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Date: 25 June 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International consultant - Strengthening results monitoring of One Plan and DaO in Viet Nam
Project name:	"Delivering as One" (DaO) initiative
Period of assignment/services (if applicable):	132 days (22 working days for 6 months from July 2014 – January 2015)

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **6 July 2014 (Hanoi time)**.

With subject line: International consultant - Strengthening results monitoring of One Plan and DaO in Viet Nam

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- 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 English, 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.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master's degree in international development, public administration, social sciences or related field.	100
2	A minimum of 3 years of professional experience in international development, working with multilateral and bilateral development agencies, governments, non-governmental organizations and other national partners.	200
3	Practical experience with various aspects of Results-Based Management (RBM) from similar assignments: providing advise on RBM/M&E related matters, conceptualizing and conducting training sessions on RBM/M&E, collecting data/information on progress towards results, inputting online databases, providing quality assurance.	300
4	Substantial and well-documented experience working with the UN System, preferably in the area of RBM Experience with the UN Delivering as One (DaO) initiative and/or in Viet Nam is considered a clear advantage	100
5	Demonstrated ability to deliver results within strict deadlines	100
6	Excellent skills in report writing in English.	200
	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.

5. 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.

6. 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.

On a monthly basis upon receipt and acceptance of products and sub-products described in a detailed work plan that will be developed based on TOR requirements and agreed with UNDP at the beginning of the consultancy.

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

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



TERMS OF REFERENCE (TOR)

International Consultant Strengthening results monitoring of One Plan and DaO in Viet Nam

I. BACKGROUND

The “Delivering as One” (DaO) initiative in Viet Nam started in early 2006 with the objective to achieve a more strategic and more effective contribution to the attainment of national development priorities under national leadership. The strategic intent of DaO is to “improve the effectiveness of the UN system to contribute to national development priorities and move towards providing high-quality policy advice and advocacy, focusing on the UN’s normative role”. The initiative is grounded within the 2005 Hanoi Core Statement on Aid Effectiveness and further reinforced by the recommendations of the November 2006 report of the High-Level Panel on System-Wide Coherence. In 2007 Viet Nam volunteered to be one of the eight countries to pilot further UN reform at country level.

The DaO initiative in Viet Nam focuses on six pillars: One Plan, One Budget (including One Plan Fund), One Leader, One Set of Management Practices, One Green UN House and One Voice. The strategic One Plan 2012-2016 has been developed in close consultation with Government, other national partners and donors. The One Plan is based on key national priorities, with a focus on providing policy advice and advocacy as well as capacity development for Viet Nam as a Middle-Income Country.

Results-Based Management (RBM) is an essential component of the One Plan 2012-2016. In line with RBM principles, an integrated approach is being applied to planning, monitoring, reporting, review and evaluation of the One Plan to ensure evidence-based decision-making. In 2012 the UN Country Team (UNCT) approved a comprehensive RBM Strategy for 2012-2016 to help monitor development results as well as progress on DaO and its contribution in making the UN System more efficient and effective in Viet Nam.

II. PURPOSE

The purpose of the consultancy is to support the Result-Based Management Working Group in the implementation of the Results-Based Management (RBM) Strategy for 2012-2016 particularly regarding those activities included in the Working Group’s action plan related to strengthening DaO and One Plan results monitoring.

III. SCOPE OF WORK

The assignment will include the following key components:

- a) Update the **DaO results and monitoring framework** with inputs from Resident Coordinator’s Office, Communications Team, Operations Management Team and Common Services Manager and produce progress analysis on a regular basis.
- b) Update the **One Plan Database** (OPD) with inputs from the Joint Programming Groups’ Secretariats and support the RBM WG in enhancing the Database in preparation for the 2014-2015 reporting and planning exercises.
- c) Review existing documentation on the **“Monitoring policy advice and advocacy”** Initiative produced by the UN and the Like-Minded Donor Group in 2013, develop and pilot the use of proposed tool(s) and present findings in a final report entitled “Monitoring policy advice and advocacy in Viet Nam: piloting selected tools”.

The assignment is expected to include the following specific tasks:

- Assist RCO, Operations Management Team, Common Services Manager and Communications Team in collecting baselines and progress information for the respective indicators;
- Produce DaO results progress analysis on a regular basis;
- Assist JPG M&E focal points on collection of data/information on progress made against One Plan Output and Outcome indicators and targets and provide quality assurance;

- Assist OPD coordinator in data entry quality assurance for One Plan key results (planned and actual values);
- Assist OPD coordinator in collecting and editing additional information/evidences for sharing in OPD as requested;
- Conduct a desk review of documentation produced by ODI/OPM in the framework of the Policy M&E consultancy supported by UN and Like-Minded Donor Group;
- Draft a proposal for a pilot exercise of selected tool(s) for key One Plan outcomes/outputs for presentation to relevant Joint Programming Group/s and integrate feedback received;
- Support the implementation of abovementioned proposal;
- Produce a report containing main findings of the piloting exercise for presentation to relevant Joint Programming Group/s and integrate feedback received.

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

The duration of the consultancy is estimated at 132 days (22 working days for 6 months). The assignment is expected to be conducted between July 2014 and January 2015.

Duty station: The consultant will work full time in Hanoi.

V. FINAL PRODUCT

The final deliverables for the assignment are: (i) an updated DaO Monitoring framework; (ii) an updated One Plan Monitoring framework; and (iii) a report on “Monitoring policy advice and advocacy in Viet Nam: testing selected tools”.

VI. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the guidance of the Results Based Management (RBM) Specialist at the UN Resident Coordinator’s Office and in close collaboration with the RBM Working Group.

VII. REQUIRED EXPERTISE AND QUALIFICATIONS

The consultant should have the following qualifications:

- Master’s degree in international development, public administration, social sciences or related field;
- A minimum of 3 years of professional experience in international development, working with multilateral and bilateral development agencies, governments, non-governmental organizations and other national partners;
- Experience with various aspects of Results-Based Management (RBM);
- Substantial and well-documented experience working with the UN System, preferably in the area of RBM;
- Experience with the UN Delivering as One (DaO) initiative is considered a clear advantage.
- Prior work experience with the UN in Viet Nam is considered an additional asset;
- Demonstrated ability to deliver results within strict deadlines;
- Excellent skills in report writing;
- Fluency in written and spoken English.

VIII. PAYMENT TERMS

On a monthly basis upon receipt and acceptance of products and sub-products described in a detailed work plan that will be developed based on TOR requirements and agreed with UNDP at the beginning of the consultancy.

IX. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The consultant will work within the Office of the Resident Coordinator’s premises, which will make all necessary logistical arrangements regarding IT equipment, workspace and others. The UN Resident Coordinator’s Office will provide support in providing key reference documents and arranging any meetings as necessary.

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)

