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Resilient nations.*

## **TERMS OF REFERENCE**

- SERVICE:** International Consultant for Project Mid-Term Review (MTR)
- PROJECT:** Korea – Vietnam Mine Action Project
- POST LEVEL:** Senior Specialist
- CONTRACT TYPE:** Individual Contract (IC)
- DUTY STATION:** Vietnam (13 days home-based, 09 days in Ha Noi with 03-day field visits to Quang Binh and Binh Dinh)
- EXPECTED DURATION:** Approximately 25 days within the period of 16 September to 30 November 2019

### **I. BACKGROUND**

As a result of many years of war, the land and people of Vietnam are severely affected by landmines and unexploded ordnance (hereinafter called Explosive Remnants of War or ERW). According to the results of the project named "Vietnam National Explosive Remnants of War Contamination Surveying and Mapping" from 2010-2014, all 63/63 provinces/cities across the country was contaminated with ERW. According to the Government of Vietnam, the total area of contamination is 6.13 million ha, accounting for 18.82% of the country's area. In order to support the ERW removal efforts in Vietnam, the Korea-Vietnam Mine Action Project (KV-MAP) was developed and founded on the close collaboration between the Government of the Republic of Korea and the Government of the Socialist Republic of Vietnam. The main purpose of the Project is to strengthen the capacities of VNMAC and other responsible parties to further improve the contribution of mine action activities for human development in contaminated areas, especially in Quang Binh and Binh Dinh provinces.

The project is structured around 4 main components, namely survey and clearance, information management, mine risk education and victim assistance.

#### **1. Survey and Clearance**

Conducting survey to identify the Confirmed Hazardous Areas (CHAs), recording these findings in the Information Management System for Mine Action (IMSMA) and

undertaking the clearance of the CHAs; training on new techniques and technology is included.

## **2. Information Management**

Improving available information for the UXO/mine action sector to support informed policy making and task prioritization; establishing Coordination Offices and Database Centers for Mine Action under VNMAC in Quang Binh and Binh Dinh provinces; training staff and providing technical hardware and assistance for information management of mine action.

## **3. Mine Risk Education**

Developing strategic plan for Mine Risk Education; conducting mine risk knowledge, attitude and practice (KAP) survey; organizing workshops for relevant stakeholders to share best practices for risk education; training relevant professionals and other persons engaged in risk education; delivering Mine Risk Education via radio and TV broadcasting, public events and communication materials.

## **4. Victim Assistance**

Collecting data on UXO/mine victims in the Quang Binh and Binh Dinh provinces and registering them in locally developed software; providing medical, livelihood and rehabilitation services, as well as skills and vocational training and job placement for identified survivors of UXO or mine accidents; establishing and institutionalizing the Victim Assistance support model in related national laws and policies.

**The Project is also strategically contributing to:**

### ***Policy Development and Sector Coordination***

The Project will support the VNMAC in fulfilling its central role of policy development and sector coordination. This support will include technical advice on how best to design and communicate a process for task prioritization and how to ensure quality management of survey and clearance activities.

The Project will further support VNMAC to implement the policy directions for the UXO/mine action sector and the coordination among all stakeholders.

### ***Capacity Building of Local Staff***

The overall aim of this cooperation between the Government of Vietnam and KOICA/UNDP is to further strengthen and support the institutional capacity of VNMAC to fulfil its role as coordination entity for the UXO/mine action sector in Vietnam, as well as the MOLISA as the main institution responsible for victim assistance. By further strengthening the capacity of these key institutions, the project will significantly improve national capacity to address the long-term humanitarian and development challenges caused by the threat of UXO and mines. This will be done through provision of technical advice to guide and support relevant staff in all aspects of planning, implementation, quality assurance and financial management needed for the project.

The Project has the duration of 3 years from 1 Feb 2018 to 31 December 2020, but UNDP is expecting a positive decision on an ongoing request for an extension till 31 December 2021. A Mid-Term Review (MTR) for the KV-MAP is therefore planned in 2019 to assess progress against outputs and identify appropriate recommendations for the project to reach its objectives in terms of the achievement, relevance, effectiveness, efficiency and sustainability of the project so far. The MTR also looks at early signs of potential impact and sustainability of results. Findings of this review will be incorporated as recommendations for mid-course adjustment of the project as needed.

The KV-MAP is looking to hire a qualified and experienced international consultant to conduct the mid-term review of the project and lead the mid-term review team consisting of one national consultant (also recruited by UNDP).

