



**Request for Proposal (RFP)
From an international consultant**

12 January 2010

Subject: RFP for professional services from one international consultant for an external mid-term review for the VUSTA Project.

1. You are requested to submit an English proposal for the service in the Terms of Reference (TOR), as per Annex I:

Eligible bidder: Individual international consultant-(IC) can submit proposals.

The IC will work together with one national consultant who will be separately recruited on the national market. The international consultant will be the team leader.

In order to apply for this consultancy, the IC, in his/her capacity as the team leader, will:

- Submit a technical and financial proposal including CV. The application needs to reflect the IC's previous experience and track record in providing similar consultancy services.
- Remain fully and solely responsible for and accountable to UNDP for the timeliness and quality of all the outputs delivered.

2. To enable the IC to submit a proposal, please find attached the relevant documents:

- Terms of Reference (TOR) (Annex I)

3. The offer comprising of a technical proposal and financial proposal as well as a CV should reach the following address **no later than 09:00 hours Hanoi time, 25 January 2010:**

Ms. Le Tuyet Sinh at le.tuyet.sinh@undp.org
UNDP Viet Nam
Procurement Unit
72 Ly Thuong Kiet, Ha Noi, Viet Nam

Subject Title:

"Application for external mid-term review of the VUSTA Project"

Proposals submitted after that date or proposals not in conformity with the requirements specified in this RFP will not be considered.

4. A two-stage procedure will be utilized in evaluating the proposals: 1) evaluation of technical proposals, and 2) evaluation of financial proposals.

Qualified proposal offering the highest combined weighed offer (technical and financial) will be selected.

Technical Proposal

5. The technical proposal should include, but not necessarily be limited to, the following information:
- a) A brief description of past experience of services of a similar nature to this required service. Referees must be provided for each assignment which may be contacted by UNDP during the selection process. Any other information that will facilitate UNDP's evaluation of the IC's capacity and reliability to carry out the assignment.
 - b) Detailed description of the IC's understanding of the objectives of the assignment, a description of the proposed approach, methodologies and activities to deliver the requested outputs. In addition, the proposal should contain a list of expected problems/difficulties and a proposal how the IC will solve them should they occur during the assignment.
 - c) Curriculum vitae (CV)
6. Your technical proposals will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
1.1	Demonstrating good knowledge and advisory experience related to civil society development in developing countries.	20
1.2	Practical experience from similar programmes/projects, especially in results-based formulation, planning, monitoring, evaluation and coordination	10
1.3	Proven strong analytical skills. Strong presentation skills in writing	5
Technical proposal		
2.1	Understanding of the assignment objectives including specific comments on the TOR	5
2.2	Understanding of difficulties/challenges of the tasks	5
2.3.	Understanding of political environment and of institutional issues relating to civil society development in transitional countries in general and in Vietnam (including VUSTA) in particular	20
2.3	Demonstration of proper approach/methodology and corresponding action plan to carry out the tasks and obtain the expected outputs.	35
Total		100

Please note that potential candidates may be invited to an interview as needed.

7. Contract Award

Technical proposals obtaining 70% and above of technical points will be considered technically qualified for financial assessment.

50 points will be given to the lowest financial offer. The other offers will be given points conversely with its financial offer i.e. $(50 \times \text{lowest offer}) / \text{its financial offer}$

8. Contract Form: A "lump-sum" SSA contract will be applied.

9. Financial Proposal

A lumpsum offer including all associated costs (fee, medical check up valid for one year, travel cost, DSA, terminals etc) as per template attached in annex 2.

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.

10. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account upon acceptance by UNDP Governance Cluster of the deliverables specified the TOR.

Payment will be made in VND using UNDP exchange rate at the day UNDP instructs the bank to effect the payment.

