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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **31 October 2014**

Country:	Vietnam
Description of the assignment:	International Expert on Research Quality Control
Project name:	00069146/Public Administration Reform
Period of assignment/services	Estimated 30 days during the period December 2014 – July 2015

1. Submission should be sent by email to huynh.huong.thanh@undp.org no later than: **9 November 2014** (Hanoi time)

Subject line: International Expert on Research Quality Control

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 huynh.huong.thanh@undp.org. 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 interested consultants.

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

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)
- [Format of financial proposal](#). (Annex V)

3. SUBMISSIONS:

- **Technical Submission:**

- Letter of interest explaining why they are the most suitable for the work and responsive to the requirement in Evaluation Criteria.
- Personal CV including past experience in similar projects and at least 3 references

- **Financial proposal**

- The financial proposal shall specify a total lump sum amount in **USD** including consultancy fees and all associated costs etc. – see format of financial offer in Annex V.
- 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 USD at UN Exchange Rate at the submission deadline.

If travel outside the Duty Station is required by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

4. EVALUATION

- Technical Criteria weight: 1000 points
- Financial Criteria weight: 1000 points

Technical Evaluation will base on the following criteria:

Consultant(s)' experiences/qualification related to the services		
1	PhD degree in political science and/or economics (an asset if Viet Nam related)	250
2	Proven experience and/or research interests in Viet Nam, in particular politics and governance in Viet Nam	250
3	Proven experience in working with STATA for data analysis	300
4	Proven interpersonal and team-work skills	200
Total		1000

Only candidates obtaining a minimum of 70% of Technical weight would be considered for the Financial Evaluation

Maximum 1000 points will be given to the lowest financial 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% of the obtainable points

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

5. CONTRACT

“Lump-sum” Individual Contract will be issued for Individual consultant

“Lump-sum” RLA will be issued for consultant assigned by firm/institution/organization

Documents required before contract signing:

- Personal History
- Certificate on Basic Security in the Field when the consultant’s work involves travel at <https://training.dss.un.org/consultants>. The certificate is valid for 3 years.
- Full medical examination certified by UN-approved doctor 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.

TERMS OF REFERENCE

Service	International Expert on Research Quality Control
Duty station:	Home-base and Hanoi
Expected Duration	The Individual Contractor is expected to provide services specified in this TOR from 1 December 2014 to July 31. The selected consultant may be used to the same service in 2015 and 2016 PAPI
Supervision:	The Individual Contractor will work closely with the UNDP Viet Nam Policy Advisor on PAR & AC

1. Background

Since 2009, the United Nations Development Programme (UNDP), in collaboration with the Viet Nam Fatherland Front (VFF) and the Centre for Community Support and Development Studies (CECODES), has developed the Vietnam Provincial Governance and Public Administration Performance Index (PAPI) for Viet Nam. PAPI is aimed to gauge the perception and experiences of non-state actors, in particular of citizens regarding local governance and public administration performance at the provincial level.

PAPI aims at hearing the voice of citizens from different demographic backgrounds that remains weak in policy making, policy implementation and implementation monitoring. PAPI also means an effective and peculiar tool for citizens to engage in overseeing the performance of the state apparatus and public administration system at the provincial level. Ultimately, the provinces and cities will be provided with a powerful tool to advance the process of empowering the society, to enhance local governance and to support national efforts in keeping the public administration system and local governments accountable to citizens and the society at large.

The initiative was piloted in three provinces in 2009 and then expanded for larger pilot in 30 selected provinces in 2010. With the success of the pilots, PAPI has been conducted on an annual basis since 2011 in Viet Nam, with nearly 62,000 citizens from different demographic and professional backgrounds interviewed individually to date. PAPI involves different research stages that require specific quality control mechanisms in place. Some of the mechanisms are independent sampling, field survey spot-check with independent monitoring and re-interviewing for double-check of collected data, and external re-data entry for double-checking of first data entry by PAPI implementers. All these processes need quality control by an experienced international expert that is capable of providing technical advice, support and analysis for each of the quality control mechanisms being done by national partners.

