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## REQUEST FOR PROPOSAL (RFP) From consulting firms/institutions/organizations

Date: 10 August 2012

Dear Sir/ Madam,

**Subject: RFP for End of Project Evaluation, project “Strengthening the Capacity of Representative Bodies in Vietnam”**

You are requested to submit in English a proposal for End of Project Evaluation, project “Strengthening the Capacity of Representative Bodies in Vietnam”, as per enclosed Terms of Reference (TOR).

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

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

- i. [Instructions to Offerors](#) ..... (Annex I)
- ii. [Terms of Reference \(TOR\)](#)..... (Annex II)  
Ethical code of conduct for UNDP evaluations ..... (Annex II-a)
- iii. [Proposal Submission Form](#) ..... (Annex III)
- iv. [Price Schedule](#) ..... (Annex IV)
- v. [Contract for Professional Consulting Service](#)..... (Annex V)
- vi. [General Conditions of Contract](#)..... (Annex VI)
- vii. [Submission check-list](#)..... (Annex VII)

4. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than **17:00 hours – 24 August 2012 (Hanoi time)**.

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

Telephone number: (84-4) 3 9421495

Telefax number: (84-4) 3 9422267

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

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

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## Instructions to Offerors

### A. Introduction

#### 1. General

See details in the TOR.

#### 2. Cost of proposal

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

### B. Solicitation Documents

#### 3. Contents of solicitation documents

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

#### 4. Clarification of solicitation documents

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

Please send your questions on solicitation documents to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org)

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 language. Any

printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

**7. Documents comprising the proposal**

The Proposal shall comprise the following components:

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

**8. Proposal form**

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

(a) 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. References must be provided for each assignment undertaken by the offeror that UNDP may contact.

This section should also describe the organizational 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, including the number of person-

months in each specialization that you consider necessary to carry out all work required. Bar-charts should support your proposal.

This is the key element of your proposal. Under 'Approach and Methodology' you should explain your understanding of the objectives of the assignment, your methodology for carrying out the activities and obtaining the expected outputs. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them.

Under 'Work Plan' you should propose the main activities of the assignment, their content and duration, phasing and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology.

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 recommended 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, prices of services it proposes to supply under the contract. The Price Schedule must contain a single all inclusive price for all services to be provided in order to satisfactorily complete the tasks required in the TOR (consultancy fees, airfares, travel cost, meal, accommodation, terminals, applicable tax, visa, insurance etc) with break-down lump sum amount for each item.

## **10. Proposal currencies**

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

## **11. Period of validity of proposals**

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

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

## **12. Format and signing of proposals**

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

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

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

## **13. Payment**

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

#### D. Submission of Proposals

##### 14. Sealing and marking of proposals

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

*{Name of company}* **RFP for End of Project Evaluation, project “Strengthening the Capacity of Representative Bodies in Vietnam”**

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

**Maximum size for electronic submission**: The maximum size per email that UNDP can receive is 9 MB. Offerors can split proposals into several parts to fit the email size.

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

(a) The outer envelope shall be:

- addressed to:

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

- marked with:

*{Name of company}* **RFP for End of Project Evaluation, project “Strengthening the Capacity of Representative Bodies in Vietnam”**

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

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

##### 15. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than **17.00 hours, 24 August 2012 – Hanoi time**.

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

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

## 16. Late Proposals

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

## 17. Modification and withdrawal of Proposals

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

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

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

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

## E. Opening and Evaluation of Proposals

### 18. Opening of proposals

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

### 19. Clarification of proposals

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

### 20. Preliminary examination

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

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

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

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

### 21. Evaluation of proposals

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

- a) the company/organization's general reliability as well as experience and capacity in the specific field of the assignment (200 points)
- b) the approach in responding to the TOR and the detailed work plan (400 points)

- c) the qualifications and competence of the personnel proposed for the assignment for a total (400 points)

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

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

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

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

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise and Capacity of Firm / Organization submitting proposal	20%	200					
2.	Adequacy of the proposed approach, methodology and work -plan responding to the ToR	40%	400					
3.	Personnel competencies and human resource organization	40%	400					
<b>Total</b>			<b>1000</b>					

