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Date: 29 August 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant for Summative Evaluation of United Nations Volunteers (UNV) programme Contribution to Volunteer Infrastructures (VIs)
Project name:	UNV Vietnam
Period of assignment/services (if applicable):	Sep – December 2013

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **17.00 hrs., 5 September 2013 (Hanoi time)**.

With subject line: National consultant - UNV Contribution to Volunteer Infrastructures

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 PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- 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 **Viet Nam Dong** 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 Viet Nam Dong 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	Education (BA, Eng.; M.A./M.Sc., PhD)	50
2	Expertise in RBM monitoring and evaluating (M&E)	150
3	Experience in providing RBM/M&E consultancy services (3 years minimum) including to UN agencies	200
4	Expertise in the volunteerism: Understanding of voluntary sector of UNV mandate and activities	200
5	Language skills –Fluency in English and Knowledge of local/national language (s) Other than English	100
6	Country Experience (Previous work; Native; Living in the country)	150
7	Research, analytical and communication skills, both oral and written including facilitation experience	150
	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 shall be paid upon submission of detailed work plan.
- 2nd and last payment: 80% of total contract value shall be paid upon submission of final report with UNV's satisfactory acceptance.

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)

TITLE:	National Consultant for Summative Evaluation of United Nations Volunteers (UNV) Programme Contribution to Volunteer Infrastructures
Country of Assignment:	Viet Nam
Duration:	15 calendar days full-time, including in-country travels
Starting date:	15 September 2013
End date:	15 December 2013

1) GENERAL BACKGROUND

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. In recent years, UNV has been supporting partner country organisations or governments on the development of volunteer infrastructures (VIs) to enhance conditions for the mobilization of volunteerism in programme countries. Executive Board decision 2006/18 encouraged UNV “to continue to increase its focus on assisting programme countries in developing sustainable national capacities, to mobilize volunteers domestically through, inter alia, national volunteer schemes, volunteer centres, and networks where appropriate”.

UNV’s VI contribution was first focused more on supporting individuals and volunteer civil society organizations (CSOs). However, in the last 7-8 years the focus has shifted or expanded to public policy, including support to the establishment of legislative or policy frameworks for national/regional volunteer schemes, institutions or programmes. UNV has also done a lot with advocacy/developing a common understanding and facilitation of volunteerism, supporting volunteer schemes in a variety of countries/regions and contexts through various modalities. In some cases UNV support has been a response to requests from Member States, Civil Society, Universities or Volunteer Involving Organisations (VIOs). In other cases UNV support was indirectly provided through projects implemented by partners such as UNDP, or via various funding or non-funding (technical support) arrangements with local governments, civil society organisations or regional organisations like the Economic Community of West African States (ECOWAS). However, UNV has never commissioned a broad corporate independent evaluation to study the impact and sustainability, the results achieved, the best practices and shortcomings in its approach to supporting volunteer schemes.

For the purpose of this evaluation the operational definition of a volunteer scheme is a UNV-supported plan, design, project, or programme or initiative for establishing volunteerism at national or regional levels as an ongoing resource to address specific peace and development objectives. The word volunteer scheme considered as interchangeable with volunteer infrastructure will be used more often in this evaluation. A volunteer scheme incorporates into its design the sustaining of volunteerism beyond the length of the planned project or initiative. This means that besides engaging volunteers to contribute to the defined peace or development objectives, there is also capacity development of an entity, structure, mechanism, and/or environment to enabling ongoing volunteerism to continue to contribute to those objectives and beyond, in a long-term perspective.

Moreover, volunteer schemes represent an important building block in society, through which everyone can actively contribute to the empowerment of communities and have an equal access to voluntary activities.

The findings and recommendations of this evaluation will contribute to charting and prioritizing UNV future interventions including in the post-2015 era. This evaluation will also be an opportunity to leverage the value UNV represents to major donors who have contributed to the Special Volunteer Fund (SVF).

The evaluation will mainly cover projects and initiatives conducted after UNV launched “A Guidance Note “Developing a Volunteer Infrastructure”, in 2004, although some projects undertaken before 2004 or completed in 2012/2013 will also be considered if relevant.

The evaluation will be conducted by an international independent evaluation team using standard methodologies. A sample of eight countries representative of the geographic coverage and diversity of UNV interventions will be subject to field visits. These include Burkina-Faso; Cape Verde; Liberia and Togo, Peru and Nicaragua, Nepal and Vietnam. During the field missions in-depth investigations will be conducted including key informant interviews, site visits of initiatives or institutions and focus group discussions. To facilitate the work of the evaluation team a local consultant will be contracted by the UNV field Unit, with the assistance of the UNDP country office. The current Terms of Reference (TOR) have been prepared for that purpose.