## **II. OBJECTIVE AND SCOPE OF MTR WORK**

In this context, the objectives of the MTR are to analyze results and performance of the project to date, identifying key constraints and challenges, early signs of potential impact of the project interventions and proposing corrective actions, potential project re-programming and future strategies and directions, if needed, for project implementation from late 2019 onward.

The anticipated scope of work includes, but is not necessarily limited to, assessing the followings:

- The relevance of project design, scope and priorities, including an analysis of the validity of objectives, project components, implementation arrangements, and management set-up from 2016, with focus on the period of October 2017 to date when UNDP was directly involved as the implementing partner, and project achievement against expected results defined in the project document and annual workplans;
- An in-depth review of the implementation of various project components with a view to identifying the level of achievement of the planned project outputs, the contribution to institutional development and sustainable human capacities and; in cases of not effective achievement, and analysis of the underlying reasons with recommendations for improvements, specifically assessing:
  - project management (i.e. arrangement and mechanism, procurement, etc.) in achieving the expected results;
  - project components, including cross-cutting issues of increasing the profile of mine action efforts in Vietnam and gender mainstreaming, as well as application of UNDP Social and Environmental Standards.
  - monitoring, evaluation and risk management through M&E framework and implementation for quality assurance.
  - project communication strategy to ensure project visibility to donors, partners and the public.

- current project management and technical advisory structure and staffing to meet project requirement.
  - factors beyond UNDP's control that influence the project environment and aimed outcome and conduct risk analysis.
  - the level of participation of stakeholders in the achievement of the desired outcome, as well as the effectiveness of such participation.
- Assessment of the early potential impact of project interventions. Possible gaps/ weakness in the current project design and possible interventions and measures that could be continued to support the government partners in the future.
  - Recommendations for future direction, strategies and areas of project focus as per the findings including an outline workplan for the remaining years of the project agreed by all stakeholders.
  - General lessons learned and best practices that can be considered in the planning and design of future technical support activities for the government partners and donor's coordination and harmonization in the area of mine action.

Apart from that, project's mid-term results should be rated in the following aspects:

Relevance: Evaluate the logics and unity of the process in planning and designing the activities for supporting VNMAC, MOLISA and the two provinces.

Efficiency: Evaluate the efficiency of the project implementation, the quality of the results achieved and the time/political/other constraints.

Effectiveness: Conduct an assessment management decision vis-à-vis the cost effectiveness; and to which extent the project outputs are on track to be effectively achieved.

Impact: Evaluate any early indications of the potential impact of the project, as well as its contribution to the SDGs.

Sustainability: Assess the likelihood of results becoming sustainable with specific focus on national capacity and ownership over the process.

### III. METHODOLOGY

This mid-term evaluation will adhere to the United Nations Evaluation Group's Norms & Standards, UNDP Evaluation Guidelines and UNDP Evaluation Policy. Please refer to the following links

<http://www.unevaluation.org/document/detail/1914>

<http://web.undp.org/evaluation/guidance.shtml#handbook>

<http://web.undp.org/evaluation/policy.shtml>

It is proposed that the MTE will be a participatory exercise considering the views and suggestions of a wide range of stakeholders within and outside the context of the

project. Stakeholders' ownership of the findings, recommendations and follow up actions is seen as one of the key factors for ensuring commitment to project implementation in the later stage. The evaluation methodology is based on the following activities:

- Propose a detailed work plan, methodology, approach and interview questionnaires
- Collect relevant documents with support from JPMU
- Conduct a desk review of collected documents
- Conduct in depth interviews with key counterparts at central level and local level to understand the reasons for identified gaps in relevance and efficiency as well as to document initial impact and lessons learnt of the project
- Prepare the draft report to seek comments from different stakeholders such as KOICA, VNMAC, MOLISA, PPCs, UNDP, etc.
- Present the key findings and recommendations in a workshop to validate the draft report
- Finalization and submission of report

#### **IV. EXPECTED DELIVERABLES:**

The International Consultant will be responsible to lead the MTR team and deliver the MTR report, analyzing results and performance of the project to date, identifying key constraints and challenges, early signs of potential impact of the project interventions and proposing corrective actions, potential project re-programming and future strategies and directions, if needed, for project implementation from late 2019 onward.