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

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

Technical Proposal Evaluation Form 1		Points	Company / Other Entity				
			A	B	C	D	E
<b>Expertise and Capacity of Firm / Organization submitting Proposal</b>							
1.1	Reputation of organization and staff (Competence/Reliability)	40					
1.2	Litigation and arbitration history	10					
1.3	Organizational capability which is likely to affect implementation <i>(risks versus access to specialized skills: i.e. subcontracting/partnerships - loose consortium, holding company or one firm, size of the firm/organization, strength of project coordination and support)</i>	40					
1.4	Quality assurance procedures, warranty	10					

1.5	Previous experience of conducting evaluations (i.e. questionnaires and interviews)	50					
1.6	Previous experience in conducting empirical research on governance, parliamentary development, civil society or related fields	50					
		<b>200</b>					

Technical Proposal Evaluation Form 2		Points	Company / Other Entity				
			A	B	C	D	E
<b>Adequacy of the proposed approach, methodology, work plan and quality control responding to the TOR</b>							
2.1	Does the suggested work-plan sufficiently address the key tasks/responsibilities expressed in the TOR?	50					
2.2	Is the suggested methodology for the evaluation sufficient to address the needs/demands of the TOR?	100					
2.3	Does the proposal commit commissioning a strong team of international and national experts for quality assurance of the expected outputs?	50					
2.4	Does the proposal commit adequate human and logistical resources (including support staff, translation/interpretation etc.) to ensure high-quality and timely delivery of the evaluation?	100					
2.5	Is the presentation clear and the sequence of activities and the planning logical, realistic and promise efficient delivery of quality evaluation report?	100					
		<b>400</b>					

Technical Proposal Evaluation Form 3		Points	Company / Other Entity				
			A	B	C	D	E
<b>Personnel competencies</b>							
3.1	<b>International parliamentary development expert</b>	<b>160</b>					
	Sub-score						
	Advance/master's degree in Law, Political Science, or related field	40					
	Minimum seven years of experience in the reform and/or strengthening of legislative institutions including design of training and capacity-building activities	50					
	Demonstrated project evaluation experience	50					
	Demonstrated experience with UNDP in similar missions is an advantage	10					
	Fluency in English. Proficiency in Vietnamese is an advantage	10					
		<b>160</b>					
3.2	<b>Senior National Governance/Capacity Development Expert</b>	<b>140</b>					
	Sub-score						



	Advance/master's degree in Law, Political Science, or related field	30						
	Extensive experience in reform of Vietnamese governance institutions including capacity building, training and learning for public officials, as well as in-depth knowledge of the elected bodies and the political system of Viet Nam	50						
	Demonstrated project evaluation experience is an asset	40						
	At least three years' working experience with the National Assembly is an advantage	10						
	Fluency in English both oral and written	10						
		<b>140</b>						
3.3	<b>Assistant/Interpreter/Translator</b>		<b>100</b>					
		Sub-Score						
	University Degree in International Development, Business Administration, Foreign Languages or related fields	25						
	Proven experience in secretariat/administrative support functions; Minimum of 2 years of interpretation experience	30						
	Fluent English speaking and writing skills, with focus in social sciences	25						
	Experience working with a legislative body in Vietnam is an asset	10						
	Full time availability for the mission duration by <b>provision of commitment letter</b>	10						
		<b>100</b>						

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

## F. Award of Contract

### 22. Award criteria, award of contract

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

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

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

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

### 24. Signing of the contract

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

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

**26.** Vendor protest

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

## TERMS OF REFERENCE (TOR)

**Service:** End of Project Evaluation  
**PROJECT:** “Strengthening the Capacity of Representative Bodies in Vietnam”  
**DUTY STATION:** Viet Nam (Ha Noi and 6-9 selected provinces)  
**EXPECTED DURATION:** From 1 September to 10 October 2012

### I. GENERAL BACKGROUND

UNDP began to support the institutional strengthening of the National Assembly (NA) and Provincial People's Councils (PCs, local assemblies) since the 1990s through a close cooperation with the Office of the National Assembly (ONA). The current 5-year project, which started in January 2008, has been designed around four main components: policy dialogue and Aid coordination; capacity development of National Assembly in representation, oversight and legislation functions; capacity development of People's Councils and; learning and training for elected Members and their staff. The project overall objective consists of:

**Long-term objective:** A system of governance based on the key principles of accountability, transparency, participation and equity, and consistent with the rule of law and democracy.

