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

Date: 4 October 2012

Dear Sir/ Madam,

Subject: RFP for Training course on macroeconomic theory and policy management

1. You are requested to submit in English a proposal for the above subject, 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)
 - 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 – 25 October 2012 (Hanoi time)**.

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

Telephone number: (84-4) 3 9421495
Telefax number: (84-4) 3 9422267
5. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

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

Instructions to Offerors

A. Introduction

1. General

See details in the TOR.

2. Cost of proposal

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

B. Solicitation Documents

3. Contents of solicitation documents

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

4. Clarification of solicitation documents

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

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

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

5. Amendments of solicitation documents

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

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

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

C. Preparation of Proposals

6. Language of the proposal

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

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

7. Documents comprising the proposal

The Proposal shall comprise the following components:

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

8. Proposal form

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

(a) 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 satisfactory 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 with the subject line:

{Name of company} **RFP for Training course on macroeconomic theory and policy management**

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 Training course on macroeconomic theory and policy management**

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

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

15. Deadline for submission of proposals

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

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

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

16. Late Proposals

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

17. Modification and withdrawal of Proposals

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

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

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

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

E. Opening and Evaluation of Proposals

18. Opening of proposals

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

19. Clarification of proposals

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

20. Preliminary examination

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

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

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

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

21. Evaluation of proposals

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 (150 points)
- b) the approach in responding to the TOR and the detailed work plan; understanding of the TOR (350 points)

- c) the qualifications and competence of the personnel proposed for the assignment for a total (500 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	15%	150					
2.	Understanding of the assignment; Adequacy of the proposed approach, methodology and work -plan responding to the ToR.	35%	350					
3.	Personnel competencies and human resource organization	50%	500					
Total			1000					

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

- Form 1: Expertise and Capacity of Firm / Organization submitting Proposal
 Form 2: Understanding of the assignment; 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
Expertise and Capacity of Firm / Organization submitting Proposal							
1.1	Previous long-term and progressive experience of conducting similar assignments (short economics training course).	40					
1.2	Organisational Capability which is likely to affect implementation	30					
1.3	Reputation of organisation (Competence / Reliability/ Timeliness/Quality) (Recognised capability in the field of economic training and research)	40					

1.4	Quality assurance procedures, human resource commitment, warranty	20					
1.5	Good track record of experience in economic research/training and study in Vietnam and/or other developing countries.	20					
TOTAL (form 1)		150					

Technical Proposal Evaluation Form 2		Points	Company / Other Entity				
			A	B	C	D	E
Understanding of the assignment; Adequacy of the proposed approach, methodology, work plan and quality control responding to the TOR							
2.1	Understanding of the assignment	100					
		Sub-score					
2.1.1	To what extent does the organisation understand the tasks and expected deliverables/outcome of the assignment?	40					
2.1.2	Does the organisation have a sound grasp/knowledge of the scope and limitation of the assignment in relation to the TOR	40					
2.1.3	Does the proposal provide good comments on the TOR to make the report more practical and useful?	20					
2.2	Adequacy of the proposed approach, methodology and workplan responding to the ToR	250					
		Sub-score					
2.2.1	Does the suggested work plan sufficiently address the key tasks/responsibilities expressed in the TOR?	80					
2.2.2	Is the suggested methodology for the assignment sufficient to address the needs/demands of the TOR?	80					
2.2.3	Does the proposal commit adequate human and logistical resources to ensure high-quality and timely delivery of training?	40					
2.2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient delivery of the training course?	50					
TOTAL (form 2)		350					

Technical Proposal Evaluation Form 3		Points	Company / Other Entity				
			A	B	C	D	E
Personnel competencies							
	Consultants/Lecturers	500					
		Sub-score					
3.1	General Qualification (Master degree or equivalent in economics or related fields with at least 05 years of professional experience in economic teaching and/or policy consultation, PhD desirable)	100					
3.2	Team leader obtained PhD in Economics/ or related fields with at least 5 years experience in Economic teaching in developing countries, preferably in Vietnam.; must have published internationally and/or nationally recognised publications on economics or related fields. <i>(please provide sample publication/report)</i>	100					
3.3	Previous profound working experience on delivering similar short course in economics in developing countries, preferably in Viet Nam	100					

3.4	Demonstrated expertise and experience on economic policy consultations (working experience with Vietnam's government or UNDP is an advantage)	100					
3.5	Demonstrable, excellent data collection, analysis and report writing and presentation skills (supported by reports/publications)	50					
3.6	Good command of written in Vietnamese and/or English (supported by reports/publications)	50					
	TOTAL (form 3)	500					

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)

Training Course on Macroeconomic Theory and Policy Management

ASSIGNMENT TITLE	Training course on macroeconomic theory and policy management
DURATION	8 days
SUPERVISION	The firms/organizations will cooperate closely with project staff, UNDP staff, and report directly to National Project Director

I. BACKGROUND

The project: "Support for enhancing capacity in advising, examining, and overseeing macroeconomic policies" funded by UNDP was approved in April 2010 with the total budget of USD 4,000,000. The Project will be implemented by the Economic Committee of National Assembly from 2010 to 2014. The beneficiaries of the project are Party's Central Office, Office of the Government, National Financial Supervision Committee. The Project will contribute to the UN One Plan's Outcome 1: "social and economic development policies, plans and laws support equitable and inclusive growth and conform to the values and goals of the Millennium Declaration and other relevant international agreements and conventions" and the Country Programme Output 1.10 "knowledge increased and policy options identified to promote more pro-poor public finance policies that take into account the impacts of trade liberalization and financial reforms".

The past experience and lessons as well as the continuous dialogues with key national players show that despite some recent improvement in macro-economic policy advising and oversight, policy makers' needs for evidence-based policy research and advice (including from different institutions/viewpoints) to inform macro-economic policy making remain largely under-met, and not systematically and/or sustainably met. As the results, many policies could have been much better if supported by good quality and timely policy research and debates among policy makers and researchers. Within this overall issue, there is one issue which need support for addressing in this project is from the "demand" side – professional staffs in the project's beneficiaries - (i) limited ability to define timely and clearly policy questions/demands for policy research and advices and (ii) limited ability to translate policy research results into sound 'policy options'/advices and communicate such to the top leaderships.

As the economy enters a new phase of development, tasks and functions of the National Assembly and other project's beneficiaries are more challenging, and the knowledge on macroeconomic issues should be regularly updated to improve the quality of their jobs and tasks. Accordingly, professional staffs of the involved policy advising, examination and oversight agencies should obtain the key concepts of macroeconomic management in market economy and stronger abilities to (i) define timely and clearly policy questions/demand for policy research, (ii) monitor and control quality of the policy research, (iii) obtain advanced methodologies, tools, and skills to participate in research work, (iv) analyse and translate policy research results into policy options and; (v) advocate/communicate these to the top leadership. The project is therefore seeking an external technical assistance (in the form of expertise) to design and deliver a training course on macroeconomic issues, upon the request of ECNA.

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

II. DESCRIPTION OF THE TRAINING COURSE

1. Specific objectives

The overall objective of this assignment is to support strengthening national capacity for macroeconomic management and oversight through provision of training on: i) key standard macroeconomic concepts and management, ii) updated (contemporary) existing macroeconomic theories, esp. since the global crisis in 2008/2009, iii) tools for policy analysis and recommendations, esp. best practices and lessons from other countries. The course then could help ECNA members assess macroeconomic situations/issues in the current and future context, define timely policy questions/demand for research, understand/translate policy research results into policy options and communicate these to the top leadership, as well as obtain practical tools for their everyday tasks.

2. Scope of work

In the technical proposal, the firms/organizations clearly understand the tasks and expected deliverables/outcome of the assignment stated in the TOR and provide good comments on the TOR to make the report more practical and useful (if possible). The proposals should also commit adequate human and logistical resources to ensure high-quality and timely delivery of training. After being selected, the bidder must work closely with the Project Management Board, the direct beneficiaries and UNDP to adjust/develop a detailed work plan and detailed contents table of the training course in accordance with actual need of the beneficiaries.

The training course should be divided into the following modules:

- The first module (2 day) should cover: i) key aspects of standard macroeconomic theories/indicators (so that participants can understand the meaning and then story behind leading macroeconomic indicators) and ii) macroeconomic management policies including process of policy making, policy implementation and policy impact analysis. This module should include but not limit to monetary and fiscal policies, public debt management and macroeconomic policies related to labor market.
- The second module (3 days) should focus on updates/changes on macroeconomic theories and policy management in the world after the global crisis in 2008, 2009. It should mention the global context, the rationales for the updates and the assessment of such updates.
- After training on understanding and assessing the current/updated state of macroeconomic theories and policies, the third module (3 days) will give priority to Vietnamese situation. This module should assess and evaluate the process of macroeconomic policy making and policy implementation in Vietnam. It should also provide successful evidence-based examples in macroeconomy management from other countries, especially the policy tools applied to deal with similar challenges to Vietnam and the lessons. The module then considers tools that can be used for ECNA and other project's beneficiaries to enhance the capacity of policy making, policy analysis and policy recommendations.

3. Target group

Mid-career officials from beneficiary agencies such as National Assembly, Government Office, Office of Central Party and National Financial Supervision Committee, who are responsible for making, advising or overseeing economic policies.

4. Specific tasks

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

5. Participant number and profile

It is estimated that there will be 15-20 participants. All participants are required to have intermediate degree in economics or equivalent experience, good quantitative skills, proficiency in the use of computers to analyze data. They will also be able to work in English, although their levels may vary and they will probably be more advanced in their comprehension than communication skills. The participants will include at least one English-fluent participant who can, if necessary, support the plenary and tutorial sessions.

6. Language

The training will be conducted in English, and possibly translation into Vietnamese. Delivery methods & timings should have enough flexibility to accommodate non-native English speakers.

7. Training methodology

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

8. Timing and Venue

The training will be organized in 8 days in Quarter IV, 2012 and could be split into 2-3 (shorter) sessions. Venue is at host country of the bidder.