More specifically, deliverables are:

1. A MTR report which include: (1) Executive Summary (max 3 pages), (2) Introduction, (3) Methodology, (4) Analysis of the current status of the Project with regard to key components, outcomes, outputs, and implementation strategies, (5) Assessment of the context (political, donors' supports in the sector etc.) for the ongoing project implementation, (6) Key findings, early indications of best practices and lessons learned, (7) Conclusions and recommendations reflecting the most likely scenarios for the implementation of the Project in the remaining years; and (8) Annexes

Main text excluding annexes should be a maximum 50 pages.

2. There should be a minimum of the following annexes:
  - a. Evaluation consultant's ToR/short CV;
  - b. Terms of Reference of the review;
  - c. Glossary and Abbreviations;
  - d. List of persons/organizations consulted;
  - e. List of literature/documentation consulted;

- f. Evaluation work plan executed;
  - g. Problems and adjustments table; and
  - h. Findings synthesis table with performance rating.
3. Extract lessons learned and best practices that can be considered in the planning and design of future projects supporting Mine Action sector in Vietnam.
  4. Debriefing(s) to KOICA, MOD, Office 701, VNMAC, UNDP, MOLISA, JPMU, and other relevant stakeholders.

**V. ASSIGNMENT ROLE AND DURATION, DUTY STATION AND EXPECTED PLACES OF ASSIGNMENT AND TRAVEL**

The international consultant will have a duration of up to 25 days, **within 16 September and 30 November 2019** (13 days home-based, 09 days in Ha Noi with 03 day field visits to Quang Binh and Binh Dinh). The expert will work mainly in Vietnam (Hanoi, with field trips to Quang Binh and Binh Dinh provinces). Part of the assignment will also be home-based.

The role and tasks of the international consultant:

- The international consultant will be designated as the team leader and will be responsible to lead the MTR and deliver the expected outputs;
- The international consultant shall report to the UNDP Chief Technical Advisor
- The international consultant needs to maintain daily communications with the UNDP Chief Technical Advisor as and if/when problems emerge during the consultancy period, especially if they affect the scope of the job.

Indicative Activity Timeframe:

<b>Event</b>	<b>Time allocation</b>	<b>Key Deliverables/Outputs</b>	<b>Review and Approvals required</b>
Detailed proposal of methodology, work plan and related research tools (home based)	3 days	Detailed Plan submitted	UNDP Chief Technical Advisor and JPMU Project Manager
Desk-review and questionnaires (home based)	5 days	Questionnaires set	UNDP Chief Technical Advisor and JPMU Project Manager
In depth interviews (Meetings in Hanoi: UNDP, KOICA, VNMAC, MOLISA and other key stakeholders...)	3 days	Set of data and information collected from fieldwork	UNDP Chief Technical Advisor and JPMU Project Manager

Field visits, interviews with partners, and key stakeholders in projects' provinces	3 days	Set of data and information collected from fieldwork	
Draft report and PowerPoint presentation at the validation workshop/briefing with VNMAC, MOLISA, KOICA, UNDP and key stakeholders	6 days	Draft report with initial findings consulted with key stakeholders	UNDP Chief Technical Advisor and JPMU Project Manager
Finalization and submission of report (home based)	5 days	Final evaluation ready for circulation	UNDP Assistant Resident Representative and Project Deputy Directors
Total number of days	<b>25 days</b>		

While in Hanoi, the MTR team will be based at the UNDP Office. The KVMAP JPMU will facilitate the work of the MTR team before and during its stay in Vietnam, including preparing a schedule of meetings and interviews, producing the necessary background information for the evaluation process.

The travel cost (flight ticket, terminal fee, accommodation...) for 1 trip to Hanoi, Vietnam from consultant's home country, 1 trip to Quang Binh and 1 trip to Binh Dinh will be covered directly by UNDP according to UNDP travel rules/regulations in a lumpsum offer.

## VI. REQUIRED QUALIFICATIONS:

**Educations:** At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study

### **Experience:**

- At least 10 years of programme/project management and policy formulation experience in mine action and/or related field.
- Proven record of leading complex programmatic evaluations, including Mine Action/UXO programmes.) or related field.
- Demonstrable in-depth understanding of Results-Based Management, gender equality, capacity building and strategic planning;
- Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;

**Language requirement:** Fluency in English is a requirement. Knowledge of Vietnamese would be an asset

## VII. PROVISION OF MONITORING AND QUALITY/PROGRESS CONTROL:

All deliverables are to be shared with VNMAC, as well as with UNDP, for comments before finalization.

