical framework and its practical application into Vietnamese policy processes. Participants are reminded to pay special attention to this proposal, since this will be the most important element to consider during the selection process.

Special consideration will be given to proposal that aim to combine PAPI data with other "hard" data and statistics and large datasets (e.g. the Provincial Competitiveness Index – PCI; Vietnam Household Living Standards Survey – VHLSS; VHLSS Governance Modules; Multi-dimensional Poverty Index – MPI, Human Development Index – HDI; and other available reliable datasets).

3. Detailed CVs with expertise of the research team members. One of the researchers must have a strong quantitative research experience.
4. An institutional profile (not more than two pages) including information about the institution's legal entity. The profile should include a description of the research agenda of the institution. Copy of Business Registration.
5. A written sample in English, including one recent publication with a quantitative approach by the principal/lead researcher.
6. A financial offer to be developed basing on the suggested financial framework included below in Section 6 "Financial Offer and Payment Milestones".

5. TENTATIVE TIMELINE FOR THE RESEARCH AND OUTPUTS

- *October 25, 2012*: Interest entities should send in their proposals no later than October 25 (indicating clearly the theme to be addressed in the cover letter)
- *November 2, 2012*: Selected proposals will be notified.
- *November 5, 2012*: Research will commence.
- *December 15, 2012*: The first draft of the research paper will be submitted to UNDP.
- *End December 2012*: An internal joint consultation workshop will be organized by UNDP with all thematic research teams to discuss drafts and get feedback by the end of December. Participation to this workshop is compulsory for principal/lead researchers.
- *February 28, 2013*: The final version of the research paper will be submitted to UNDP (without exception). The length of the final version of the paper is between 12,000 and 15,000 words, excluding annexes.

- *Early March 2013:* A joint dissemination workshop will be organized by UNDP with a larger group of policy makers and academic researchers to present the final versions and discuss policy options for Viet Nam.

UNDP will publish the final versions of the papers in the Policy Discussion Paper Series of PAR and AC and will post them onto the PAPI website at www.papi.vn. In addition, UNDP will consider publishing the papers in a book format for wider circulation and dissemination in both English and Vietnamese.

6. REQUIRED QUALIFICATIONS AND MAXIMUM NUMBER OF WORKING DAYS

Based on the scope of work in the TOR and the cost norms in UN-EU guidelines for financing of local costs in development cooperation in Viet Nam, please find below the required maximum qualifications and maximum number of days for bidders to develop its financial offer.

Items	Required categories	No. of Maximum *Working Days
<i>Core</i>		
Principal/Lead Researcher	Category: VNM4 (max*) by UN-EU Cost Norms 2012 (see page 16)	40
Secondary Researcher/Research Assistant	Category: VNM3 (max*) by UN-EU Cost Norms 2012 (see page 16)	20
Institutional Administrative Costs (including logistic and administrative support for the team to deliver the out puts of the TOR)	10% (max*) of total costs for human resources	
<i>Non-core</i>		
Travel costs (if any)(**) for airfares/bus fares and daily subsistence allowances (DSA) for principal researcher from provinces other than Hanoi.	By actual fares and in compliance with UN-EU Cost Norms 2012 (see pages 18 and 19)	02 two-day missions to Hanoi

(*) *Note: these are the maximum categories, number of days and administrative rate accepted by UNDP. Financial offers propose higher than these thresholds will not be accepted for assessment.*

(**) *In case the selected institution or the principal lead researcher from the selected institution resides away from Ha Noi, UNDP will, upon justification from the institution, cover airfares and per diems for the principal/lead researcher to attend the two planned compulsory workshops in Ha Noi to present the draft paper (late December 2012) and the final paper (early March 2013). These travel costs (if any) must be detailed in the financial proposal and shall be enclosed in the research proposal as required in Section 4.*

Payments will be made according to the following schedule:

1. *December 20, 2012:* 50% of the total contract amount after the submission of the first draft and the lead researcher's participation at the internal workshop in Hanoi
2. *March 15, 2013:* 50% of the total contract amount after the submission of the final draft of the paper and the satisfactory approval from UNDP.

