



REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations in Vietnam

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Designing and implementing spot-check mechanisms for PAPI Survey**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Sunday, July 20, 2014** and via email, courier mail or fax to the address below:

United Nations Development Programme Viet Nam
72 Ly Thuong Kiet Street, Hanoi, Viet Nam
Procurement Unit
Email: procurement.vn@undp.org

(Maximum size per email: 7 MB. Bidders can split proposal into several emails if the file size is large)

Technical and Financial Proposals are to be submitted in separate envelop/email.

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or

Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. 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>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
7/11/2014

Description of Requirements

| | |
|---|--|
| Context of the Requirement | Please see information in the TOR |
| Implementing Partner of UNDP | Please see information in the TOR |
| Brief Description of the Required Services | Designing and implementing spot-check mechanisms for PAPI Survey |
| List and Description of Expected Outputs to be Delivered | Please see information in the TOR |
| Person to Supervise the Work/Performance of the Service Provider | Policy Advisor Team |
| Frequency of Reporting | Please refer to the TOR |
| Progress Reporting Requirements | Please refer to the TOR |
| Location of work | <input type="checkbox"/> Exact Address: Green One UN House – 304 Kim Ma Street, Ba Dinh District, Hanoi <input checked="" type="checkbox"/> At Contractor's Location and provinces |
| Expected duration of work | July 2014 to 28 February 2015 |
| Target start date | July 2014 |
| Latest completion date | 28 February 2015 |
| Travels Expected | Please refer to the TOR |
| Special Security Requirements | Not applicable |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i> |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Currency of Proposal | <input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) |
| Value Added Tax on Price Proposal | <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any |

| | |
|---|--|
| | modification whatsoever on the Proposal. |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted |
| Payment Terms | <p>As indicated in Point 7 of the TOR.</p> <p>Condition for Payment Release:</p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p> |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | UNDP Policy Advisor Team |
| Type of Contract to be Signed | <input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract or <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement: Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance of the Contractors <input type="checkbox"/> Other Type of Contract |
| Criteria for Contract Award | <input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | <p>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</p> <p>Weight of technical and financial point:</p> <p><u>Technical Proposal (70%)</u></p> <p><u>Financial Proposal (30%)</u></p> <p>Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>See detailed evaluation criteria in the below table.</p> |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One bidder |

| | |
|--|--|
| Annexes to this RFP | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) ¹ <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Institutional contract for service & Contract for Professional services (Annex 5) <input type="checkbox"/> Long Term Agreement (Annex 6) |
| Contact Person for Inquiries (Written inquiries only) ² | <p>Ms. Nguyen Thi Hoang Yen Procurement Associate, UNDP Vietnam Email: nguyen.thi.hoang.yen@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
| Other information | |

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION CRITERIA:

| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
|--|--|--------------|-------------------|
| 1. | Expertise of Firm / Organisation submitting Proposal | 30% | 300 |
| 2. | Proposed Work Plan and Approach | 50% | 500 |
| 3. | Personnel | 20% | 200 |
| Total | | | 1000 |

| Technical Proposal Evaluation Form 1 | | Points obtainable | Company / Other Entity | | | | |
|--|--|-------------------|------------------------|---|---|---|---|
| | | | A | B | C | D | E |
| Expertise of firm / organisation submitting proposal | | | | | | | |
| 1.1 | Reputation of Organisation and Staff (Competence / Reliability) | 50 | | | | | |
| 1.2 | Litigation and Arbitration history | 20 | | | | | |
| 1.3 | General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls) | 40 | | | | | |
| 1.4 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills. | 20 | | | | | |
| 1.5 | Quality assurance procedures, warranty | 30 | | | | | |
| 1.6 | Relevance of: - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work with UNDP/ major multilateral/ or bilateral programmes | 140 | | | | | |
| | | 300 | | | | | |

