



## REQUEST FOR PROPOSAL (RFP)

From national firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy Service to Engage Ethnic Minority Women Groups for contributing their views to the Country Report (Ref. 2-170801)**.

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, August 16, 2017** (Hanoi time) by the following methods:

<p><b><u>By email: For green environment, this is preferred submission method</u></b></p> <p>E-mail address for proposal submission: <a href="mailto:nguyen.thi.hoang.yen@undp.org">nguyen.thi.hoang.yen@undp.org</a></p> <p>Separate emails for technical and financial proposal.</p> <p>With subject: (Ref. 2-170801) RFP for Consultancy Service to Engage Ethnic Minority Women Groups for contributing their views to the Country Report (Email ... of ... emails)</p> <p>Maximum size per email: <b>7 MB</b>. Bidders can split proposal into several emails if the file size is large)</p>	<p><b><u>By hard copy: (within working hours only)</u></b></p> <p><b><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></b></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p>With envelop subject: (Ref. 2-170801) RFP for Consultancy Service to Engage Ethnic Minority Women Groups for contributing their views to the Country Report</p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none"><li>1. Ms. Nguyen Thi Hoang Yen, Procurement Associate Tel: +84-4-38500200</li><li>2. Ms. Tran Thi Hong, Head of Procurement Unit Tel: +84-4-38500144</li><li>3. Ms. Ngo Thi Bich Thuy, Administrative Associate Tel: +84-4-38500187</li></ol> <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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**Note:**

- *For both submission methods, please send separate email (without attachment) to [procurement.vn@undp.org](mailto:procurement.vn@undp.org) notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).*
- *UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.*

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](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*  
8/3/2017

### 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	National Institutional Consultancy Service to Engage Ethnic Minority Women Groups for contributing their views to the Country Report
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	UNDP and MPI (Sustainable Development Office)
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor's Location and provinces
Expected duration of work	21 Aug – 31 Dec 2017
Target start date	21 Aug 2017
Latest completion date	31 Dec 2017
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)  For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
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	<input checked="" type="checkbox"/> 120 days

<i>(Counting for the last day of submission of quotes)</i>	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	As indicated in the TOR.  Condition for Payment Release:  Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP and MPI (Sustainable Development Office)
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<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	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.  <b>Weight of technical and financial point:</b>  <b><u>Technical Proposal (70%)</u></b>  <b><u>Financial Proposal (30%)</u></b> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.  See detailed evaluation criteria in the below table.
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"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions</a> (Annex 4) <sup>1</sup> <input checked="" type="checkbox"/> <a href="#">Institutional contract for service</a> & <a href="#">Contract for Professional services</a>

<sup>1</sup> 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.

	(Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Ms. Nguyen Thi Hoang Yen Procurement Associate, UNDP Vietnam Email: <a href="mailto:nguyen.thi.hoang.yen@undp.org">nguyen.thi.hoang.yen@undp.org</a></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	

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<sup>2</sup> 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:

Technical Proposal Evaluation		Max. Points
<b>Form 1: Expertise and Capacity of Firm / Organization submitting proposal</b>		
1.1	Reputation of Organisation and Staff (Competence / Reliability)	30
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)	20
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.	10
1.5	Relevance of: <ul style="list-style-type: none"> <li>- Specialised Knowledge</li> <li>- Experience on Similar Programme / Projects</li> <li>- Experience on Projects in the Region</li> <li>- Work for UNDP/ major multilateral/ or bilateral programmes</li> </ul>	20
<b>Total (form 1)</b>		<b>100</b>
Technical Proposal Evaluation		Max. Points
<b>Form 2: Adequacy of the proposed approach, methodology and work -plan responding to the ToR</b>		
2.1	Understanding of the ToR	100
2.2	Soundness of the proposed technical solutions: method	300
2.3	Timeliness and allocation of recourses	100
2.4	Identification of challenges and propose solutions	100
2.5	Quality of the personnel	300
<b>Total (form 2)</b>		<b>900</b>
<b>TOTAL</b>		<b>1000</b>

## FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[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) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) 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.

**(Note:** Please refer to Form 1 – Evaluation criteria for providing 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

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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



that the proposed methodology will be appropriate to the local conditions and context of the work.

**(Note:** Please refer to Form 2 – Evaluation criteria for UNDP requirements when preparing this section)

**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

**(Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

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 PROPOSAL<sup>5</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)*

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\*

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

6. Others				
<b>III. Other Related Costs</b>				
<b>Applicable taxes</b>				

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 submitting proposal to ensure complete submission.
- Maximum email size: 07 MB/email. 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 by **16 August 2017** (Hanoi time).
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. company profile, company registration certificate, CVs of experts...			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

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

## TERMS OF REFERENCE

### Supporting Viet Nam's Voluntary National Review and preparation of the first SDG Country Report for HLPF 2018: Engaging Ethnic Minority Women Groups for contributing their views to the Country Report

<b>Title:</b>	<b>National Institutional Consultancy Service to Engage Ethnic Minority Women Groups for contributing their views to the Country Report.</b>
<b>Estimated Duration:</b>	From 21 Aug – 31 December 2017.
<b>Status:</b>	Institutional contract
<b>Duty Station:</b>	Ha Noi and travels to EM areas.

#### I. BACKGROUND

Following Viet Nam's active participation in shaping the 2030 Agenda at the global level, shortly after the 2030 Agenda and SDGs were adopted by the member States at the UN Sustainable Summit in September 2015, Viet Nam's National Assembly has issued a resolution requesting GOVN to prepare Viet Nam's SDG Action Plan.

With the support from UNDP mapping exercises on Viet Nam's development goals and targets as well as indicators against SDGs, targets and indicators have been conducted and gaps, including in indicators and availability of data for monitoring the indicators have been identified. During the process of preparing Viet Nam's SDG Action Plan, Viet Nam's SDGs, related targets (till 2030) and solutions (mainly drawn from existing national and sectoral strategies and plans) for achieving the targets have been identified. Options for refining indicators and solutions for closing data gaps are being considered. As the result, the Action Plan has been finalized and launched by the GOVN in July 2017.

The Action Plan, besides defining a set of VSDGs, targets and key measures to achieve the goals, also (i) acknowledges the key principles of integrated and indivisibility of SDGs, SDGs as business of everyone, etc.; (ii) defines the principles, roles/responsibilities of the GOVN agencies, other organizations as well as coordination mechanisms for implementation, M&E and reporting. This served the basis for GOVN to register to make a voluntary national review (VNR) presentation at the 2018 HLPF.

Among key bottlenecks and areas for further improvements have been identified during the process of preparing the SDG Action Plan are: (i) engaging/securing active participation of the wide range of stakeholders (GOVN agencies in different sectors and local levels, private sector and other mass/non-state organizations) and their coordination in SDGs rolling out and implementation; (ii) linkages between goals/targets and means of implementation/development finance; (iii) data gaps and related challenges, especially in generating (notably qualitative) data for some SDG indicators that are new to Viet Nam and in meeting the disaggregation requirements. A concept note on UNDP's support to Viet Nam in preparing the first country SDG report, in line with the voluntary national review (VNR), aiming at addressing some of the above-mentioned bottlenecks is provided in the appendix.

Within the concept note framework, this TOR is developed for procuring a *national (institutional) consultancy service* to support Viet Nam in preparing the first country SDG report, in line with the voluntary national review (VNR), aiming at engaging the left behind Ethnic Minority women groups in the VNR/SDG reporting process for contributing their views to the Country Report on the progress and challenges they have experienced in achieving SDGs, especially the selected SDGs for 2018 HLPF (as a demonstration for replicating the exercise with other vulnerable groups and on other SDGs).

#### II. OVERALL OBJECTIVE

The overall objective of the consultancy service is to support the VNR/SDG reporting process and production of the Country's Report by engaging the left behind Ethnic Minority women groups in the VNR/SDG reporting process for contributing their views/assessments to the Country Report on the progress and challenges they have experienced in achieving SDGs, especially the selected SDGs for 2018 HLPF. While the consultancy service will focus on engaging some EM women groups, the exercise will serve as a demonstration for replicating the exercise with other vulnerable groups and on other SDGs.

