



Empowered lives.  
Resilient nations.

## REQUEST FOR PROPOSAL (RFP)

Date: 31 October 2012

Dear Sir/Madam,

**Subject: RFP for the provision of Training course on macroeconomic policy and labour and employment**

1. Your organisation/company is requested to submit in English a proposal for consultancy service to conduct a Training course on macroeconomic policy and labour and employment as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
  - i. Instructions to Offerors (Annex I)
  - ii. Terms of Reference (TOR) (Annex II)
  - iii. Price Schedule (Annex III)
  - iv. General Conditions of Contract:  
[http://www.undp.org.vn/digitalAssets/27/27305\\_General\\_Terms\\_and\\_Conditions\\_for\\_Professional\\_Services.pdf](http://www.undp.org.vn/digitalAssets/27/27305_General_Terms_and_Conditions_for_Professional_Services.pdf)
3. Your offer comprising of technical proposal and financial proposal, in separate PDF files , should be sent to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) **no later than 17.00 hours, 12 November 2012** (Hanoi Time)
4. 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.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,

[Name of Firm and address]

## Instructions to Offerors

### A. INTRODUCTION

1. General Purpose of RFP 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 two weeks 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 [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) confirming their participation in this bidding.

Offerors are responsible for checking the UNDP website ([www.undp.org.vn](http://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. 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) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (b) Price schedule, completed in accordance with clauses 8 and 9;

**8. Proposal form**

The Offeror shall structure the operational and technical part of its Proposal as follows:

**(a) Management plan**

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror’s present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

**(b) Resource plan**

This should fully explain the Offeror’s resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror’s current capabilities/facilities and any plans for their expansion.

Team Composition and Task Assignments: Here you should propose the structure and composition of your team. You should list the main disciplines of the assignment and the key expert responsible, using the format given below:

<i>Name of staff member</i>	<i>Area of expertise</i>	<i>Position assigned</i>	<i>Tasks assigned</i>

Signed Curriculum Vitae (CV) for proposed professional staff. Provide CVs for staff assigned in a uniform format (maximum 4 pages per staff member).

It is required that the proposed staff confirms in their CVs that they are not tendering for the same contract in any other form including their involvement in tendering preparation.

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

**9. Proposal prices**

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

**10. Proposal currencies**

For local bidders: All prices shall be quoted in Vietnam Dong (Otherwise, prices shall be converted to Vietnam Dong at UN Exchange Rate at the submission deadline.)

For international bidders: All prices shall be quoted in US dollars .

**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. 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 and payment schedules as indicated below:

- 20% of the total fees contract value after acceptance of the detailed training programme
- 40% of the total consultancy fees contract value after acceptance of the deliverables before the training
- 40% of the total consultancy fees contract value after satisfactory acceptance of the outputs after the delivery of the course

#### **D. SUBMISSION OF PROPOSALS**

##### **13. Sealing and marking of proposals**

The Offeror shall send the Proposal in PDF files to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) marked with – “RFP: Training course on macroeconomic policy and labour and employment .”

##### **14. 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 – 12 November 2012.**

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.

##### **15. 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.

##### **16. 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**

##### **17. 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.

##### **18. 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.

##### **19. 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, 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.

**20. Evaluation and comparison of proposals**

A two-stage procedure is utilised 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 70% 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).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation will be compared. The contractor will be awarded to the Contractor offering the lowest price.

**Technical Evaluation Criteria**

<i>Summary of Technical Proposal Evaluation Forms</i>		<i>Score Weight</i>	<i>Points Obtainable</i>
1.	Expertise of Firm / Organisation submitting Proposal	15%	150
2.	Proposed Work Plan and Approach: <ul style="list-style-type: none"> <li>• Understanding of the assignment (100 pts)</li> <li>• Adequacy of the proposed approach, methodology and workplan responding to the ToR (250 pts)</li> </ul>	35%	350
3.	Personnel	50%	500
<b>Total</b>			<b>1000</b>

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 of Firm / Organisation Submitting Proposal
- Form 2: Proposed Work Plan and Approach
- Form 3: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