- The consultant will work directly under supervision of and report to UNDP Chief Technical Advisor on Mine Action; strategic guidance from the Deputy General Director of VNMAC and GPT Unit Head; and in close collaboration with the UNDP M&E Officer and UNDP Programme Analyst on Mine Action.
- JMPU is the supporting unit responsible for progress control of the deliverables

**VIII. DOCUMENTS for KV-MAP project:**

- Key Project Documents
- Minutes of JPCC meetings
- Workplans for 2018-2020 and details for 2018 and 2019
- Annual and quarterly progress project reports
- JPMU meeting minutes
- Field trip/technical reports
- Audit report
- Relevant documents on other donors’ programmes

**IX. REVIEW TIME REQUIRED AND PAYMENT TERMS**

- First installment of 30% of the contract value upon receiving and acceptance of the detailed proposal of methodology, work plan and related research tools.
- Second/last payment of 70% of the contract value upon receiving and acceptance of the final report.

All deliverables will have to be approved by required approval levels in Session V

**X. TECHNICAL EVALUATION CRITERIA**

Technical Evaluation Criteria	Obtainable Score
1. At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study	150



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**The Project is also strategically contributing to:**

### ***Policy Development and Sector Coordination***

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The overall aim of this cooperation between the Government of Vietnam and KOICA/UNDP is to further strengthen and support the institutional capacity of VNMAC to fulfil its role as coordination entity for the UXO/mine action sector in Vietnam, as well as the MOLISA as the main institution responsible for victim assistance. By further strengthening the capacity of these key institutions, the project will significantly improve national capacity to address the long-term humanitarian and development challenges caused by the threat of UXO and mines. This will be done through provision of technical advice to guide and support relevant staff in all aspects of planning, implementation, quality assurance and financial management needed for the project.

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far. The MTR also looks at early signs of potential impact and sustainability of results. Findings of this review will be incorporated as recommendations for mid-course adjustment of the project as needed.

The KV-MAP is looking to hire a qualified and experienced national consultant to be a member of the mid-term review team and to work under the supervision of the international consultant (also recruited by UNDP).

## **II. OBJECTIVE AND SCOPE OF MTR WORK**

The objectives of the MTR are to analyze results and performance of the project to date, identifying key constraints and challenges, early signs of potential impact of the project interventions and proposing corrective actions, potential project re-programming and future strategies and directions, if needed, for project implementation from late 2019 onward.

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- The relevance of project design, scope and priorities, including an analysis of the validity of objectives, project components, implementation arrangements, and management set-up from 2016, with focus on the period of October 2017 to date when UNDP was directly involved as the implementing partner, and project achievement against expected results defined in the project document and annual workplans;
- An in-depth review of the implementation of various project components with a view to identifying the level of achievement of the planned project outputs, the contribution to institutional development and sustainable human capacities and; in cases of not effective achievement, and analysis of the underlying reasons with recommendations for improvements, specifically assessing:
  - project management (i.e. arrangement and mechanism, procurement, etc.) in achieving the expected results;
  - project components, including cross-cutting issues of increasing the profile of mine action efforts in Vietnam and gender mainstreaming, as well as application of UNDP Social and Environmental Standards.
  - monitoring, evaluation and risk management through M&E framework and implementation for quality assurance.
  - project communication strategy to ensure project visibility to donors, partners and the public.
  - current project management and technical advisory structure and staffing to meet project requirement.
  - factors beyond UNDP's control that influence the project environment and aimed outcome and conduct risk analysis.
  - the level of participation of stakeholders in the achievement of the desired outcome, as well as the effectiveness of such participation.

- Assessment of the early potential impact of project interventions. Possible gaps/ weakness in the current project design and possible interventions and measures that could be continued to support the government partners in the future.
- Recommendations for future direction, strategies and areas of project focus as per the findings including an outline workplan for the remaining years of the project agreed by all stakeholders.
- General lessons learned and best practices that can be considered in the planning and design of future technical support activities for the government partners and donor's coordination and harmonization in the area of mine action.

Apart from that, project's mid-term results should be rated in the following aspects:

Relevance: Evaluate the logics and unity of the process in planning and designing the activities for supporting VNMAC, MOLISA and the two provinces.

Efficiency: Evaluate the efficiency of the project implementation, the quality of the results achieved and the time/political/other constraints.

Effectiveness: Conduct an assessment management decision vis-à-vis the cost effectiveness; and to which extend the project outputs are on track to be effectively achieved.

Impact: Evaluate any early indications of the potential impact of the project, as well as its contribution to the SDGs.