2) OBJECTIVES OF THE ASSIGNMENT

General objective

Through an analysis of UNV's policy or strategic documents and a set of selected VI-focused initiatives, the evaluation will assess the relevance, coherence and effectiveness of UNV's approach to supporting national/regional volunteer schemes, and the impact and sustainability of its interventions in order to support accountability of the results achieved, to draw lessons and make recommendations that could be useful to informing UNV policies and improving the design and performance of ongoing or future UNV interventions in this area.

Specific objectives

Generating knowledge about good practices: The evaluation would serve to learn and collect tangible evidence on which to rely when reviewing policy and advocating the promotion of volunteering as well as a mechanism to provide vital information on UNV's current and future approach to volunteer schemes. The evaluation would holistically explore UNV's support to a range of volunteer schemes within all their circumstantial and geographic diversity. Lessons and achievements from schemes since 2004 would be effective not only from a knowledge management perspective but also for mobilization and advocacy. In a forward-looking perspective the evaluation will also contribute to the current efforts in reshaping UNV's vision, strategic framework and corporate priorities for the coming years.

3) SCOPE OF WORK

Under supervision of the local UNV Programme Officer and guidance of the evaluation International Consultant, the local consultant will be tasked to:

- Gather and synthesize all volunteer scheme-related documentation and materials available at country-level prior to the field mission
- Based on above produce a maximum 20 page report to the Evaluation Unit at UNV HQ
- Conduct a stakeholder mapping prior to the field mission to identify and contact key informants and schedule interviews, a focus group meeting and site visit (s)
- Plan, organise and facilitate the focus group and the debriefing meetings with the support of the UNV Field Unit and UNDP country office.
- Accompany the evaluators to interviews, meetings and site visit of projects/initiatives, communities, organisations or institutions.
- Provide logistical and administrative support to the evaluators, alongside the UNV field unit, and follow-up on evaluation-related work including surveys and communication, as required.

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

Duration: 15 calendar days full-time, including in-country travels

Starting date: 15 September 2013

End date: 15 December 2013

- **7 days** for pre-evaluation desk review and briefings (prior to the field mission)
- **3 days** for individual key informant interviews (during the field mission)
- **3 days** for site visits (approximately 2-3 days of travelling to different programme pilot sites outside the Capital). Travel cost to the programme pilot sites shall be covered by UNV based on EU-UN Cost Norms.
- **2 days** for the focus group meeting, debriefing and a follow-up work.

5) FINAL PRODUCTS***

The consultant shall submit the following final products:

1. A synthesis report of 20 pages maximum in English summarizing the state of UNV-supported volunteer scheme in the country; the detailed planning of the evaluation field mission activities including the schedule for the interviews, the focus group meeting discussion, the site visit (s) and the debriefing meeting, timely reviewed prior to the evaluation and information provided to the international consultant, as per working plan agreed.
2. All related materials and relevant volunteer scheme-related documentation collected at country level.
3. A Briefing session prior to the mission and after the mission took place (with the international consultant, the UNV field representative and the UNDP Resident Coordinator Office - RCO).

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The local consultant will work under the guidance and direct supervision of the international evaluator consultant. He/she will help facilitate the evaluation meetings, field visits, facilitate on-site final beneficiaries' interviews whenever required and support the international consultant in data analysis. He/She will accompany the Evaluator in meetings in the capital and on missions to identified site sites.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Minimum Bachelor's degree in social sciences or relevant area (Masters or more would be an asset).
- Minimum 3 years of experience/involvement in design and/or monitoring & evaluation of development projects (involvement with the voluntary sector would be an asset).
- Good knowledge and understanding of socio-economic and political context of the country.
- Excellent written and spoken skills in English.
- Knowledge of local language (s) (French/Portuguese/Spanish would be an asset).
- Good understanding of volunteerism/voluntary sector, UNV mandate and activities (experience or previous work with the UN system would be an asset).
- Good research, analytical and communication skills, both oral and written (facilitation experience would be an asset).

8) Admin support and reference documents

The UNV FU will support the contractor to:

- Conduct stakeholder mapping
- Plan, organize, and facilitate key informant interviews
- Provide administrative and logistical support to the international evaluation team

The UNV FU will provide general support to the contractor throughout the evaluation period.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment shall be settled following the below milestones:

- 1st payment: 20% of total contract value shall be paid upon submission of detailed work plan.
- 2nd and last payment: 80% of total contract value shall be paid upon submission of final report with UNV's satisfactory acceptance.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL-TIME

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 VND

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	Rate (VND)	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