| Technical Proposal Evaluation Form 2 | | Points Obtainable | Company / Other Entity | | | | |
|--------------------------------------|--|-------------------|------------------------|---|---|---|---|
| | | | A | B | C | D | E |
| Proposed Approach | | | | | | | |
| 2.1 | To what degree does the Offeror understand | 50 | | | | | |

| | | | | | | | |
|-----|---|-----|--|--|--|--|--|
| | the task? | | | | | | |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | 100 | | | | | |
| 2.3 | Is the proposed approach appropriate for the task? | 150 | | | | | |
| 2.4 | Is the scope of task well defined and does it correspond to the TOR? | 100 | | | | | |
| 2.5 | Is the presentation clear and is the sequence of activities logical, realistic and promise efficient implementation to the project? | 100 | | | | | |
| | | 500 | | | | | |

| Technical Proposal Evaluation Form 3 | | | Points Obtainable | Company / Other Entity | | | | |
|---|--|-----------|----------------------|------------------------|---|---|---|---|
| | | | | A | B | C | D | E |
| | | | | | | | | |
| 3.1 | Project Lead | | 90 | | | | | |
| | | Sub-Score | | | | | | |
| | - At least 10 years of relevant experience | 20 | | | | | | |
| | - Postgraduate degrees in social sciences, economics, political sciences, public administration or related fields; | 20 | | | | | | |
| | - Proven experiences in management of large-scale empirical research projects | 20 | | | | | | |
| | - Proven Knowledge of Quantitative, Econometric Methodology | 20 | | | | | | |
| | - Proven report writing skills | 10 | | | | | | |
| | | 90 | | | | | | |
| | | | | | | | | |
| 3.2 | Senior Researcher | | 70 | | | | | |
| | | Sub-Score | | | | | | |
| | - At least 10 years of relevant experience | 15 | | | | | | |
| | - Postgraduate degrees in social sciences, economics, political sciences, public administration or related fields; | 15 | | | | | | |
| | - Having experience in quantitative methodology and quantitative analysis | 15 | | | | | | |
| | - Experience in using software for data analysis | 15 | | | | | | |
| | - Proven report writing skills | 10 | | | | | | |
| | | 70 | | | | | | |

| | | | | | | | | |
|-----|--|-----------|-----|--|--|--|--|--|
| | | | | | | | | |
| 3.3 | Mid-level Researchers | | 40 | | | | | |
| | | Sub-Score | | | | | | |
| | - At least 5 years of relevant experience, with post graduate level in social sciences | 10 | | | | | | |
| | - Proven competence in using statistics software for data analysis | 15 | | | | | | |
| | - Proven experience in field survey controlling and management | 15 | | | | | | |
| | | | | | | | | |
| | Total Part 3 | | 200 | | | | | |
| | | | | | | | | |
| | TOTAL | | | | | | | |

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

Important Notes: Please refer to the detailed evaluation criteria in the above table for proving appropriate information and supporting documents to demonstrate the bidders' capacity

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

The Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

*[Name and Signature of the Service Provider's Authorized
Person][Designation]
[Date]*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

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

Any estimates for cost-reimbursable items should be listed separately.

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

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

| | Deliverables <i>[list them as referred to in the RFP]</i> | Percentage of Total Price <i>(Weight for payment)</i> | Price <i>(Lump Sum, All Inclusive)</i> |
|---|---|---|--|
| 1 | Deliverable 1 | | |
| 2 | Deliverable 2 | | |
| 3 | | | |
| | Total | 100% | |

B. Cost Breakdown by Cost Component *[This is only an Example]:*

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|-----------------------------------|--------------------------------------|-----------------------------------|-------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Services from Home Office | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 2. Services from Field Offices | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 3. Services from Overseas | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| II. Out of Pocket Expenses | | | | |
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

| | | | | |
|---------------------------------|--|--|--|--|
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs | | | | |

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note: Bidders are required to review carefully this checklist before submission to ensure complete submission

| Item | Documents | To be completed by bidders | | |
|----------|--|----------------------------|-----------------|---------|
| | | Doc submitted Y/N | Number of pages | Remarks |
| A | Fully filled Technical proposal (Following template in Annex 2-a) including: | | | |
| 1 | Company profile – describing the nature of business, field of expertise, licenses, certifications, accreditations | | | |
| 2 | Business Licenses | | | |
| 3 | Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, contact references | | | |
| 4 | Quality control systems to ensure quality of the required service | | | |
| 5 | Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | | | |
| 6 | Proposed methodology | | | |
| 7 | CVs of key personnels | | | |
| B | Dully signed Price Schedule (following template in Annex 2-b) | | | |
| C | This duly filled, checked, certified submission checklist to be attached to the submission | | | |

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

TERMS OF REFERENCE

| | |
|---------------------------|--|
| Service | Designing and implementing spot-check mechanisms for PAPI Survey |
| Duty station: | Hanoi and provinces |
| Expected Duration: | The Service Contractor is expected to provide specified services from July 2014 to 28 February 2015 |
| Supervision: | <p>The successful Individual Contractor 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.</p> <p>The successful Individual Contractor will report directly to UNDP Vietnam.</p> |

1. BACKGROUND

Since 2009, the United Nations Development Programme, in collaboration with the Viet Nam Fatherland Front and the Centre for Community Support and Development Studies, has developed the Vietnam Provincial Governance and Public Administration Performance Index (PAPI) for Viet Nam. PAPI is aimed to gauge the perception and experiences of non-state actors, in particular of citizens regarding local governance and public administration performance at the provincial level. The initiative was piloted in three provinces in 2009 and then expanded for larger pilot in 30 selected provinces in 2010. With the success of the pilots, PAPI was for the first time replicated and scaled up to all 63 provinces in 2011 in Viet Nam to be the first ever mass survey on citizens. The significant on-going and potential impact of PAPI in Viet Nam has helped UNDP secure funding from the Swiss Development Cooperation Agency (SDC) for the tool to be continued until 2014, with possible extension to 2016.

PAPI aims at hearing the voice of citizens from different demographic backgrounds that remains weak in policy making, policy implementation and implementation monitoring. PAPI also means an effective and peculiar tool for citizens to engage in overseeing the performance of the state apparatus and public administration system at the provincial level. Ultimately, the provinces and cities will be provided with a powerful tool to advance the process of empowering the society, to enhance local governance and to support national efforts in keeping the public administration system and local governments accountable to citizens and the society at large.

PAPI is regarded as having unique approach in that it measures levels of performance in governance and public administration at the provincial level from the experience and perspective of citizens, who are considered as end-users of the state apparatus and public services. To capture the best results, PAPI has implemented different quality control measures as it stresses the huge importance quality control of data collection processes. However, there has not yet been an independent spot-check or compliance monitoring tool in place to review field survey and data collection processes.

To facilitate independent spot-checks of PAPI data collection processes in 2014, UNDP Viet Nam is calling for expression of interests from Vietnamese Non-government Organisations (NGOs) or national consultancy firms that can provide the service with objectives, expected outputs, scope of activities, methodology, and specific substantive and other requirements as set forth hereunder this TOR to join the bid.

2. OBJECTIVES

To ensure and improve the integrity of the national PAPI surveys.

In particular, the assignment aims

- to design an optimal spot-check mechanism for quality control of data collection for PAPI
- to conduct spot-checks for PAPI 2014 data collection processes using the select spot-check mechanism;
- to experiment a new approach to extensive field surveys for alternatives to quality control mechanisms for PAPI
- to write up with a research paper on the applied method/approach using PAPI field survey as an experiment

3. EXPECTED OUTPUTS

The successful Local Service Contract, according to the following terms of reference, and under the coordination of UNDP's Policy Advisor on Public Administration Reform (PAR) and Anti-Corruption (AC) shall deliver the products described below:

- A detailed memo on methods and approaches to spot-check monitoring of PAPI field surveys approved by UNDP for rolling out
- Field reports upon each spot-check mission submitted to UNDP
- Final report consolidating field reports, with proposed alternative survey administration approaches for quality control of next rounds of PAPI field surveys
- A research paper on the findings of the suggested survey administration for submission to a quantitative methodology journal.