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



TERMS OF REFERENCE

FOR SPECIAL SERVICE AGREEMENT

TITLE: RFP for professional services from one international consultant (IC) for the external mid-term review of the STRENGTHENING THE CAPACITY OF VIET NAM UNION OF SCIENCE AND TECHNOLOGY ASSOCIATIONS (VUSTA) Project

COUNTRY OF ASSIGNMENT: VIET NAM (HANOI)

1) GENERAL BACKGROUND

The non-state sector in Viet Nam has experienced rapid growth in recent years. This development has been prompted by the establishment of a broad legal framework that reflects the importance of grassroots democracy, people's participation and contribution from non-governmental organisations (NGOs) for socio-economic development and equitable growth. The participation of various types of organisations in the delivery of public and social services is also encouraged in the five-year socio-economic development plan (SEDP) of the Government of Viet Nam.

To meet the need of coordinating and bringing together people with similar professional interests in science (and later on, development) and to meet with the demand of the coming reform process of the country, a few unions were established including VUSTA. VUSTA has the overall responsibility to contribute to the industrialisation and modernisation of the country, and has been traditionally realised by representing and coordinating Vietnamese scholars in the area of science and technology, as well as through knowledge dissemination. After 25 years in operation, VUSTA has been expanding in both scope and roles, but not fully taken advantage of its potential. To this end, it is essential that VUSTA enhances its capacity at enabling, organizational and individual levels.

The three and half year VUSTA-UNDP project aims to strengthen VUSTA's capacity to effectively support and represent its member organisations in government policy-making processes, contributing to the promotion of democratic governance and socio-economic development in the country.

Project key outputs include: (1) Strengthening VUSTA's capacity to represent its member organisations' interests in contributing to the government's policy-making process; (2) Strengthening VUSTA's internal governance structures and capacity to work as an effective umbrella organizations; (3) Strengthening VUSTA's capacity to become an effective bridge for its member organisations.

In the first year of 2008, the project progress has been limited. To respond effectively and flexibly to priority and ad hoc needs, it was decided to limit the scope of project activities in 2009 to a number of selected key activities. To ensure value for money of implemented project activities, disbursement of funds was made on a half yearly basis. This mitigation strategy has helped the project to gain some momentum in 2009 and some activities are now progressing in the right direction.

However, it is recognized by project stakeholders that developments have not unfolded as originally envisaged in the project document. Against this background, project donors have raised concerns as to how to define better project directions in a strategic and systematic manner. Further, it was agreed that there is a need to conduct a mid-term review to assess project performance since its inception and, more importantly, to identify the focus areas for project intervention in the years to come, taking into account recent developments influencing civil society in Viet Nam.

2) OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The objective and scope of the external mid-term review are as follows:

- a) *Assessment and documentation of project progress made so far against the expected results as defined in the project document and annual work plans*

This part of the assignment should answer the following two guiding questions:

- Have the right things been done? (Were the project's activities relevant, appropriate and strategic compared to national goals and UNDP's mandate in civil society?)
 - Have things been done right? (Were the actions to achieve the outputs and outcomes effective and efficient?)
- b) *Assessment of the relevance of the project and recommendations of project scope and activities for the remainder of project life cycle taking into account recent developments and likely future scenarios influencing civil society development in Viet Nam*

The assessment of the project's relevance, scope and recommended activities until the end of the project should take into account an analysis of

- i) Expected benefits of the project for VUSTA's future orientation and development; and
- ii) Potential benefits of the project towards civil society development in Vietnam in general.

This part of the assignment should answer the following questions:

- Are the results sustainable? (Will the outputs and outcomes lead to the benefits beyond the life of the existing project?)
- How might things be done better for the remainder of the project? What additional interventions may be undertaken to support civil society development in Vietnam? (Which findings may have relevance for future programming or for other similar initiatives?).

The external mid-term review will be:

- Outcome-oriented, meaning that the evaluation should go beyond the assessment of project activities and be geared as much as possible to project contributions to the desired changes of VUSTA and of civil society in general;
- Forward-looking and suggest solutions to the issues identified;
- Participatory exercise considering the views and suggestions of a wide range of stakeholders and beneficiaries within and outside the VUSTA

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

Duration: January 2010– March 2010 (estimated 30 working days)

Duty Station: Hanoi part of the assignment

Expected places for travel: Activities outside of Hanoi (northern or southern provinces) may be arranged if the mid-term review team deems it necessary.