**Short-term objective:** Enhanced capacities of the National Assembly and Provincial People's Councils to perform representative, legislative and oversight functions entrusted to them.

Key beneficiaries are the National Assembly's (NA) agencies including its Committees, its Standing Committee's Boards and the Office (Secretariat) of the National Assembly (ONA); and selected Provincial People's Councils (PCs) at both institutional and individual levels. The project also encourages participation of citizens, civil society organizations, media, and journalists at national and provincial levels in the activities of the NA and PCs.

The current project builds on the lessons learned from previous projects while also introducing some innovations. The project outlines the following areas of work:

#### Component A: Policy Dialogue and Aid Coordination

- ✓ Policy dialogues between NA leaders and international donor community on parliamentary development strategies and issues of national interest.
- ✓ Aid coordination amongst all NA, ONA projects and programmes.
- ✓ Promotion of gender issues within the NA and PCs.

#### Component B: Capacity development of National Assembly

- ✓ Support to NA Members to represent, contact and effectively interact with constituents.
- ✓ Support to NA Members to strengthen interaction and dialogue with other key societal actors
- ✓ Promotion of public consultations/public hearings at NA committees' level.
- ✓ Promotion of integrity and ethical behavior in the parliamentary work.
- ✓ Improvement of oversight practices

#### Component C: Capacity development of People's Councils

- ✓ Enhancement of PCs Deputies' capacities to represent, contact and effectively interact with constituents
- ✓ Promotion of public consultations as a way to improve quality of work in PCs.
- ✓ Promotion of integrity and ethical behavior in the work of PCs
- ✓ Improvement of PCs oversight mechanisms
- ✓ Enhancement of PCs decision-making processes with the contribution of civil society.

Component D: Learning and training for NA and PCs elected Members and their staff

- ✓ Production, delivery and institutionalization of regular training programme for Members and staff.
- ✓ Support to NA Training Centre for Elected Representatives (TCER) to manage and facilitate the ongoing training activities.

A mid-term evaluation (MTE) was conducted in 2010 to assess progress against outputs and identify appropriate recommendations for the Project to reach its objectives. The final evaluation will assess the achievement, relevance, effectiveness, and efficiency of the project during the period from January 2008 to December 2012. The evaluation looks at early signs of potential impact and sustainability of results.

UNDP and ONA Project are calling for technical and financial proposals from bidders that can provide expected outputs and meet other requirements as specified herewith.

## **II. OBJECTIVE OF THE ASSIGNMENT**

In this context, the objective of the Evaluation is:

- to assess the implementation of the project since its start in 2008 (results, achievements, constraints) against expected results defined in the project document and annual work plans, taking into consideration the implementation of MTE recommendations.
- to assess operational aspects such as project management in achieving the project results.
- to synthesize lessons to help improve the design and implementation of activities within future projects in related thematic areas

## **III. SCOPE OF WORK:**

The anticipated scope of work for the assignment includes, but is not necessarily limited to, assessing the following:

- An in-depth review of the implementation of various project components with a view to identifying the level of achievement of the planned project outputs, the contribution to institutional development and sustainable human capacities;
- Assessment of the level of participation of stakeholders in the achievement of the desired outcome, as well as the effectiveness of such participation;
- Assessment of the primary impact of the capacity development initiatives conducted through Project for both the National Assembly and People's Councils (local assemblies). Possible gaps/weakness in the current project design and possible interventions and measures that could be continued to support the NA and PPCs in the future.
- Extract lessons learned and best practices that can be considered in the planning and design of future support activities for the representative bodies in Vietnam.

Apart from that, project's results should be rated in the following aspects:

Relevance: Evaluate the logics and unity of the process in planning and designing the activities for supporting the National Assembly and People's Councils.

Efficiency: Evaluate the efficiency of the project implementation, the quality of the results achieved and the time/political constraints.

Effectiveness: Conduct an assessment management decisions vis-à-vis the cost effectiveness; and to which extend the project outputs have been effectively achieved.