UNDP's Policy Advisor on PAR and AC shall be responsible for quality control of each output. Therefore, the Contractor shall be held accountable to the Policy Advisor on the developments of the research and the outputs as well as request for advice and inputs where deemed appropriate.

4. APPROACHES TO THE ASSIGNMENT

The national consultancy firm or local NGO based in Viet Nam is expected to come up with appropriate methodology to carry out the assignment and to select provinces for spot-checks, as well as a set of concrete indicators and approaches to spot-checking of PAPI data collection processes.

In this assignment, the Contractor, with its team of qualified experts/researchers, will have to generate primary information from spot-check missions, and to develop and present in-depth analysis based on compilation and processing of both primary and secondary sources. The Contractor shall identify sources of all kind of information, and cite them properly in written outputs and research papers.

In addition to the core team of from senior to mid-level experts that will be responsible for the outputs mentioned in Section 3 above, the Contractor will need to ensure sufficient and capable human resources to carry out fieldwork spot-check missions.

The successful national consultancy firm or NGO shall be accountable to their outputs and products. UNDP shall have copy rights to all the outputs and products of this assignment.

5. EXPECTED QUALIFICATION FOR RESEARCH TEAM

Interested local national consultancy firms or NGOs shall suggest the composition of the research team to ensure sufficient personnel and competencies to carry out and control the quality of the research project. Following is the indicative requirement for human resources:

| Human Resources | No. of Persons | Technical Requirements |
|-----------------------|----------------|--|
| Project Lead | 1 | <ul style="list-style-type: none"> - At least 10 years of relevant experience, - Postgraduate degrees in social sciences, economics, political sciences, public administration or related fields; - Holding management tasks; - Proven experiences in management of large-scale empirical research projects - Proven report writing skills |
| Senior Researcher | 1 | <ul style="list-style-type: none"> - At least 10 years of relevant experience, - Postgraduate degrees in social sciences, economics, political sciences, public administration or related fields; - Having experience in quantitative methodology and quantitative analysis - Experience in using software for data analysis - Proven report writing skills |
| Mid level Researchers | 2 | <ul style="list-style-type: none"> - At least 5 years of relevant experience, with post graduate level in social sciences - Proven competence in using statistics software for data analysis - Proven experience in field survey controlling and management |

6. TIMING, DURATION AND LOCATION

The successful Local Service Contractor is expected to provide specified services from July 2014 to 28 February 2015 with possible adjustment to the deadlines upon discussion with UNDP person in charge. The duty station for this assignment will be Hanoi and select provinces.

7. CONTRACT PAYMENT

UNDP Viet Nam shall effect payments to the successful Individual Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 3 above.

Two payments shall be made during the course of the contract:

| Outputs | % of Installment | Indicative Dates of delivery |
|--|--|------------------------------|
| 1. A detailed memo on methods and approaches to spot-check monitoring of PAPI field surveys approved by UNDP for rolling out | 50% of contract value upon completion of the first and second output | 1 August 2014 |
| 2. Field reports upon each spot-check mission submitted to UNDP | | |
| 3. Final report consolidating field reports, with proposed alternative survey administration approaches for quality control of next rounds of PAPI field surveys | 50% of contract value upon completion of the third and forth output | 28 February 2015 |
| 4. A research paper on the findings of the suggested survey administration for submission to a quantitative methodology journal. | | |

8. 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-CRT & UNDP (2013). The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) in 2013: Measuring demand side of governance and public administration in Viet Nam. Hanoi, January 2014
- UNDP (2013). UN-EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam. Version 2013. Hanoi, 2013

9. PROVISION OF MONITORING AND PROGRESS CONTROLS

- Upon contract signing, the contractor has to 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 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 tasks and shall evaluate the deliverables as described in Section 3 of this TOR.
- UNDP shall make payments to the successful Contractor only when UNDP is fully satisfied with the final deliverables of this assignment.