4) FINAL PRODUCTS

Desk study of relevant background material: home based

Field mission to Vietnam during which consultant should receive inputs from stakeholder in a participatory manner (In the technical proposal the consultant should elaborate what participatory mechanisms will be used during the assignment).

Mission Report consisting of three parts as follows:

- a) Assessment and documentation of project accomplishments to date against expected outputs as defined in the project document and reflected in annual/quarterly work plans. The assessment of project implementation should include an analysis of success factors as well as bottleneck encountered during project implementation;
- b) Assessment of relevance, and recommendations regarding future scope and activities of the project;
- c) Recommendations for future programming or for other similar initiatives for future programming.

Verbal debriefing with UNDP and the PMU on main findings and recommendations of the field mission.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The IC will report to UNDP through the focal point – UNDP Programme Officer for the VUSTA project and work closely with the PMU and Project Office, which will take care of logistics arrangements for the evaluation team, except for meetings with Donors, for which UNDP is responsible.

Minimum required tasks:

- Desk studies of all materials relevant to evaluate the project outputs and outcomes (see the Annex at the bottom of this TOR for a suggested reference list)
- Working agenda is to be developed for consultation and agreement with UNDP and VUSTA and sent to VUSTA's PMU for arrangement of meetings
- A briefing session with UNDP senior management, Cluster Head and with the Programme Officer (PO) in charge of the project upon arrival of the team leader. A similar briefing with VUSTA's senior management and its Project Management Unit
- Field visit and interviews of organizations/individuals within and outside VUSTA as agreed by UNDP and VUSTA
- Mid-way debriefing with the Cluster Head, PO, Project Manager (PM) etc.

- Presentation of the team’s initial findings and recommendations at a stakeholder workshop at the end of the mission in Viet Nam

Reporting requirements:

The draft report should be delivered two weeks after the field mission. The report should be written in both English and Vietnamese, 20-30 pages for the English version (A4 format, font 12), not including annexes. The report will follow a report outline, which will be developed by the consultants and agreed upon with UNDP. The final report should be completed no later than 1 week after submission of comments from UNDP and the PMU.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Required qualification for the IC:

1. Master degree or above in political or other social sciences. Specialization in civil society development an advantage.
2. Excellent knowledge of and a minimum 10 years of experience with civil society development issues in South East Asia, preferably in Vietnam
3. Good knowledge of organizational development issues in the civil society sector
4. Good knowledge of strategic planning issues with the civil society sector
5. Strong team coordination skills
6. Experience with project management, preferably with UNDP-supported projects
7. Strong presentation skills, both oral and in writing
8. Fluent in English (speaking, reading and writing)
9. Strong intercultural communication skills

The IC will work together with one national consultant and will have the overall responsibility for the quality and timeliness of the entire assignment. S/he will supervise the national consultant and lead the evaluation.

8) Admin support and reference documents

- Project document
- Annual work plans and progress reports 2008-2009
- Related publications in soft/hard copies
- Relevant documents of VUSTA’s and Gov’s regulations re civil society organizations
- Relevant UNDP documents on civil society issues (corporate policies and Vietnam specific documents)

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- An advance 20% of the total contract value will be paid to the consultant (if required by the consultant) within 07 working days since the signing date of contract.
- Next payments of 40% of the total contract value will be paid upon: Receiving and accepting of the draft report as specified above in the ToR.
- Last payment of 40% total contract value will be made upon:

- i. Submission of consultancy final report, which is approved by UNDP.
- ii. Certification of payment to be made by UNDP.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE PARTIAL INTERMITTENT FULL-TIME

FINANCIAL OFFER

Having examined the scope of work in the TOR, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$.

This is a lumpsum offer covering all associated costs for the required service (fee, DSA, medical checkup- valid for one year, terminals, travel, visa, taxes etc) until satisfactory acceptance of the final outputs in the TOR

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