Impact: Evaluate the overall impact of the project and its contribution to the development of the legislative institutions.

Sustainability: Assess the sustainability of results with specific focus on national capacity and ownership over the process.

## **IV. METHODOLOGY**

This final evaluation will adhere to the United Nations Evaluation Group's Norms & Standards (which can be found in the following link):

[http://www.uneval.org/papersandpubs/documentdetail.jsp?doc\\_id=22](http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=22)  
[http://www.uneval.org/papersandpubs/documentdetail.jsp?doc\\_id=21](http://www.uneval.org/papersandpubs/documentdetail.jsp?doc_id=21)

The contractor will propose evaluation methodology based on the following activities:

- Propose a detailed work plan, methodology, approach and interview questionnaires
- Collect relevant documents with support from PMU and the NA/PPCs
- Conduct a desk review of collected documents
- Conduct in depth interviews with key counterparts at central level and local level to understand the reasons for identified gaps in relevance and efficiency as well as to document initial impact and lessons learnt of the project
- Prepare the draft report to seek comments from UNDP, ONA, PPCs, Donors supporting NA different stakeholders
- Present the key findings and recommendations in a workshop to validate the draft report
- Finalization and submission of report

#### V. EXPECTED PRODUCTS

A comprehensive analytical End-of-Project Evaluation Report that highlights the findings, recommendations and lessons learnt. The report should be a maximum length of 30 pages excluding annexes, which might include, but not limited to, the following components:

1. Title page
2. List of acronyms and abbreviations
3. Table of contents, including list of annexes
4. Executive summary (max 3 pages)
5. Introduction, Scope, and Purpose of the evaluation
6. Methodology including description of the work conducted and Key questions
7. Findings and Observation (at component level, at project level)
8. Recommendations/Lessons Learnt for future initiatives
9. Budget Utilization
10. Conclusion (max 3 pages)
11. Annexes

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

The contractor will have a duration of up to 30 days, **within 1 September and 10 October 2012**. The contractor will work mainly in Hanoi, with field trips to 6-9 provinces (2-3 provinces for each of the Northern, Central and Southern region.) Is it up to the bidders to propose the provinces for the field trips with justification for such selection.

Indicative timeline of the evaluation:

Event	Deadline	Key Deliverables/Outputs
RFP published on UNDP website	Week 13-17, Aug 2012	
Award of contract to successful Local Service Contractor	Week 3-7, Sept 2012	Contract signed
Detailed proposal of methodology, work plan and related research tools	By 14 Sept 2012	Detailed Plan submitted to UNDP
Desk-review and questionnaires	By 21 Sept 2012	Questionnaires set
In depth interviews	By 28 Sept 2012	Set of data and information collected from fieldwork
Draft report and validation workshop	By 4 October 2012	Draft report with initial findings consulted with key stakeholders
Finalization and submission of report	By 10 October 2012	Final evaluation ready for circulation

#### VII. TEAM COMPOSITION

Interested bidders shall suggest the composition of the team to ensure sufficient personnel competencies to carry out and control the quality of evaluation. It's stressed, however, that the following core team any interested bidders must include: one (1) international parliamentary development expert; one (1) senior national governance/capacity development expert and one (1) assistant/interpreter/translator.

In addition, interested bidders shall include one (1) sample writing that involves the core team, or one sample publication/writing by one (1) member of the suggested core team enclosed to their CVs for tender assessment.

***Indicative degrees and qualifications of the assigned team:***

**Position 1: International Parliamentary Development Expert**

**Qualifications**

- Advance/master's degree in Law, Political Science, or related field.
- Minimum seven years of experience in the reform and/or strengthening of legislative institutions including design of training and capacity-building activities.
- Demonstrated project evaluation experience.
- Demonstrated experience with UNDP in similar missions an advantage.
- Fluency in English is a requirement. Proficiency in Vietnamese is an advantage.

**Position 2: Senior National governance/capacity development expert**

**Competencies**

**Qualifications**

- Advance/master's degree in Law, Political Science, or related field.
- Extensive experience in reform of Vietnamese governance institutions including capacity building, training and learning for public officials, as well as in-depth knowledge of the elected bodies and the political system of Viet Nam.
- At least three years' working experience with the National Assembly would be an advantage
- Demonstrated project evaluation experience an asset.
- Fluency in English both oral and written is a requirement.