7. SUPPORT FROM UNDP AND REFERENCE DOCUMENTS

UNDP will provide the following support where deemed appropriate:

- Substantive inputs in and quality control of deliverables;
- Office space for meetings and working sessions when needed;
- When requested, arrangement of introduction letters and/or requests for meetings/interviews;
- Any other substantive support where deemed appropriate.

Following are references that potential bidders may find useful:

- CECODES-VFF & UNDP (2010). Report on Pilot Project “Towards a Public Administration Performance Index at the Provincial Level in Viet Nam. Hanoi: January 2010. Available at www.papi.vn
- CECODES-VFF & UNDP (2011). The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) in 2010: Measuring demand side of governance and public administration in Viet Nam. Hanoi, January 2011. Available at www.papi.vn
- CECODES-VFF & UNDP (2012). The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) in 2011: Measuring demand side of governance and public administration in Viet Nam. Hanoi, February 2011. Available at www.papi.vn
- UNDP (2012). [UN-EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam](#). Version 2012.

8. PROVISION OF MONITORING AND PROGRESS CONTROLS

- Upon signing of the contract, each contractor shall work closely with the UNDP Policy Advisor on PAR and Anti Corruption to discuss and agree on the task requirements, working methodology;
- The UNDP Policy Advisor and the relevant stake holders review and comment on the contractor’s required outputs/reports in the TOR;
- The contractor reviews the comments and submits the revised outputs/ reports for further review and comments;
- The UNDP Policy Advisor shall monitor every stage of deployment of the research work and shall evaluate the deliverables of each phase as described in Section 3 of this TOR.
- UNDP shall disburse instalments to the contractor against the payment milestones for each phase of the research. Each payment shall be made upon UNDP’s satisfaction with the deliverables. The final instalment shall be made to contractor only when UNDP is fully satisfied with the final deliverable of this assignment.

PROPOSAL SUBMISSION FORM

Name of research theme:

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (*please provide the name of the research theme*) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the deadline for proposal submission indicated in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month of year

Signature

Signature

Name:

Name:

Title:.....
(authorized officer of the bidding institution)

Title:
(Principal/lead researcher)

Duly authorised to sign Proposal for and on behalf of.....
(please attach copy of document(s) certifying legal status of your company/institution)

PRICE SCHEDULE

The Contractor is asked to prepare the Price Schedule as a separate envelope (or pdf document if submitting electronically) from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

All related applicable taxes are included in the offered prices.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Price Schedule: Please strictly refer to Section 6 of the TOR for guidance to develop the accepted price schedule					
	Remuneration	Quantity	Daily fee (VND)	Number of work day	Total
	Core				
1	Principal/Lead Researcher	1			
2	Secondary Researcher/Research Assistant	1			
3	Institutional Administrative Costs (including logistic and administrative support for the team to deliver the out puts of the TOR)				
	Non-core				
	Travel costs (if any)				
1	Airfares/bus fares				
2	Daily subsistence allowances (DSA) for principal researcher				
	Total				

SUBMISSION CHECK-LIST

In their proposals, bidders should submit all but not limited to the following documents:

No.	Document	Yes/No
	Technical proposal:	
1	Proposal submission (Annex III)	
2	Business registration/documents	
3	Documents/information demonstrating bidders' expertise and capacity (Ref: Form 1 - Technical evaluation criteria)	
4	Proposed approach, methodology, work plan and quality control corresponding to the TOR (addressing the criteria in Form 2 – Technical evaluation criteria)	
5	Signed CVs of core team members with related certificates (Ref: Form 3 – Technical Evaluation criteria).	
4	Letter of agreement signed and stamped by all parties (in case of consortium)- (Ref: Point 2, page 1 of the RFP)	
5	Reference publications/writing sample – (Ref: Section 4 of the TOR)	
	Financial proposal	
1	Financial schedule with cost break-down	