<b>Technical Proposal Evaluation - Form 1 - Expertise of firm / organisation submitting proposal</b>		<b>Points obtainable</b>
1.1	Previous long-term and progressive experience of conducting similar assignments (short	40

	economics training course).	
1.2	Organisational Capability which is likely to affect implementation	30
1.3	Reputation of organisation (Competence / Reliability/ Timeliness/Quality) (Recognised capable in the field of economic training and research)	40
1.4	Quality assurance procedures, human resource commitment, warranty, timeliness	20
1.5	Good track record of experience in economic research/training and study in Vietnam and/or other developing countries.	20
<b>Sub-total:</b>		<b>150</b>

<b>Technical Proposal Evaluation-Form 2- Proposed Work Plan and Approach</b>		<b>Points Obtainable</b>
	<b><i>Understanding of the assignment</i></b>	
2.1	To what extent does the organisation understand the tasks and expected deliverables/outcome of the assignment?	40
2.2	Does the organisation have a sound grasp/knowledge of the scope and limitation of the assignment in relation to the TOR	40
2.3	Does the proposal provide good comments on the TOR to make the report more practical and useful?	20
	<b><i>Adequacy of the proposed approach, methodology and workplan responding to the ToR</i></b>	
3.1	Does the suggested work plan sufficiently address the key tasks/responsibilities expressed in the TOR?	80
3.2	Is the suggested methodology for the assignment sufficient to address the needs/demands of the TOR?	80
3.3	Does the proposal commit adequate human and logistical resources to ensure high-quality and timely delivery of training?	40
3.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient delivery of the training course?	50
<b>Sub-total:</b>		<b>350</b>

<b>Technical Proposal Evaluation - Form 3 - Personnel</b>		<b>Points Obtainable</b>
	<b><i>Consultants/Lecturers</i></b>	
<b>4.1</b>	<b>Team leader/lead trainer</b>	<b>Sub total 250</b>
4.1.1	General Qualification (Master degree or equivalent in economics or related fields with at least 8 years of professional experience in economic teaching/research/consultation; PhD desirable)	60
4.1.2	Have internationally and/or nationally recognised publications on economics or related fields (on economics policy and labor and employment is an asset)	20
4.1.3	Demonstrated expertise and experience on economic policy consultations on labor and employment. and delivering similar short course in economics (working experience with Vietnam's government and/or UNDP Vietnam is an advantage)	60
4.1.4	Demonstrated expertise and experience in delivering similar short course in macroeconomics policies and labor and employment (Previous working experience of delivering short economics course with Vietnam's government and/or UNDP Vietnam is an advantage)	60
4.1.5	Experience in leading a team to deliver a training course on economics or related fields	20
4.1.6	Demonstrable, excellent data collection, analysis and report writing and presentation skills (supported by reports/publications if any)	20

4.1.7	Good command of written in Vietnamese and/or English (supported by reports/publications if any)	10
<b>4.2</b>	<b>Technical team members/trainers</b>	<b>Sub total 200</b>
4.2.1	General Qualification (Master degree or equivalent in economics or related fields with at least 05 years of professional experience in economic teaching/research/consultation, PhD desirable)	50
4.2.2	Have internationally and/or nationally recognised publications on economics or related fields.	20
4.2.3	Previous working experience on economic policy consultations on labor and employment. and delivering similar short course in economics (working experience with Vietnam's government and/or UNDP Vietnam is an advantage)	50
4.2.4	Previous working experience in delivering similar short course in macroeconomics policies and labor and employment (Previous working experience of delivering short economics course with Vietnam's government and/or UNDP Vietnam is an advantage)	50
4.2.5	Demonstrable, excellent data collection, analysis and report writing and presentation skills (supported by reports/publications if any)	20
4.2.6	Good command of written in Vietnamese and/or English (supported by reports/publications if any)	10
<b>4.3</b>	<b>Logistics/support staff.</b>	<b>Sub total 50</b>
4.3.1	General Qualification (Bachelor degree or equivalent in management or administration or related fields)	20
4.3.2	Demonstrated experience on event managing/supporting; previous working experience in organizing similar short training course (Previous working experience with Vietnam's government and/or UNDP Vietnam is an advantage)	20
4.3.3	Good command of written in Vietnamese and/or English	10
	<b>Sub-total:</b>	<b>500</b>

## **F. AWARD OF CONTRACT**

### **21. 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 organisation and activity concerned.

### **22. 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.



### 23. 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.

### 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>.**

## Annex II



### ECONOMIC COMMITTEE OF THE NATIONAL ASSEMBLY



Empowered lives.  
Resilient nations.

UNDP

### PROJECT

### Support for Enhancing Capacity in Advising, Examining and Overseeing Macroeconomic Policies

---

PROJECT NUMBER 00059714

Date: October 31, 2012

NATIONAL DESIGNATED INSTITUTION (DI): Economic Committee of the National Assembly

IMPLEMENTING AGENCY: *Economic Committee of the National Assembly*

### TERMS OF REFERENCE

#### Training Course on Macroeconomic Policy and Labour and Employment

<b>ASSIGNMENT TITLE</b>	Training course on macroeconomic policy and labour and employment
<b>DURATION</b>	3 days, in December, 2012 – January, 2013
<b>SUPERVISION</b>	The institute/firm will cooperate closely with project staff, UNDP staff, and report directly to National Project Director

#### I. BACKGROUND

The UNDP-supported project: “Support for enhancing capacity in advising, examining, and overseeing macroeconomic policies” being implemented by the Economic Committee of National Assembly aims at strengthening capacity of its beneficiary agencies (Economic Committee of National Assembly, Party’s Central Office, Office of the Government, National Financial Supervision Committee, Office of President, Vietnam Academy of Social Sciences) for macro-economic policy advising, examination, and oversight to ensure sound and pro-poor macroeconomic policies. Within this overall objective and among other expected results, the project aims at helping its beneficiaries agencies in addressing the issues of professional staffs in the project’s beneficiaries having (i) limited

ability to define timely and clearly policy questions/demands for policy research and advices and (ii) limited ability to translate policy research results into sound ‘policy options’/advices and communicate such to the top leaderships.

Labour and employment/unemployment are among key macroeconomic variables. Macroeconomic policies could have dramatic impacts on domestic labour market in terms of employment, income. In return, labour structures and dynamics as well as employment characteristics are key considerations for the Government to formulate and implement the macroeconomic policies, which, in line with the Viet Nam’s socio-economic development plans and strategy, aim at ensuring not only the fast and stable economic growth but also generation of productive employment/decent jobs for all Vietnamese women and men.

In Vietnam, the improvement of the market economy institutions (including labour market) and quality of the labour force (human resources development) are identified as the strategic “breakthroughs” in the SEDS. In the recent years, from 2008, as the economy has been facing macroeconomic uncertainties/instabilities, the Government has continuously adjusted its macroeconomic policies. As a result, the macro-economic instability and policy adjustments have impacted visibly labour structure, unemployment/under-employment, workers’ income, labour mobility and so on, on one hand; and on the other hand the changes in labour/employment have been posing challenges for the Government to design both short and medium/long terms macroeconomic policies.

Given very close relation and mutual relationships between macroeconomic policy design/implementation and labour/employment policy and outcomes, the project beneficiary agencies expressed the needs for improving (i) the knowledge and understanding of their professional staff on the topics of macroeconomic policy and labor/employment as well as (ii) skills necessary for identifying clearly policy questions/demands for policy research and advices and translating policy research results into sound ‘policy options’/advices and communicate such to the top leaderships on the topics of macroeconomic policy design/implementation and labour/employment policy and outcomes. The project is therefore seeking an international/national technical assistance to design and deliver a training course on macroeconomic policy and labour and employment.

This training course falls under the Output 3: *“Capacity of involved policy advising, examination, and oversight agencies and research institutes is strengthened for the former to better understand and use research results and the later to better conduct and communicate research work”*.

## **II. DESCRIPTION OF THE TRAINING COURSE**

### **1. Specific objectives**

The overall objective of this assignment is to support strengthening capacity for macroeconomic management and oversight through provision of training on macroeconomic policy and labour and employment. The course aims at helping project beneficiaries’ professional staffs to obtain: i) an overview of the labor and employment situation in Vietnam (in terms of labour structure, quality of the labour force, labour mobilities, issues/bottlenecks in labour market – as defined in the SEDS, employment/unemployment and wage/labor income issues, etc.), ii) understanding of the mutual relations between macroeconomic policy design/implementation and problems in

employment/unemployment and labour income/labour structure and quality of the labour force and labour market issues, and iii) tools for taking the topics of labour market, employment and labour characteristics into advising, examining, and overseeing design and implementation of macroeconomic policies for inclusive, equitable and sustainable development.