**Position 3: Assistant/Interpreter/Translator**

**Qualifications**

- University Degree in International Development, Business Administration, Foreign Languages or related fields;
- Experience working with a legislative body in Vietnam is an asset;
- Proven experience in secretariat/administrative support functions;
- Fluent English speaking and writing skills, with focus in social sciences;
- Minimum of 2 years of interpretation experience;
- Full time availability for the mission duration

**VI. PROVISION OF MONITORING AND PROGRESS CONTROLS**

- The successful bidder will be accountable to UNDP on the timeliness and quality of the expected outputs. The deliverables and reports should be submitted as per the agreed plan.
- The assigned expert team will work closely with UNDP Head of Governance Cluster, the Senior Technical Advisor, the UNDP Programme Officer and the project management unit at ONA in order to implement the work and achieve the required results.
- The following intermediate semi-products and tools must be submitted to UNDP and ONA for agreement:
  1. Detailed work plan and methodology of the assignment with clear elaboration of tasks of international and national consultants
  2. Selection of provinces for field trips.

3. Questionnaires
  4. Draft report outline
  5. Draft report on the findings and recommendations
  6. Presentations to relevant stakeholders (UNDP, ONA, donors supporting NA...) to present the evaluation findings and recommendations and to collect feedbacks to finalize the report
- The partner agencies and the project office will be responsible for facilitating the mission, providing all documents and reference materials required to conduct the Evaluation. They will also be involved in interviews, briefings and debriefings.
  - The findings of the report should be disaggregated by gender where possible and should follow the ethical code of conducts for UNDP evaluations mentioned in Annex VIII

### **VIII. ADMINISTRATION SUPPORT AND REFERENCE DOCUMENTS**

The UNDP-ONA project will facilitate the work of the contractor including support to schedule of meetings and interviews and, producing the necessary background information for the evaluation process.

The Project will also extend support to the contractor international consultant for arranging VISA for Vietnam. The contractor can utilise meeting rooms in UNDP Country Office and ONA premises with advance bookings and notice. Necessary documents will be forwarded to the contractor in advance by the project office.

#### **Suggested reference documents:**

- Detailed Project Outline
- Workplans for 2008, 2009, 2010, 2011 and 2012
- Annual progress project reports 2008, 2009, 2010, 2011
- Mid-term evaluation report
- Technical reports on constituency relations and public consultations initiatives
- Relevant project experts reports in areas of representation, training and gender
- Relevant documents on other donors' programmes
- Other documents deemed necessary and relevant

### **IX. REVIEW TIME REQUIRED AND PAYMENT TERMS**

- First installment of 30% of the contract value will be paid upon receiving and acceptance of the detailed proposal of methodology, work plan and related research tools.
- Second/last payment of 70% of the contract value upon receiving and UNDP's satisfactory acceptance of the final report.

## ETHICAL CODE OF CONDUCT FOR UNDP EVALUATIONS

Evaluations of UNDP-supported activities need to be independent, impartial and rigorous. Each evaluation should clearly contribute to learning and accountability. Hence evaluators must have personal and professional integrity and be guided by propriety in the conduct of their business.

Evaluators:

Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded

Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.

Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and: respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.

Evaluations sometimes uncover evidence of wrongdoing. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.

Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.

Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study limitations, findings and recommendations.

Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.



## PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

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

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

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

Dated this day /month                                      of year

Signature

(In the capacity of)

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

## PRICE SCHEDULE

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

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

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

All related applicable taxes are included in the offered prices.

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

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

<b>Price Schedule:</b>					
<b>Request for Proposals for Services</b>					
<b>Description of Activity/Item</b>		<b>Number of Staff</b>	<b>Men Month</b>	<b>Rate US\$ / VND</b>	<b>Estimated Amount</b>
<b>1.</b>	<b>Remuneration</b>				
1.1	Services in Home office				
1.2	Services in Field				
1.3	...				
<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				

### SUBMISSION CHECK-LIST

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

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