Sustainability: Assess the likelihood of results becoming sustainable with specific focus on national capacity and ownership over the process.

### III. METHODOLOGY

This mid-term evaluation will adhere to the United Nations Evaluation Group's Norms & Standards, UNDP Evaluation Guidelines and UNDP Evaluation Policy. Please refer to the following links

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<http://web.undp.org/evaluation/guidance.shtml#handbook>

<http://web.undp.org/evaluation/policy.shtml>

It is proposed that the MTE will be a participatory exercise considering the views and suggestions of a wide range of stakeholders within and outside the context of the project. Stakeholders' ownership of the findings, recommendations and follow up actions is seen as one of the key factors for ensuring commitment to project implementation in the later stage. The evaluation methodology is based on the following activities:

- Propose a detailed work plan, methodology, approach and interview questionnaires
- Collect relevant documents with support from JPMU
- Conduct a desk review of collected documents

- Conduct in depth interviews with key counterparts at central level and local level to understand the reasons for identified gaps in relevance and efficiency as well as to document initial impact and lessons learnt of the project
- Prepare the draft report to seek comments from different stakeholders such as KOICA, VNMAC, MOLISA, PPCs, UNDP, etc.
- Present the key findings and recommendations in a workshop to validate the draft report
- Finalization and submission of report

#### **IV. EXPECTED DELIVERABLES:**

The National Consultant will support the team leader in the production of the MTR report, analyzing results and performance of the project to date, identifying key constraints and challenges, early signs of potential impact of the project interventions and proposing corrective actions, potential project re-programing and future strategies and directions, if needed, for project implementation from late 2019 onward.

More specifically, deliverables are:

1. A MTR report which include: (1) Executive Summary (max 3 pages), (2) Introduction, (3) Methodology, (4) Analysis of the current status of the Project with regard to key components, outcomes, outputs, and implementation strategies, (5) Assessment of the context (political, donors' supports in the sector etc.) for the ongoing project implementation, (6) Key findings, early indications of best practices and lessons learned, (7) Conclusions and recommendations reflecting the most likely scenarios for the implementation of the Project in the remaining years; and (8) Annexes

Main text excluding annexes should be a maximum 50 pages.

2. There should be a minimum of the following annexes:
  - a. Evaluation consultant's ToR/short CV;
  - b. Terms of Reference of the review;
  - c. Glossary and Abbreviations;
  - d. List of persons/organizations consulted;
  - e. List of literature/documentation consulted;
  - f. Evaluation work plan executed;
  - g. Problems and adjustments table; and
  - h. Findings synthesis table with performance rating.
3. Extract lessons learned and best practices that can be considered in the planning and design of future projects supporting Mine Action sector in Vietnam.
4. Debriefing(s) to KOICA, MOD, Office 701, VNMAC, UNDP, MOLISA, JPMU, and other relevant stakeholders.

## V. ASSIGNMENT ROLE AND DURATION, DUTY STATION AND EXPECTED PLACES OF ASSIGNMENT AND TRAVEL

The national consultant will have a duration of up to 25 days, **within September and November 2019**. The expert will work mainly in Vietnam (Hanoi, with 04-day field trips to Quang Binh and Binh Dinh provinces).

The role and tasks of the national consultant: The national consultant will work under the guidance and direction of the international consultant and is expected to:

- Fulfil tasks defined by and work under the supervision of the team leader. Be responsible to provide her/his technical expertise as requested by the team leader to deliver the expected deliverables of the MTR
- Help the team leader in understanding the Vietnamese situation and context. Compile and review key resources, including those that are available in Vietnamese only, and provide summary findings to the team leader for inclusion in the MTR report; Provide analysis, other input and assistance as relevant to the team leader to ensure the relevance of the MTR to the Vietnamese context, including contributing to the draft MTR;
- Conduct consultations with stakeholders and key informants; Interpret for the team leader in discussion with the Vietnamese partners. If relevant and as agreed with the team leader, summarize information which could be obtained in Vietnamese only during interviews.
- As a resource person throughout the process, discuss trends and findings with the team leader to enrich and complete the analysis;
- Translate the evaluation report from English into Vietnamese