## **2. Scope of work**

After being selected, the service provider must work closely with the Project Management Board, the project's beneficiaries and UNDP to adjust/develop a detailed workplan and detailed contents table of the training course in accordance with actual need of the beneficiaries.

The training course should include (but not limited to) the following topics:

- The macroeconomics/theories of labour market (including the interdependence among labour market, goods market, money market, and foreign trade market and its impacts on employment/unemployment and income) and the theoretical impacts of macroeconomic policies (including monetary and exchange rate policies, fiscal policy, trade policy and industrial development policy) on employment/unemployment and labor income.
- Overview of the labour situation in Vietnam in terms of employment/unemployment, labor force structure (by industries, by formal/informal sectors, by ownership structure,...) and quality, participation rates, labor mobilities, and labor income including job/employment-related social securities, and issues/bottlenecks in labour market in Viet Nam, etc.
- Overview of updates/changes in macroeconomic policies in Vietnam since 2007 and examination of their impacts on changes in employment/unemployment and labor income during the period.
- Examination of current challenges in labour structure/quality, employment/under employment (such as unemployment rates, working ages, labor structure,...) and labor wage/income (including social securities as an automatic macroeconomic stabilizer) and their effects on macroeconomic policy design in some next years.
- Policy tools/recommendations for taking the topics of labour market, employment and labour characteristics into advising, examining, and overseeing design and implementation of macroeconomic policies for inclusive, equitable and sustainable development. The course should also provide successful evidence-based examples in macroeconomic policy/management and addressing labor/employment and labor market issues from other countries.

## **3. Target group**

Mid-career officials from beneficiary agencies such as National Assembly, Government Office, Office of Central Party, National Financial Supervision Committee and President Office.

## **4. Specific tasks**

- Before the training course, the service provider may implement a quick training need assessment of the target group based on the above-defined scope of work to understand more the requirement of the would-be trainees.
- Design a training manual/materials which fit the training needs/requirements of the target group as well as the scope of work. This training manual/materials should be: i) popular and user-friendly with clear definition on concepts, and user-friendly; ii) clearly structured based on smart criteria; iii) practical (i.e. providing examples in reality to the trainees).
- Design the structure of each module which should include, among others, the following contents:
  - Topics and purposes of module
  - Main knowledge and skills learnt from module
  - Best and bad practices or examples in reality at the end of each module
  - Practical exercises for each module
  - Consolidate test at the end of the course.
  - Survey questions to assess the course.
- Act as trainers in the training course;
- Provide assessment report of the training course and specific recommendations to improve the quality of the next courses.

## **5. Participant number and profile**

It is estimated that there will be 30 participants. All participants are required to have intermediate degree in economics or equivalent experience.

## **6. Language**

Vietnamese and/or English with interpretation into Vietnamese (when trainers are international)

## **7. Training methodology**

The course should be structured to ensure that plenary sessions delivering theory and content are appropriately alternated with plenary and/or group discussion, question and reflection time. Theories should be illustrated with real examples wherever possible. A mixture of appropriate learning materials including multimedia and combination of presentations and exercises, group work/discussions should be used to illustrate points effectively and maintain interest. In addition, the trainers should recommend reading materials for the trainees after the courses.

## **8. Timing and Venue**

The training will be organized in 3 days, in December, 2012 - January, 2013. Venue is in Hanoi.

### **III. FINAL PRODUCT**

- Assessment of training needs of the target group and a training manual that fits the training needs - four weeks before the training.
- Updated detailed programme following any inputs from PMU - four weeks before the training
- Deliverables before the training will include the final detailed training programme, reading lists and pre-course reading material including a glossary of key terms for distribution to participants – three weeks before the training
- Delivery of the course including trainers profile, all learning materials and course certificates for each participant, feedback forms for each participant and venue – during 3 days of training
- An assessment report within 3 weeks of the course including:
  - Assessment of overall success against objectives based on participants' feedback
  - Suggestions for future courses (content, structure, participants, etc)