This TOR sets forth the requirements for an International Expert on Research Quality Control for the PAPI initiative for the period from 1 December 2014 to 31 July 2015.

2. Objectives

- To provide international expertise in and advice on research quality control for the PAPI initiative, in particular,
 - o To analyse data collected through different quality check processes by matching different datasets to point out synergy and/or differences to inform UNDP
 - o To support with sampling of PAPI population using the PAPI sampling framework
 - o To support with analysis of national trends and time series data and elaboration of high quality graphs from PAPI data

3. Expected Outputs

The International Expert, according to the following terms of reference and under the coordination of UNDP Vietnam, shall deliver the service by three stages with 30 working days and 01 two-week mission in Hanoi in December 2014 (required, preferably before 20 December 2014) and 01 five-day mission in May/June 2015 (when deemed necessary), as described below:

Stage	Description	Expected Output	No. of Days	Tentative Deadlines
Stage 1	Analysing data collected from double-data entry by national experts and recommending fix measures	01 two-week mission to Hanoi in December 2014 (required) A briefing on data synergy and/or difference, with recommendations for improvement National trends and time series graphs produced	20	20 December 2014
Stage 2	Analysing data collected from sport-check of fieldwork and data-matching by national experts and recommending necessary fix measures	A briefing note on commenting on sport-check results and report by national experts	5	15 March 2015
Stage 3	Sampling PAPI population using PAPI sample framework	01 five-day mission in Hanoi (when deemed necessary) A series of sampled population worksheets to provide UNDP and its PAPI counterparts for implementation of surveys	5	15 July 2015

4. Expected Qualification

The International Expert is expected to meet the following minimum requirements:

- PhD degree in political science and/or economics (an asset if Viet Nam related);
- Proven experience and/or research interests in Viet Nam, in particular politics and governance in Viet Nam;
- Proven experience in working with STATA for data analysis;
- Proven interpersonal and team-work skills;

5. Timing, duration and location

The International Expert on Research Quality Control is expected to work independently on this assignment and return the final deliverables as described in Section 3 above. The duty station for this assignment shall be Hanoi and home-base. The International Expert is also expected to have skyping and/or email exchanging with UNDP Viet Nam Policy Advisor on PAR & AC and the PAPI research team when deemed necessary.

6. Contract payment

UNDP Viet Nam shall reimburse the successful Individual Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 3 above. The payment shall be made by three stages as follows:

Stage	Description	Expected Output	Tentative Payment Schedule
Stage 1	Analysing data collected from double-data entry by national experts and recommending fix measures	01 two-week mission to Hanoi in December 2014 (required) A briefing note on data synergy and/or difference, with recommendations for improvement National trends and time series graphs produced	31 December 2014
Stage 2	Analysing data collected from sport-check of fieldwork and data-matching by national experts and recommending necessary fix measures	A briefing note on commenting on sport-check results and report by national experts	31 March 2015
Stage 3	Sampling PAPI population using PAPI sample framework	01 five-day mission in Hanoi (when deemed necessary) A series of sampled population worksheets to provide UNDP and its PAPI counterparts for implementation of surveys	31 July 2015

7. Support from UNDP and reference documents

UNDP Viet Nam will provide the Individual Contractor with the following materials:

- The draft PAPI reports
- The final PAPI STATA data files

Following are references that the Individual Contractor may find useful:

- The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) reports at www.papi.vn.

8. Provision of monitoring and progress controls

- UNDP Viet Nam shall be responsible for quality control of the deliverables.
- The Individual Contractor will work under the supervision of the UNDP Viet Nam Policy Advisor on PAR & AC, who is also the team leader of the PAPI research.

The Individual Contractor will report directly to UNDP Viet Nam.