Event	Time allocation	Key Deliverables/Outputs	Review and Approvals required
Inputs to detailed proposal of methodology, work plan and related research tools	1.5 days	Written or tracked changes in the document	Team leader
Inputs to desk-review and questionnaires	2.5 days	Written or tracked changes in the document	Team leader
Interpretation and participation in in-depth interviews (Meetings in Hanoi: UNDP, KOICA, VNMAC, MOLISA and other key stakeholders...)	4 days	Collected and translated set of data and information collected from fieldwork	Team leader
Interpretation and participation in field visits, interviews with partners,	4 days	Collected and translated set of data and information	Team leader

and key stakeholders in projects' provinces		collected from fieldwork	
Inputs to draft report and participation in drafting and presenting the PowerPoint presentation at the validation workshop/briefing with VNMAC, MOLISA, KOICA, UNDP and key stakeholders	5 days	Written or tracked changes in the document	Team leader
Inputs to the final draft of report (home based)	4 days	Written or tracked changes in the document	Team leader
Translation of the report into Vietnam. Edit/proofread to ensure the Vietnamese version is ready for dissemination	4 days	Final Vietnamese version	Project Manager in consultation with Programme Analyst
Total number of days	<b>25 days</b>		

While in Hanoi, the MTR team will be based at the UNDP Office. The KVMAP JPMU will facilitate the work of the MTR team before and during its stay in Vietnam, including preparing a schedule of meetings and interviews, producing the necessary background information for the evaluation process.

## VI. REQUIRED QUALIFICATIONS:

**Educations:** At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study

### **Experience:**

- At least 7 years of programme/project management and policy formulation experience in mine action and/or related field.
- Proven record of leading complex programmatic evaluations, including Mine Action/UXO programmes.) or related field.
- Demonstrable in-depth understanding of Results-Based Management, gender equality, capacity building and strategic planning;
- Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;

**Language requirement:** Fluency in English and Vietnamese both oral and written is a requirement.

## **VII. PROVISION OF MONITORING AND QUALITY/PROGRESS CONTROL:**

- The national consultant will work directly under supervision of the MTR team leader; strategic guidance from the UNDP Chief Technical Advisor on Mine Action; Deputy General Director of VNMAC and GPT Unit Head; and in close collaboration with the UNDP M&E Officer and UNDP Programme Analyst on Mine Action.
- JMPU is the supporting unit responsible for progress control of the deliverables

## **VIII. DOCUMENTS for KV-MAP project:**

- Key Project Documents
- Minutes of JPCC meetings
- Workplans for 2018-2020 and details for 2018 and 2019
- Annual and quarterly progress project reports
- JPMU meeting minutes
- Field trip/technical reports
- Audit report
- Relevant documents on other donors' programmes

## **IX. REVIEW TIME REQUIRED AND PAYMENT TERMS:**

Payment instalments for the national consultant will be settled according to the completion milestones of key deliverables as below:

- First installment of 30% of the contract value upon receiving and acceptance of the detailed proposal of methodology, work plan and related research tools.
- Second/last payment of 70% of the contract value upon receiving and acceptance of the final report.

All deliverables will have to be approved by required approval levels in Session V

## **X. CONSULTANCY RATE AND REQUIRED SUBMISSION OF APPLICATION:**

“2017 EU-UNDP Guidelines for Financing Local Costs in Development Cooperation with Viet Nam” will be applied for national consultancy rate. The travel cost (flight ticket, terminal fee, accommodation...) for 1 trip to Quang Binh and 1 trip to Binh Dinh will be covered directly by UNDP according to UNDP travel rules/regulations.

Interested candidate must submit the following documents/information to demonstrate the required qualifications:

- Letter of Interest: explaining why he/she is the most suitable candidate for the work and brief proposal on how they will approach and conduct the work, especially as a team member under direct supervision of the team leader;
- 3 samples of relevant reports or research that he/she leads or participates/contributes in English and Vietnamese. In case of participation/contribution, it is necessary to specify what are the contributions;
- CV, including past experiences with similar type of work with names of three references.

#### XI. TECHNICAL EVALUATION CRITERIA

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
1. At least advanced university degree i.e. Master Degree in the field of social science and other relevant fields of study	150
2. At least 7 years of programme/project management and policy formulation experience in mine action and/or related field.	150
3. Proven record of leading complex programmatic evaluations, including Mine Action/UXO programmes.) or related field.	150
4. Demonstrable in-depth understanding of Results-Based Management, gender equality, capacity building and strategic planning;	300
5. Demonstrated experience with UNDP and/or other multilateral/bilateral development assistance agencies in similar assignments is an advantage;	150
6. Fluency in written English and Vietnamese is a requirement.	100
<b>Total score</b>	<b>1000</b>