The service will be provided based on the following key principles: (i) helping Viet Nam's VNR process and first SDG Report meet the international requirements and standards; (ii) strengthening the national ownership, providing add values and aligned to the national review/reporting process and quality of Viet Nam's first SDG report and (iii) maximizing UNDP's comparative advantages and past experiences in supporting Viet Nam in achieving, monitoring and reporting on MDGs and preparing the SDG Action Plan and in close cooperation with other development partners, especially within the UN Delivering as One and joint framework of UN support on SDGs in Viet Nam.

### III. SCOPE, TASKS AND DELIVERABLES WITH TIMELINES OF CONSULTANCY SERVICE

Under the direct supervision of Deputy Director of Sustainable Development Office at Ministry of Planning and Investment and UNDP CO Assistant Country Director, Head of Inclusive Growth Unit and in close cooperation with other national consultants supporting VNR/SDG reporting, the national consultancy service institution will:

- Review (i) UN guidelines on VNR and SDG reporting; (ii) Viet Nam's VNR/SDG reporting process (to be provided by another national consultant); (iii) detailed outline of the Viet Nam's VNR/SDG report and outlines of line ministries' component reports (to be developed/provided by another national consultant), to develop a plan for (i) engaging *at least 2<sup>7</sup>* Ethnic Minority Women Groups (from different locations/Ethnicity groups in Viet Nam, preferably one in the Northern Mountains and one in the Central Highlands) in the VNR/SDG reporting process and (ii) gathering their views and assessments on the progress and challenges they have experienced in achieving SDGs, develop an outline for consolidating their views/assessments into a paper for contributing to the national report. ***Deliverable: proposed plan and outline, and proposed EM women groups to be consulted with, timeline: September 30, 2017.***
- Conduct consultations with the EM women groups (agreed by Sustainable Development Office and UNDP), using the participatory tools and approaches to ensure that the most vulnerable EM women can confidently and freely express their views and assessments. To ensure that EM Women's views and assessments will be most effectively contributing to the National Report, the topics/SDGs that will be selected for consultations may need to be in line with the country report outline and focus of the 2018 HLPF. ***Timeline: October and November 2017.***
- Consolidate the EM women's views and assessments on the progress and challenges they have experienced in achieving SDGs (as well as information about the consultations/process) into a paper, as inputs to the national report. ***Deliverable: first draft paper (with supporting documented information about the consultations), timeline: November 25, 2017.***
- Based on the feedbacks of EM Women Groups that will be consulted and comments from Sustainable Development Office and UNDP on the first draft, finalize the paper, develop a short summary note of the findings and lessons learned from the consultations and recommendations for the future/other engagement of vulnerable groups in the VNR/SDG reporting/monitoring process. ***Deliverable: final paper and summary note, timeline: early December, 2017.***

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<sup>7</sup> More groups of EM women, if the institution can mobilize its own resources or resources from other sources and able to conduct the exercise.

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

**Duration:** The service is expected to be carried out from 21 Aug – 31 December 2017.

**Duty station:** Hanoi with travels to EM areas: one in the Northern Mountains and one in the Central Highlands as proposed by the service provider and agreed by UNDP and MPI (as highlighted in the section III above).

#### **V. PROVISION OF MONITORING AND PROGRESS CONTROLS**

The work of consultancy service will be monitored by UNDP and MPI (Sustainable Development Office) based on the key milestones/deliverables and timelines as noted above. Following the first briefing meeting of UNDP and MPI with the selected consultancy service provider at the outset of the assignment, the consultancy service provider will start implementation of the first task. The UNDP and MPI agreement and endorsement of the deliverables will provide the basis for the consultancy service provider to implement the next tasks.

#### **V. DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP**

Sustainable Development Office and UNDP will provide following relevant background documents:

- The SDG Action Plan;
- UN guidelines on the VNR/SDG reporting process.
- MDG Report 2015 with Viet Nam's lessons and experiences.
- Concept note of UNDP support to the VNR/SDG reporting process (in appendix)
- Other documents that are relevant and available.

All documents and data provided to the consultancy institution are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.

Sustainable Development Office and UNDP are not required to provide any physical facility for the work of the consultancy institution, however venues for some technical meetings/consultations can be provided, at the discretion of the Sustainable Development Office and UNDP and as necessary. As necessary, Sustainable Development Office and UNDP will facilitate meetings of consultancy institutions staff with relevant government agencies and experts as necessary.

#### **VI. EXPECTED COMPOSITION OF THE CONSULTANCY TEAM AND QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE TEAM MEMBERS:**

It is expected that the consultancy team will consist of a team leader – senior researcher, 3 researchers and 1 administration/support team member.

##### **Expected qualification of the team leader:**

- Master Degree in development economics and/or related fields.
- Sound knowledge and understanding of the Agenda 2030, SDGs, both processes and contents, sound knowledge of UN guidelines on VNR/SDG reporting processes and contents/technical requirements.
- Good knowledge of Viet Nam's SDG process, Action Plan and MDG experiences, knowledge on international experiences in VNR/SDG reporting processes and SDG reports is an advantage.
- Minimum 4 years of working experiences in designing/leading teams in conducting participatory review/assessments/ appraisals in EM areas/among EM women and men, especially on the topics of EM development (related to the SDGs that are the focus of the 2018 HPLF will be an asset).
- Sound knowledge of Viet Nam's development context, EM development and gender issues/achievements and challenges.
- Strong participatory appraisal/assessment skills, team management and facilitation skills, good communication skills especially in working with EM people/women,
- Strong command of reporting writing and making presentations in English and Vietnamese.

**Expected qualification of the researchers:**

- Master Degree in development economics and/or related fields.
- Good knowledge and understanding of the Agenda 2030, SDGs, both processes and contents, sound knowledge of UN guidelines on VNR/SDG reporting processes and contents/technical requirements.
- Some knowledge of Viet Nam's SDG process, Action Plan and MDG experiences, knowledge on international experiences in VNR/SDG reporting processes and SDG reports is an advantage.
- Minimum 1 years of working experiences in conducting participatory review/assessments/appraisals in EM areas/among EM women and men, especially on the topics of EM development (related to the SDGs that are the focus of the 2018 HPLF will be an asset).
- Good knowledge of Viet Nam's development context, EM development and gender issues/achievements and challenges.
- Strong participatory appraisal/assessment skills, team management and facilitation skills, good communication skills especially in working with EM people/women,
- Good command of reporting writing and making presentations in English and Vietnamese.

**Expected qualification of the administration/support staff:**

- Bachelor Degree in business administration, development economics and/or related fields.
- Understanding of the Agenda 2030, SDGs, both processes and contents; knowledge of UN guidelines on VNR/SDG reporting processes and contents/technical requirements and Viet Nam's SDG process, Action Plan VNR/SDG reporting process are an advantage.
- Minimum 2 years of working experiences in providing administrative and logistics support to research teams (conducting participatory review/assessments/appraisals in EM areas/among EM women and men, especially on the topics of EM development will be an asset).
- Strong knowledge and skills in providing administrative and logistics support to research team, proved sensitivity for working with EM people and strong team building skill, ability to work under pressures,
- Good communication skills in English and Vietnamese.

**IV. PAYMENT TERMS**

- First payment of 50% of the total contract value upon the completion of the field work – consultations with the EM Women Groups.
- Last payment of 50% of the total contract value will be paid upon provision of all deliverables with satisfactory acceptance from Sustainable Development Office and UNDP.



## **Annex 4**

### **Contract templates and General Terms and Conditions**

Please find below link to the Institutional contract template:

<http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Institutional%20Contract.pdf>

Please find below link to the Professional service contract template:

<http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Model%20Contract%20for%20Professional%20Services%2013.05.2014.pdf>

Please find below link to the General Terms and Conditions:

[http://www.undp.org/content/dam/vietnam/docs/Legalframework/31603\\_General\\_Terms\\_and\\_Conditions\\_for\\_Professional\\_Services.pdf](http://www.undp.org/content/dam/vietnam/docs/Legalframework/31603_General_Terms_and_Conditions_for_Professional_Services.pdf)