Training venue, meeting package (incl. lunch and 2 tea/coffee breaks) shall be arranged by the bidder. Cost to be included in the financial offer. The training venue/meeting package should not be higher in standard and cost than that of 3 star hotel or equivalent.

III. FINAL PRODUCTS

- Assessment of training needs of the target group and a training manual that fits the training needs - four weeks before the training.
- Updated detailed programme following inputs from PMU - four weeks before the training
- Deliverables before the training will include the final detailed training programme, reading lists and pre-course reading material including a glossary of key terms for distribution to participants – three weeks before the training
- Delivery of the course including all learning materials and course certificates for each participant, feedback forms for each participant and venue – during 8 days of training
- An assessment report within 3 weeks after completion of the training course
 - Assessment of overall success against objectives based on participants' feedback
 - Suggestions for future courses (content, structure, participants, etc)

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

- Understand fundamental concepts of standard/updated macroeconomic issues including principles and tools to address macroeconomic problems;
- Obtain a systematic knowledge on contemporary macroeconomic issues (this course will be regarded as a preparatory course for advanced training on macroeconomics);
- Obtain the skills to identify the specific issues which need to be addressed and the tools for policy analysis and recommendations;
- Obtain the skills to better understand, and translate policy research results into policy options and communicate to the top leadership

IV. QUALIFICATIONS AND EXPERIENCE OF FIRMS/ORGANIZATIONS AND THEIR PROPOSED TRAINERS

1. Requirements for the firms/organizations

- At least 10 years of experience and expertise in doing research/survey and deliver short training courses in economics and/or policy consultant
- Commit adequate human and logistical resources to ensure high-quality and timely deliverables.
- Good reputation on the timeliness and quality of products (supported by reports/references/evident if any).
- Previous experience in working with NA agencies or other Government's agencies or UNDP is an advantage.

2. Requirements for the consultants proposed by the firm/organization

Essential qualifications:

- Team members/trainers must have postgraduate degree in Economics or related fields (PhD desirable) with excellent data collection, analysis and report writing and presentation skills (supported by reports/publications if any).
- Trainers must have at least 5 years of economic training experience and high-level of academic experience and ideally practitioner expertise in economic teaching and/or policy consultation.
- Team leader must have a PhD in Economics or related fields with at least 5 years experience in Economic teaching in developing countries, preferably in Vietnam. He (she) must have published internationally and/or nationally recognised publications on economics or related fields.
- Trainers/ Team members must have at least 3 years experience of delivering similar short courses on economics in developing countries, preferably in Vietnam.
- Good command of written in Vietnamese and/or English (supported by reports/publications if any)
- All members must have profound understanding of Vietnamese economic and political systems and the current state of Vietnam's economy and its current effort to reform the economy.

Desirable qualifications:

- Ideally the team will consist of International trainers with inputs from Vietnamese trainers and/or guest speakers, or vice versa.
- Understanding of economic context in Viet Nam and the region including key economic issues related to growth and developments models, economic reform, and upcoming challenges.
- Prior experience of working with the Economic Committee of the National Assembly of Vietnam and UNDP Vietnam.

V. PROVISION OF MONITORING AND PROGRESS CONTROL

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

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

VI. ADMIN SUPPORT AND REFERENCE DOCUMENTS

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

The project will provide interpretation depending on the need of the audience as such interpretation cost (if required) should not be included in the offerors' financial offer. The Project will also provide admin support (printing of course materials, transportations of participants, etc).

VIII. PAYMENT TERMS

Payment shall be settled following the below milestones:

- 20% of the total contract after acceptance of the detailed training programme
- 40% of the total contract after acceptance of the deliverables before the training (include the final detailed training programme, reading lists and pre-course reading material including a glossary of key terms for distribution to participants)
- 40% of the total contract after satisfactory acceptance of the delivery of the course including all learning materials and course certificates for each participant, feedback forms for each participant after the delivery of the course

IX. COPYRIGHT

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

PRICE SCHEDULE

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

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

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

All related applicable taxes are included in the offered prices.

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

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

Price Schedule:					
Request for Proposals for Services					
	Description of Activity/Item	Number of Staff	Men Month	Rate US\$ / VND	Estimated Amount
1.	Remuneration				
1.1	Services in Home office				
1.2	Services in Field				
1.3	...				
2.	Out of Pocket Expenses				
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
	Technical proposal:	
1	Proposal submission (Annex III)	
2	Business registration/documents	
3	Documents/information demonstrating bidders' expertise and capacity (Ref: Form 1 - Technical evaluation criteria)	
4	Proposed approach, methodology, work plan and quality control corresponding to the TOR (addressing the criteria in Form 2 – Technical evaluation criteria)	
5	Signed CVs of core team members with related certificates (Ref: Form 3 – Technical Evaluation criteria).	
4	Letter of agreement signed and stamped by all parties (in case of consortium)- (Ref: Point 2, page 1 of the RFP)	
5	Reference publications (if any) – (Ref: Section IV of the TOR)	
	Financial proposal	
1	Financial schedule with cost break-down	