At the end of this course, the participants would be able to:

- Understand fundamental theories of relations of macroeconomic policy and labour/employment and labour market;
- Understand the mutual relations between macroeconomic policy design/implementation and labour market in Vietnam
- Obtain the skills to identify those relations for jobs of advising, examining and overseeing macroeconomic policies

### **IV. QUALIFICATIONS AND EXPERIENCE OF TRAINERS**

#### ***Requirements for the contractor***

- At least 10 years of experience and expertise in doing research/survey/training in economics.
- Have published nationally recognised publication on economics or related fields.
- Commit adequate human and logistical resources to ensure high-quality and timely delivery of the outputs.
- Good reputation on the timeliness and quality of products.
- Previous experience in working with NA agencies or other Government's agencies or UNDP.

The training consultation group and/or trainers should have the following qualifications:

#### ***Essential qualifications for trainers:***

- Team members/trainers must have postgraduate degree in Economics or related fields (PhD desirable).

- Trainers must have at least 5 years of economic training and/or policy consultation/research experience with high-level of academic experience (publication in recognized international and national journals) and ideally also practitioner expertise in the subject on the macroeconomic policies and labor market.
- Previous profound working experience on delivering similar short course in economics in developing countries (at least 3 years), preferable with working experience with NA or other government agencies.
- Profound expertise and experience on economic policy research/ consultations/ training (preferable on macroeconomic policies and labor market and employment)
- Excellent data collection, analysis and report writing and presentation skills (supported by reports/publications if any)

**Desirable qualifications:**

- Ideally one lead International trainer with inputs from Vietnamese trainers and/or guest speakers, or vice versa.
- Understanding of economic context in Viet Nam and the region including key economic issues related to growth and developments models, economic reform, and upcoming challenges.
- Profound understanding of Vietnamese economic and political systems, and the current state of Vietnam's macroeconomic policies and issues in labor market and employment.

**V. PROVISION OF MONITORING AND PROGRESS CONTROL**

The Project Management Board, the direct beneficiaries and UNDP will work closely with the contractors to ensure the quality of the deliverables and final outputs. The Contractors must closely report to the Project and beneficiaries on the implementation of the training course and the deliverables.

Quality control from the Project and beneficiaries of the detailed training programme and the expected deliverables. UNDP, the beneficiaries and the Project will revise and approve all the material and programme for the training.

**VI. ADMIN SUPPORT AND REFERENCE DOCUMENTS**

UNDP and the Project will provide necessary reference documents based on the actual need of the contractors and the supplying capability of UNDP and the Project.

In case the training is delivered in English, the project will provide interpretation depending on the need of the audience. The Project will organize the training, including finding training venue, arrange transportation for participants and other logistic support. All cost for the training course including training venue, training materials, transportation, administrative cost, translation cost, accommodation for trainees etc will be born by the project.

## **VIII. PAYMENT TERMS**

Contract value shall be paid as the payment schedules indicated below:

- 20% of the total contract value after acceptance of the detailed training programme
- 40% of the total contract value after acceptance of the deliverables before the training
- 40% of the total contract value after satisfactory acceptance of the outputs after the delivery of the course

## **IX. COPYRIGHT**

All intellectual property and proprietary rights, including rights to documents and any other materials produced during this assignment will become the sole property of the Government and UNDP, who will have the sole right to publish the same in whole or in part and adapt and use them as may seem desirable, and to authorize all translations and quotations from them. The institute/firm may not publish or use any of this material without prior permission of the Government (as represented by the Implementing Agency) and UNDP.



### PRICE SCHEDULE

The Offerer is asked to prepare the Price Schedule as a separate pdf file from the rest of the RFP response as indicated in Section D paragraph 13 of the Instruction to Offerors.

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

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.

All related applicable taxes are included in the offered prices.

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.

Description of Activity/Item		Number of Staff	Rate	Amount
<b>1.</b>	<b>Remuneration</b>			
1.1	Services in Home office			
1.2	Services in Field			
<b>2.</b>	<b>Out of Pocket Expenses</b>			
2.1	Travel			
2.2	Per Diem Allowances			
2.3	Communications			
2.4	Reproduction and Reports			
2.5	Equipment and other items			
<b>TOTAL:</b>				