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Date: 17 July 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultants and individual consultants assigned by consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	International Evaluation consultant
Project name:	UNIAP Project
Period of assignment/services (if applicable):	August – September 2013

1. Submissions should be sent by email to: procurement.vn@undp.org no later than: **COB., 29 July 2013 (Hanoi time)**.

With subject line: <Name of consultant> **International Evaluation consultant - UNIAP Project**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note: Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm) [& General Conditions](#) (Annex III)
- [Insurance Coverage Table](#)..... (Annex IV)
- [Vendor Form](#) (Annex V)
- [Guidelines for CV preparation](#)..... (Annex VI)
- [Format of financial proposal](#)..... (Annex VII)

3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

- a. Technical component:
 - Signed Curriculum vitae
 - Expression of interest, explaining why he/she is the most suitable for the work.
 - Copy of 1-3 publications/writing samples.
 - Reference contacts of past 4 clients for whom you have rendered preferably the similar service
- b. Financial proposal **(with your signature):**

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to US Dollar at UN Exchange Rate at the submission deadline.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm**. The documents must be submitted by the assigned consultant.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Experience in research, assessment, evaluation of development projects (be a team leader for at least three researches/evaluations). Experience in evaluating anti-human trafficking project will be an advantage	300
2	Good knowledge and understanding of the human trafficking in Vietnam and related issues such as migration and labor	250
3	Excellent skills in data collection, data analysis and report writing Extensive knowledge of qualitative and quantitative evaluation methods	200
4	Master Degree in Social Sciences, Public Administration, Management or related fields	150
5	Good knowledge of Government structures and UN system Knowledge of computer-based programmes for data analysis	50
6	Excellent English in reporting.	50
	TOTAL	1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal 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 component.

The technical component 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 submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

8. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

9. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

1st payment: 20% of total contract value will be paid upon receiving and accepting detailed workplan including methodology and content;

2nd payment: 50% of total contract value will be paid upon receiving and accepting the 1st draft of evaluation report

3rd payment: 30% of total contract value will be paid upon receiving and satisfactorily accepting the final evaluation report.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

10. Your proposals are received on the basis that you fully understand and accept these terms and conditions.



TERMS OF REFERENCE (TOR)

International Evaluation consultant

1) GENERAL BACKGROUND

The United Nations Inter-Agency Project on Human Trafficking in the Greater-Mekong Sub-region (UNIAP) has country project offices in the Greater Mekong Sub-region (GMS) – Cambodia, China, Lao PDR, Myanmar, Thailand and Vietnam – and a regional project management office in Bangkok, Thailand. Established in 2000, UNIAP provides technical assistance and coordinates the policy and operational response to human trafficking within the GMS in collaboration with the GMS governments at central and local levels; local non-government organizations; UN and international implementing agencies.

In October 2008, UNIAP received \$500,000 funding support from the United States Agency for International Development (USAID) to implement a 3-year program in Vietnam toward four initiatives that directly address victim protection, prosecution, and research and evaluation. These four initiatives, which had been implemented by UNIAP Vietnam Office, include:

Initiative 1: Case monitoring, documentation, and analysis of human trafficking.

Initiative 2: Shelter self-improvement.

Initiative 3: Statistical methods for estimating numbers of trafficking victims in Vietnamese provinces.

Initiative 4: Targeting and supporting more underserved victim populations.

In late October 2011, UNIAP was awarded another grant from USAID to extend the project to the Phase II which last for another two years 2011-2013, and ends in September 30, 2013. The Project Phase II focused on strengthening legal and policy frameworks and improving victim protection in Vietnam. Specifically, the project:

- 1)** strengthened legal and policy frameworks for addressing human trafficking related to victim protection, victim identification and labor responses. This component supported the development of improved national policies including development of the decrees and circulars on victim identification and assistance; and sensitization and raising awareness of labor trafficking and exploitation among business associations, labor inspectorates, journalists and police officers, border guard officers, judges and prosecutors;
- 2)** continued to support Shelter Self-Improvement through capacity building for shelter staff and promotion of networking and victim referral; provided urgent gap-filling support and assistance for more effective reintegration; and, increase services offered to self-returned victims;
- 3)** targeted and supported more under-served victim populations such as men trafficked into exploitative labor circumstances including male and female workers returned from overseas and victims with ethnic minority backgrounds; and collection of data around these trends.

2) OBJECTIVES OF THE ASSIGNMENT

The evaluation consultant will conduct a comprehensive assessment on the mentioned project implemented during 2008-2013.

3) SCOPE OF WORK

The evaluation will analyze all main components of the project in terms of results achieved against objectives, ownership of stakeholders and 'client satisfaction', and sustainability of the action, both financial and organizational.

The evaluation shall make an assessment of the extent to which the UNIAP project has contributed to tangible improvements in the response to trafficking in Vietnam, improvement of legislation in counter human trafficking and protection of victims, data collection, documentation, and analysis of human trafficking, support to returnees including underserved groups; comment on areas where such improvements have not been possible and identification of challenges and lessons learnt; as well as provision of recommendations for possible future programming and direction.

The evaluation shall be able to answer to the following questions:

Relevance/Effectiveness, efficiency and Impact

1. Are the different components of the project contributed to achieve its goal and objectives?
2. What progress has been made toward the intended results?
3. What factors have contributed/hindered the achievement of the intended results?
4. What are the successful/constraining factors?
5. How efficiently are resources being spent?
6. How has the UNIAP project led to improvements in counter – trafficking in Vietnam, and in which areas has it been less effective?

Sustainability

7. What is the level of ownership of counterparts (government agencies, local authorities and local organizations) to the project and will they be able to continue the relevant actions once the project withdraws? If not, what are the constraining factors? Would they have the human, technical, and financial resources? If not, or only partially, what would be the impact?
8. What could be alternative arrangement(s)/structure(s) to transition from the project to full ownership?

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

This assignment is expected to conduct in 25 days during August – September 2013. The consultant will spend about 7 days in Hanoi to conduct assessments. Travel may requires to Thai Nguyen and Bac Giang provinces. Travel cost to Thai Nguyen and Bac Giang will be borne by UNIAP.

5) FINAL PRODUCTS***

1. Draft evaluation report in English received by UNIAP on or before August 30, 2013– for distribution to relevant project's counterparts for comments
2. Final evaluation report in English) submitted to UNIAP no later than September 15, 2013

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant shall keep regular communications and send weekly updates to UNIAP Project Officer on the progress of the work and notify UNIAP immediately in case any urgent matters arise.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- This vacancy is for international applicants.
- Master Degree in Social Sciences, Public Administration, Management or related fields
- Good knowledge and understanding of the human trafficking in Vietnam and related issues such as migration and labor
- Experience in research, assessment, evaluation of development projects (be a team leader for at least three researches/evaluations). Experience in evaluating anti-human trafficking project will be an advantage
- Excellent skills in data collection, data analysis and report writing
- Extensive knowledge of qualitative and quantitative evaluation methods
- Excellent communication in English
- Good knowledge of Government structures and UN system
- Knowledge of computer-based programmes for data analysis

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNIAP will provide necessary documents in relation to the assignment to the consultant as soon as the contract is signed.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment milestones:

- 20% upon receiving and accepting detailed workplan including methodology and content;
- 50% upon receiving and accepting the 1st draft of evaluation report;
- 30% upon receiving and accepting the final evaluation report.

Annex VI

GUIDELINES FOR PREPARING CV

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of USD

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

No.	Description	Number of days	Unit Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature