



**ECONOMIC COMMITTEE  
OF THE NATIONAL ASSEMBLY**



**UNDP**

**PROJECT 00074812**

**Support for Enhancing Capacity in Advising, Examining and Overseeing  
Macroeconomic Policies**

PROJECT NUMBER: 00074812

Date: 24 November, 2011

NATIONAL DESIGNATED INSTITUTION (DI): Economic Committee of the National Assembly

IMPLEMENTING AGENCY: *Economic Committee of the National Assembly*

**REQUEST FOR PROPOSAL (RFP)**

Budget Line No.: 74500

Requisition No.: 02/2010

To: Local Companies/Organizations

Dear Sirs/Madams,

1. You are requested to submit in the **English or Vietnamese** language a proposal for services in respect of “**Study on Impact of food and energy price shocks on households, production, and the economy in Viet Nam**” for the UNDP funded project “Support for Enhancing Capacity in Advising, Examining and Overseeing Macroeconomic Policies”. Your proposal could form the basis for a contract between your company/organization and the National Designated Institution.
2. Your proposal should address the Terms of Reference (TOR), attached to this letter as Annex 1, which describe the requirements to be met. This TOR will be used in the preparation of any contract arising out of this request. This letter is not to be construed in any way as an offer to contract with your company/organization;
3. A two-stage procedure will be utilised in evaluating the proposals: 1) Evaluation of technical proposals, and 2) Evaluation of financial proposals. The DI will rank bidders on the basis of technical and financial assessments.
4. The award of the contract will be subject to the negotiation of a mutually acceptable contract. Tender submissions are received on the basis that your organization fully understands and accepts these terms and conditions;

**A. Technical Proposal**

5. Your technical proposal should include, but not necessarily be limited to, the following information:

- a) A brief description of the institutional capability, outlining recent experience on projects/assignments of a similar nature in Viet Nam. You should also provide any other information that will facilitate our evaluation of your organization's reliability and capacity to meet our requirements (not limited to the following information: similar assignments undertaken, results achieved, outcomes obtained, etc.);
  - b) Referees must be provided for each assignment undertaken that the DI may contact;
  - c) Any comments or suggestions on the TOR or on the data, support services and facilities to be provided by the DI;
  - d) Your detailed description of the methodology/approach that your company/organization would respond to the TOR (including any documents, materials, tools and equipment).
  - e) A detailed work plan comprising, among others, the number of person-months in each specialization that you consider necessary to carry out all work required (bar-charts should support your proposal); and the composition of your proposed work tasks (including supervisory) which would be assigned to each team member
  - f) The curriculum vitae of each nominated team members (especially your team leader) and their time availability;
6. Technical proposals will be evaluated using the following criteria:
- a) The company/organization's general reliability and specific experience and capacity of the company/organization relevant to the task: **150 points**;
  - b) Understanding of the assignment/ comments on the TOR: **150 points**;
  - c) Adequacy of the proposed approach, methodology and detailed work plan in response to the TOR: **400 points**;
  - d) The qualifications and competence of the personnel proposed for the assignment: **300 points**. The personnel will be rated in accordance with:
    - (i) Their general qualifications skills (100 points);
    - (ii) Suitability for the assignment (both educationally/academically and professionally) (150 points); and
    - (iii) Their language qualifications and experience in Viet Nam (50 points).

Proposals obtained more than 70% of technical points will be considered technically qualified for financial assessment.

Candidates scoring less than 50% of the points obtainable will be deemed as non-acceptable and will have to be replaced if the firm is selected without increasing its financial proposal. If a firm scores 50% or less of the total points for the personnel component, it will be disqualified.

Maximum 300 points will be given to the lowest offer and the other bidders will receive the points inversely proportional to their financial offers. Proposal obtaining the highest points (technical points + financial points) will be selected.

- 7. If you consider that your company/organization does not have all the expertise for the assignment, there is no objection to your company/organization associating with

another company/organization or individual consultants to enable a full range of expertise to be proposed;

## **B. Financial Proposal**

8. Your financial proposal must contain an overall quotation in Vietnamese Dong. For all services to be provided the following must be itemized:
  - a) An all-inclusive day rate for each team member;
  - b) An all-inclusive daily rate and total amount for local travel and DSA;
  - c) Other costs, if any (indicating nature and breakdown);
  - d) Summary of total cost for the services proposed;
  - e) A proposed schedule of payments.
9. Please note that the cost of preparing a proposal and of negotiating a contract, including any cost for any related travel, is not reimbursable as a direct cost to proposed services.

## **C. Submission of Technical and Financial Proposals**

10. Your proposals are to be divided into a technical proposal and a financial proposal, which are submitted in three copies simultaneously and in separate and sealed envelopes with the contents of each clearly marked with **“Study on Impact of food and energy price shocks on households, production, and the economy in Viet Nam”**. It should be delivered to the Project Office (address indicated below) **no later than December 11, 2011, at 09.00 hours**. All proposals submitted after that or proposals not in conformity with the requirements specified above will not be considered;
11. You are requested to hold your proposal valid for 120 days from the deadline for submission. The DI will make its best effort to select a company/supplier within this period;
12. Please note that the DI is not bound to select any of the companies/organizations submitting proposals. A contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned with due consideration being given to economy and efficiency. The DI does not bind itself in any way to select the companies/suppliers offering the lowest price;
13. Proposal obtaining the highest points (technical points + financial points) will be selected;
14. Assuming that a contract can be satisfactorily concluded, the assignment is expected to commence right after signing the service contract.
15. Project Office Address:  
**Project Management Unit: “Support for Enhancing Capacity in Advising, Examining and Overseeing Macroeconomic Policies  
34 Giang Van Minh, Hanoi  
Email:dungnt@qh.gov.vn**
16. We would appreciate your informing us by email dungnt@qh.gov.vn as to:
  - a) Your receipt of this request for proposal
  - b) Whether or not you will be submitting a proposal

17. Any questions related to the TOR during the bidding time should be sent to the office address in item 15 above or by telephone 08044157. Any written reply to a particular question may be copied to all other invited companies/organizations, at the discretion of DI.

Yours sincerely,

**Nguyen Van Phuc**  
**National Project Director (DNPD)**  
**Project 00074812**

## ANNEX 1 : TERMS OF REFERENCE

### **Support for Enhancing Capacity in Advising, Examining and Overseeing Macroeconomic Policies**

Project No. 00074812

#### **Terms of reference for a research study**

10 November 2011

Title of Study	<b>Impact of food and energy price shocks on households, production, and the economy in Viet Nam</b>
Duty Station	Viet Nam
Duration of Assignment	December 2011 – February 2012
Supervision	ECNA National Project Director, ECNA project staff, and UNDP project officers

## **BACKGROUND INFORMATION**

Recently Viet Nam has experienced high rates of inflation, due in part to sharp increases in food and energy (oil, gas, electricity) prices. Inflation in 2008 was 23% and, after falling in 2009-10 as a result of the global Great Recession, is on course to rise again to similar levels this year, 2011. Such high rates of general inflation seriously disrupt economic activity, as enterprises face rapidly rising costs and spend more effort protecting themselves from inflation and speculating, and correspondingly less effort in productive activities. The burden of inflation also affects households, falling disproportionately on poor households that have fewer ways to protect themselves than others. Persistently high inflation is likely to lead to increasing social unrest, a slowing or reversing of poverty reduction and increasing inequality, and reduced ability to meet the Millennium Development Goals.

The high rates of inflation have both domestic and global sources. Domestically, the supply of money and credit has grown excessively and has been erratic, in an environment of unpredictable “stop-go” policy. Globally, twin ‘food and fuel’ price shocks in 2008 passed through to the domestic economy. In Viet Nam food prices rose 43% in 2007 and another 32% in 2008; retail gas prices rose 88% over 2007 and 2008. Global food and energy prices have fallen moderately since then, due to the Great Recession and the risk of another, “double-dip” recession. However, global commodity prices, including food and fuel, are notoriously volatile, and may well spike upward again in the near future, especially as global economic recovery takes hold.

Rising world prices represent a negative terms-of-trade shock for Viet Nam, to the extent that the country imports most of its fuel and is a net importer of food. However, the economic and poverty impact of higher prices depends on a range of factors, including (i) the structure of production and consumption at the enterprise and household levels; (ii) the extent of the agricultural and processing and manufacturing supply and trade responses; and (iii) the fuel intensity and input substitutability of the economy. For example, higher food prices may represent an opportunity to raise rural incomes. Conversely, many urban households rely on

purchased food and may be adversely affected by rising food prices. Moreover, higher fuel prices will also affect poverty due to fuel's economy-wide linkages. Finally, macroeconomic adjustments and public policy responses to accommodate the food and fuel price shocks will also affect household incomes and production. Accordingly, the impact of higher prices will vary over the short- and long-term, and across rural and urban areas and regions within the country.

Thus, assessing the impact of macroeconomic food and fuel price shocks and policy responses requires a model of economic structure, on both supply and demand sides, and channels of influence from the macroeconomic to the microeconomic levels. In Viet Nam there has been some recent microeconomic research on the impact of food price inflation on households: Vu Hoang Linh and Paul Glewwe (2011); Ian Coxhead and Vu Hoang Linh (2010); Nguyen Viet Cuong (2010); and Phung Duc Tung (2011). There has also been some recent macroeconomic research on the impact of rising oil and electricity prices on inflation and the output of basic industries: Nguyen Duc Thanh *et al.* (2008a) and Nguyen Duc Thanh *et al.* (2008b).

Most of these studies do not connect the macroeconomic and microeconomic perspectives in an integrated fashion. The exception is Vu Hoang Linh and Ian Coxhead (2010), which is an attempt to link the impact of macroeconomic policies to household living through the 2003 Vietnam Social Accounting Matrix updated with data from the 2004 Living Standards Survey. The study evaluated the effects of three economic shocks faced by Viet Nam in the years 2007-2009 on poverty and income of employees: (1) a dramatic increase in capital flows after Vietnam joined the WTO in the years 2007-2009, (2) rising food prices in 2008; and (3) the global economic crisis in 2009. However, the study is a preliminary effort in this direction, and relies on tenuous data and simplistic assumptions. Also, the study does not address the impact of energy price increases.

Given these gaps in the literature along with the importance of intensively understanding this topic for jobs of advising, examining, and overseeing macroeconomic policies, ECNA and the project's beneficiaries (CPO, OOG and NFSC) realize that it is necessary to review the evolution of food and energy prices and inflation in Vietnam, assess the impacts of global food and energy prices on domestic households and enterprises, and seek specific recommendations on macroeconomic and food and energy sector policies to respond efficiently to global price shocks.

The project will thus look for a local consulting firm/organization/research institute to provide this technical service.

This study falls under the Output 2 "*Evidence-based macroeconomic policy analyses and/or studies are conducted to provide needed and quality inputs to macroeconomic policy making*".

## **Objectives**

The objectives of this research study are to:

- Review and describe the evolution of inflation and food and energy (oil, gas, and electricity) prices in Viet Nam since 2007, identifying price shocks;
- Compare changes in food and energy prices in Viet Nam and globally, to assess the extent to which significant global food and energy price changes or shocks "pass

- through” to Vietnamese food and energy prices, and to general inflation (“price transmission);
- Assess the impact of global food and energy price shocks on productive structure and activity across economic sectors and on the macro-economy as a whole;
  - Assess the impact of global food and energy price shocks on household incomes and poverty and inequality across economic and regional (e.g. urban-rural; provincial) sectors;
  - Assess and compare the main relative impacts on the macro-economy and relevant sectors and household groups of energy versus food price shocks; and
  - Recommend specific macroeconomic and energy and food sector policy responses to global price shocks.

## **Scope of work**

The study will examine and compare developments in food and energy prices internationally and in Viet Nam. It will identify fuel and energy price shocks and measure their contribution to general inflation in Viet Nam. The study will also assess the effects of food and energy price shocks, and of policy responses to those shocks, on the productive and household sectors in both the short-term and the long-term. It will examine both changes in economic structure from supply and demand sides, and changes in household welfare, in an integrated fashion. It will do so using a Computable General Equilibrium (CGE) model based on an up-to-date social accounting matrix for Viet Nam.

However, the study will not build a new CGE model. The study should, instead, use an existing CGE model that has been developed either for Viet Nam, or to examine food and energy price shocks in economies similar to Viet Nam.

## **Research methodology**

The study will begin with an overview of recent policies and strategies in the agricultural and energy sectors. For example, the study should refer to the National Target Program to respond to climate change (NTP-CC); National Target Programme on Energy Efficiency (NTP-EE); Sixth Master Plan for Power Sector Development for the period 2006–2015 with a perspective to 2025; and agricultural development strategy during 2010-2020. These and other sources will inform the assumptions underlying the CGE model. For example, the Sixth Master Plan for Power Sector Development envisages a significantly rising share of coal and falling shares of hydro and gas and oil in power supply.

The study will also provide detailed energy, food, and inflation price comparisons for the Vietnamese and global economies. If possible, these will be done for the macro-economy and for sectors and regions and household groupings, such as by income level. The study may use econometric analysis to assess the extent of price transmission from the global to the domestic economies.

The study will assess the effects of food and energy price shocks on the productive and household sectors in both the short-term and the long-term. In the short-term, economic and household supply and demand structures are fixed and there are no behavioral changes by

producers or consumers. In the long-term, there may be substitutability away from costly energy and food inputs in both production and consumption, leading to changes in the structure of supply and demand.

For the short-term impact analysis, the study may use, in the case of inter-active production costs, input-output tables or social accounting matrices, updated with the latest data from the System of National Accounts and from household living standards surveys. In the case of households, the study may use net benefit ratio analysis.

Input-output tables and social accounting matrices are well-known. The net benefit ratio method was developed by Deaton (1989: Rice prices and income distribution in Thailand: A non-parametric analysis. *Economic Journal* 99 (395 Supplement Conference Papers): 1-37)); Zamon (2008: *The distributional implications of rising food prices: A partial literature review and a proposal for further work*. Mimeo. Washington, D.C.: World Bank) provides a review of the empirical application. The net benefit ratio is the difference between the consumption and production ratios. The consumption ratio is defined as the elasticity of the cost of living with respect to changes in price, which is driven by consumption shares. The production ratio is the elasticity of food sales to total household monetary income. The net benefit ratio can be interpreted as the elasticity of real income with respect to a food or energy price change. For net producers this elasticity is positive, while for net consumers it is negative. This analysis should be disaggregated by urban-rural area, regions, household positions as net food sellers/buyers, and by expenditure quintiles.

For the long-term impact analysis of both production and household welfare, the study will use a comparative static CGE model, based on data from an up-to-date (2007 or more recent) social accounting matrix. CGE models have a number of characteristics that make them suitable for analyzing external shocks, trade and tax policies, income distribution, and structural change. First, CGE models simulate the functioning of a market economy, including markets for labor, capital and commodities, and model how changes in economic conditions are mediated through price and quantity adjustments. Second, the structural nature of these models permits a decomposition of multiple shocks, such as simultaneous increases in fuel and food prices. Third, CGE models respect economy-wide constraints, including the balance of payments and macroeconomic aggregates. Fourth, CGE models contain detailed sectoral disaggregation of data, allowing for differential price increases across commodities. Finally, these models provide a theoretically consistent framework for welfare and distributional analysis.

The study may use a dynamic CGE model, if readily available, for greater realism in studying the effects of food and energy price shocks, since these model the evolution of the economy over time. In that case, the study would construct a baseline scenario, describing the economy in the absence of price shocks, and then comparing the baseline against simulations with price shocks. The baseline takes account of the most recent available data observations. Projections into the future draw upon expert forecasts from a range of external sources, as well as on government plans for the development of the domestic food and energy sector, such as Population and Labour Force Growth; Autonomous Technical Progress, agricultural/food and energy development plans/strategies, as well as fluctuation in the world market prices 2007-2020.

However, a comparative static CGE model is sufficient, and has the advantage of being much easier to use and to interpret for practical policy recommendations. An example of the use of both net benefit ratio and comparative static CGE analysis as described here is found in: C.



## **SPECIFIC TASKS**

The research should proceed as follows. The research team will:

- Review existing research literature on impact analysis of food and energy price shocks in Viet Nam, and in other economies similar to Viet Nam, as well as recent policies and strategies in the agricultural and energy sectors, and provide a statement of the contribution of the research to the existing literature;
- Prepare a detailed outline of the research, statement of research methodology, and work plan to discuss and agree with ECNA and UNDP project officers;
- Demonstrate that it has access to a working CGE model and social accounting matrix and input-output table, and other necessary data;
- Discuss and agree the research plan and methodology with the primary ECNA project beneficiary agencies;
- Prepare the research paper as specified here, in consultation with ECNA and UNDP project officers and beneficiary agencies, to ensure the relevance and applicability of policy recommendations;
- Submit the first research draft (in English and Vietnamese) to the project management team;
- Present the first research draft to a workshop of relevant stakeholders and experts for reviews and comments;
- Revise the research report based on comments and feedback, and present the revised report to ECNA and representatives from relevant agencies;
- Present the revised draft to a workshop of relevant stakeholders and experts, including external experts such as World Bank or IMF or ADB officers, for further comments; and
- Revise and finalize the report (in English and Vietnamese) after consultation and submit it (in both soft and hard copy) to the ECNA Project and UNDP;
- Publish and otherwise disseminate the research report to experts, officials, and the public.

## **Expected Outputs**

The research team will produce the following outputs:

- A literature review, and review of recent policies and strategies in the agricultural and energy sectors, and statement of contribution of the research to the existing literature;
- A detailed outline of the research, a research work plan with activities and timelines, and a detailed statement of the research methodology;

- Identification of the existing CGE model to be used, and identification of the data to be used with data sources and availability;
- A draft research report with specific policy recommendations;
- A final research report, with executive summary and specific policy recommendations, in both Vietnamese and English; and
- A policy brief, possibly based on the executive summary of the research report, written in non-technical language, containing an overview of the research, the findings, and the policy recommendations.

## **Quality Criteria**

- The final report will include contents as defined above. It should be clearly written, concise, logical and easy to understand. It is also expected to propose specific and practical policy recommendations. It should be well-written in English and Vietnamese.
- The executive summary of the research report, and the policy brief based on the report, will include key findings and issues of the study, emphasizing policy recommendations. It will not include any complicated technical tools and models. It will be well-written in English and Vietnamese.
- The report will identify sources of primary and secondary data so that they may be verified and their consistency, reliability, and timeliness confirmed.
- The report will support the analysis with detailed references and other documentation.

## **PROVISION OF MONITORING AND PROGRESS CONTROLS**

- The outline of the research, detailed research work plan, and statement of research methodology agreed between the research team and the ECNA project/UNDP, as well as the quality criteria above, will serve as the basis for monitoring and evaluating the work progress of the research team.
- The ECNA project will cooperate with UNDP in instituting quality controls.
- The ECNA project will be responsible for providing the research team with information, materials, documents, contact details, etc. as deemed necessary for the study.

## **ELIGIBILITY REQUIREMENTS**

### ***Consultant requirements***

The consultant team proposed by the contracting firm implementing the study should have the following qualifications:

- At least a Master's degree in macroeconomics, modeling, or a related field; a PhD would be an asset.
- Significant working or research experience in macroeconomics, modeling, or a related field.
- Experience and familiarity with using and adapting CGE models.
- Knowledge of or experience with the macroeconomic situation in Viet Nam.
- Experience in macroeconomic analysis and data processing and analysis, including use of econometric models.
- Sound understanding of the available data sources in macroeconomics and in Viet Nam.
- Ability to collect, compare, and analyze information effectively and to present the results and findings clearly in both writing and presentations.
- Working experience with international projects and with government agencies.
- Good networking and interpersonal skills.

Ideally the consultant team will include an international expert adviser in the area of research or research methodology.

Ideally the research team will also include members of one or more of the ECNA project beneficiaries working in agencies related to the research topic area. The members of the beneficiary agencies will help ensure that the team has access to needed data and that the research is relevant and practical. The members from the agencies will also learn and receive training from the team in research and analysis related to the research area.

Ideally, the research team will be made up of experts in the research area, regardless of their primary institution of affiliation. That is, research teams will not be made up only of members of a single research institution, but will be drawn from a number of institutions, according to expertise.

### ***capacity-building requirements***

Research institutions under the Project's research network are expected to enhance their capacity through the Project's training and research activities as well as to make certain contributions to the Project (e.g. through cost sharing). As a result, in the research proposal, the contractor is requested to mention types (and levels) of capacity that the contractor can build up or develop thanks to the conduct of this study. This includes training provided to team members from project beneficiary agencies.

In addition, the contractor is expected to state its certain contribution to the project via this study.

## **PAYMENT SCHEDULE**

- Proposed payment schedules are indicated below: 20% of the total fee after acceptance of the first expected outputs: A literature review and statement of contribution of the research to the existing literature; and a detailed outline of the research, a research work plan with activities and timelines, a detailed statement of the research methodology, identification of the existing model to be used, and identification of the data to be used with data sources and availability.
- 30% of the total consultancy fee after acceptance of the first draft report.
- 30% of the total consultancy fee after acceptance of the second draft report.
- 20% of the total consultancy fee after acceptance of the final report by the Project.

To ensure the timely provision of research result for the policy making process, the contractor is requested to strictly follow the work plan. For every month delay of research report submission against the work plan, the payment will be deducted by 5% of the total consultancy fee.

## **COPYRIGHT**

All intellectual property and proprietary rights, including rights to documents and any other materials produced during this assignment will become the sole property of the Government and UNDP, who will have the sole right to publish the same in whole or in part and adapt and use them as may seem desirable, and to authorize all translations and quotations from them. The contractor may not publish or use any of this material without prior permission of the Government (as represented by the Implementing Agency) and UNDP.

## ANNEX 2: FORMAT FOR PROPOSAL

### 1. TECHNICAL PROPOSAL

The bidder is invited to submit a proposal in the following format;

**A. Covering letter**, briefly explaining your institution/organisations interest in the proposal and the services you will provide.

**B. Consultant institution/organisation structure and experience.**

Describe the structure or provide an organisational chart of your institution/organisation, or your separate organisations if a joint venture, and provide information on staff numbers, responsibilities, etc.

Describe the relevant experience of your institution/organisation(s) using the following format

Assignment name:	Approx. value of the contract (in US\$):
Name of Client:	Duration of assignment (months):
Start date (month/year): Completion date (month/year):	Total number of staff-months of the assignment:
Brief description of services provided to the project:	

**C. Comments or suggestions on the Terms of Reference.** Suggest any modifications or improvement to the Terms of Reference to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities).

**D. Approach, Methodology and Work Plan for performing the assignment.**

This is the key element of your proposal. Under 'Approach and Methodology' you should explain your own understanding of the objectives of the assignment, your methodology for carrying out the activities and obtaining the expected outputs. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. Any repeated parts from the Terms of Reference will not be considered.

Under 'Work Plan' you should propose the main activities of the assignment, their content and duration, phasing and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology and use the format given overleaf.

**E. Team Composition and Task Assignments.** Here you should propose the structure and composition of your team. You should list the main disciplines of the assignment and the key expert responsible, using the format given below:

<i>Name of staff member</i>	<i>Area of expertise</i>	<i>Position assigned</i>	<i>Tasks assigned</i>

**F. Curriculum Vitae (CV) for proposed professional staff.** Provide CVs for staff assigned in a uniform format.

## **2. FINANCIAL PROPOSAL**

The financial proposal shall be submitted separately in a sealed envelope marked 'Financial proposal' in English. The total bid price must be quoted in VND.

The financial proposal will consist of a covering letter containing the following text:

We, the undersigned institution/organisation, offer to provide the consulting services for the Project “**Support for Enhancing Capacity in Advising, Examining and Overseeing Macroeconomic Policies**” in accordance with your Request for Proposal [Date] and our Technical Proposal [Date]. Our attached Financial Proposal is for the sum of XXX VND. This amount is inclusive of all local taxes incurred by us.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the 60 day validity period of the Proposal, i.e. [Date]

The financial proposal, consisting of three tables, shall then be provided in the format attached.

**PROPOSED WORK SCHEDULE**

N°	Activity <sup>1</sup>	Weeks <sup>2</sup>												
		1	2	3	4	5	6	7	8	9	10	11	12	Cont.
1														
2														
3														
4														
5														
n														

- 1 Indicate all main activities of the assignment, including delivery of reports.
- 2 Duration of activities shall be indicated in the form of a bar chart.

**FINANCIAL PROPOSAL**

**A. Total bidding price**

<i>m</i>	<b>Bid price (VND)</b>
Total costs of financial proposal	

**B. Staff costs**

<i>Name</i>	<i>Position</i>	<i>Rate (per day)</i>	<i>Input (Number of days)</i>	<i>Indicate VND cost</i>	<i>Note</i>

TOTAL COSTS					

### C. Reimbursable costs

<i>N°</i>	<i>Description<sup>1</sup></i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Cost (VND)</i>	<i>Note</i>
	Per diem allowances (accommodation and food)	Day				
	Per diem allowances (accommodation and food)	Day				
	flights	Return				
	Miscellaneous travel expenses	Trip				
	Transportation on island	Lump sum				
	Meetings and consultations <sup>2</sup>	Meeting				
	Communication costs	Lump sum				
	Drafting, duplication of reports	Lump sum				
	Equipment, materials, stationery supplies, etc.	Lump sum				
Total Costs						

1 These are indicative items only; the consultant should insert their own cost items.

2 Note that the Project will be responsible for costs of external participation, venue hire, food, etc., for essential/agreed workshops indicated in the TORs (but not for costs of members of the consultant team attending).



## EVALUATION CRITERIA

### SUMMARY OF INDIVIDUAL EVALUATION SHEETS

Date: .....

Time: 9.00 AM.....

Account to Charge

Available Budget

#### **Tender reviewed:**

RFP for " Study on Impact of food and energy price shocks on households, production, and the economy in Viet Nam "

#### **Name of Evaluators:**

#### **Point summary:**

<b>Technical Proposal Evaluation</b>		<b>Max. Points</b>	<b>Company A</b>	<b>Company B</b>	<b>Company C</b>
1	Expertise and Capacity of Firm / Organisation submitting Proposal	150			
2	Understanding of the assignment	150			

3	Adequacy of the proposed approach, methodology and workplan responding to the ToR	400			
4	Personnel competencies	300			
	<b>Total</b>	<b>1000</b>			
	<b>Percentage (%)</b>	<b>100</b>			

	<b>Strengths</b>				
	<b>Weaknesses</b>				

<b>Financial Proposal Evaluation</b>	<b>Points</b>	<b>Company A</b>	<b>Company B</b>	<b>Company C</b>
Bid price: points out of 100 (according to formula below)	100			

$S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration

	<b>TOTAL SCORE</b>		<b>Company A</b>	<b>Company B</b>	<b>Company C</b>
	Technical score x 0.7				
	Financial score x 0.3				

## INDIVIDUAL EVALUATION SHEET

### Tender reviewed:

RFP for " Study on Impact of food and energy price shocks on households, production, and the economy in Viet Nam "

### Name of evaluator

### Evaluation criteria:

#### A. FIRM' S EXPERTISE

Technical Proposal Evaluation		Max. Points	Company / Other Entity		
Form 1			Company A	Company B	Company C
Expertise and Capacity of Firm / Organisation submitting Proposal					
1.1	Reputation of organisation and Staff (Competence / Reliability) (Recognised capable institution in the field of training need assessment)	20			
1.2	Organisational Capability which is likely to affect implementation	10			
1.3	Quality assurance procedures, warranty	10			
1.4	Previous long-term and progressive experience of conducting similar assignments	40			
1.5	Good track record of experience in quantitative studies and/or surveys in Vietnam and/or other developing countries, similar to the study	30			
1.6	Capacity building, cost-sharing offered by the firm and/or involvement of qualified international experts/advisors	40			
<b>Total</b>		<b>150</b>			

**B. TECHNICAL PROPOSAL  
EVALUATION**

Technical Proposal Evaluation		Max. Points	Company / Other Entity		
Form 2			Company A	Compnay B	Company C
<b>Understanding of the assignment/comments on the TOR</b>					
2.1	To what extent does the organisation understand the tasks and expected deliverables/outcome of the assignment?	40			
2.2	Does the organisation have a sound grasp/knowledge of the scope and limitation of the assignment in relation to the TOR	40			
2.3	Does the proposal provide good comments on the TOR?	40			
2.4	Does the proposal suggest any revisions of or/and additions to the TOR that make the report more practical and useful?	30			
<b>Total</b>		<b>150</b>			
<b>Adequacy of the proposed approach, methodology and workplan responding to the ToR</b>					
3.1	Does the suggested work plan sufficiently address the key tasks/responsibilities expressed in the TOR?	100			
3.2	Is the suggested methodology for the assignment sufficient to address the needs/demands of the TOR?	170			
3.3	Does the proposal commit adequate human and logistical resources (including support staff, translation/interpretation etc.) to ensure high-quality and timely delivery of the report?	70			

3.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient delivery of quality report?	60			
<b>Total</b>		<b>400</b>			

### C. PERSONNEL

Technical Proposal Evaluation		Max. Points	Company / Other Entity		
Form 3			Company A	Company B	Company C
<b>Personnel competencies</b>		<b>300</b>			
<b>4.1</b>	<b><i>Team leader</i></b>	<b>120</b>	<b>90</b>	<b>90</b>	<b>0</b>
		Sub-score			
4.1.1	General Qualification (Master degree or equivalent in economics or sociology or related fields with at least 10 years of professional experience)	25			
4.1.2	At least five years working experience on training need assessment in developing countries, preferably in Viet Nam	35			
4.1.3	Demonstrated expertise and experience on conducting surveys closely related to the assignment	25			
4.1.4	Demonstrable, excellent data collection, analysis and report writing skills (supported by reports/publications if any)	20			
4.1.5	Good command of written English (supported by reports/publications if any)	15			
<b>4.2</b>	<b><i>Senior Consultant (including international expert, if any)</i></b>	<b>90</b>			
		Sub-score			

4.2.1	General Qualification (Master degree or equivalent in economics or sociology or related fields with at least 10 years of professional experience)	25			
4.2.2	Experience on training need assessment in developing countries, preferably in Viet Nam	25			
4.2.3	Demonstrated expertise on and experience in issues related to the assignment	25			
4.2.4	Excellent writing skills (supported by reports/publications if any)	15			
<b>4.3</b>	<b><i>Other Consultant(s)</i></b>	<b>90</b>			
		Sub-score			
4.3.1	General Qualification (Master degree or equivalent in economics or sociology or related fields with at least 10 years of professional experience)	25			
4.3.2	Experience on training need assessment in developing countries, preferably in Viet Nam	25			
4.3.3	Demonstrated expertise on and experience in issues related to the assignment	25			
4.3.4	Excellent writing skills (supported by reports/publications if any)	15			
	<b>Total</b>	<b>300</b>			
	<b>TOTAL POINTS</b>	<b>1000</b>			

			Company A	Company B	Company C
	<b>Strengths</b>				
	<b>Weaknesses</b>				

