



**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 Legal framework, Financial structure, and Monetary policy effectiveness 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 Legal framework, Financial structure, and Monetary policy effectiveness 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	Legal framework, financial structure, and monetary policy effectiveness in Viet Nam
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

Monetary policy conducted by the State Bank of Viet Nam (SBV) as it manages the supply of money in the economy is a main government instrument for managing the macro-economy. Monetary policy is the most important determinant of inflation. The money supply is also related to bank lending for consumption and investment, because more money means the banks have more to lend. The money supply and bank credit both contribute to inflation. The SBV can directly control bank lending to some extent, through financial administrative measures, such as setting bank reserve requirements, imposing interest rate caps, or setting bank lending targets for certain economic sectors.

Monetary policy can be an important factor in the efficiency of aggregate investment. Over 2006-2010, money supply has increased on average 30% per year, compared to on average annual 7% GDP growth rate during the same period. This excessive money supply growth leads to a large increase in bank credit, especially to state-owned enterprises, which has fed speculative, unproductive investment, and a real estate bubble.

Monetary policy only works well if most domestic economic activity is conducted in domestic currency, and if most savings, such as bank accounts, are held in the domestic currency. If a large share of domestic bank accounts are denominated in foreign currency, usually the U.S. dollar, or if a large share of savings are held in gold, and if a large share of domestic economic activity is paid for, or contracted in, dollars, then changes in money supply will lead very quickly to changes in inflation, rather than to changes in economic activity. Dollarization in Viet Nam is extensive, and this is considered by many scholars to create undermine the normal operation of the foreign exchange market and the effectiveness of domestic monetary policy. Market-based monetary policy, which does not include use of administrative measures, works best if there is a large domestic market for government bonds, with many participants of various types (not just banks or state-owned enterprises), so that interest rates set in that market accurately reflect expectations for aggregate economic activity. Monetary policy also

works better if it is forward-looking, steady and predictable, rather than reactive and largely politically motivated. In terms of institutional requirements, this usually means that monetary policy should have clear and limited objectives, such as, primarily, controlling inflation and, secondarily, facilitating economic growth and job creation. It also means that the SBV should be largely independent from the rest of government, and not subject to political influences or undue lobbying pressure from banks or state-owned enterprises. This is especially important when public finances and government spending are not managed well, since then it will be very tempting for the government to pressure the SBV to “print money” to finance the fiscal deficit, which inevitable results in high inflation.

Administrative measures may also be effective at times, especially use of capital and reserve requirements to slow bank lending, when, for example, there are large foreign investment flows into the economy, making traditional monetary policy difficult to conduct, and when too much bank lending support unproductive, speculative investments. However, in a sophisticated economy, use of interest rate caps and bank lending targets should be avoided, because it will make market-based monetary policy useless.

Monetary and credit policy can also affect the structure of the financial sector. When monetary policy is loose, not only does bank lending expand, but more banks are established to participate in and profit from the easy lending. This can lead to a situation where there are too many banks, many of which are not sufficiently capitalized, and vulnerable to financial and economic shocks. It can threaten the stability of the entire banking sector. If this is the case, attempts by the SBV to tighten monetary policy and control bank lending will quickly result in a loss of bank liquidity, eventually forcing the weakest banks to close. The SBV would have to ensure that this financial “consolidation” would be done in an orderly way.

These features of monetary and credit policy effectiveness appear in Vietnamese practice. One example is the Circular dated 20.05.2010 13/2010/TT-NHNN of the Governor of the SBV on the safety guarantee ratio in the operation of credit institutions, whereby commercial banks are required to raise capital to ensure solvency. While increasing safety in operation, this regulation also raises the operating costs of commercial banks. At the same time, while this provision is effective in reducing outstanding credit and liquidity of commercial banks by raising capital, it does not cover loans from other credit institutions in the country.

Given the importance of intensively understanding this topic for jobs of advising, examining, and overseeing macroeconomic policies at the increasingly serious concern over the effectiveness of monetary policy, ECNA and the project’s beneficiaries (CPO, OOG and NFSC) realize that it is necessary to review the legal framework and financial structure in Vietnam, assess the effectiveness and impact of monetary and credit policy on the banking sector and the real economy in the context of current legal framework and financial structure, and seek specific recommendations on changes and reforms to monetary and credit policy, to institutional legislation and regulations, and to financial sector structure for financial stability and more effective monetary policy.

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:

- Describe and review the structure of the banking sector over the last decade;
- Identify important changes to the structure of the banking sector in the last decade, and reasons for those changes;
- Describe and review institutional legislation and regulations governing the banking sector over the last decade, and the role of legislation and regulation and monetary policy in the evolving nature and structure of the banking sector;
- Describe and review monetary and credit policy over the last decade, including the main instruments used and the main features and institutional roles of the SBV and other agencies in conducting monetary and credit policy;
- Assess the effectiveness and impact of monetary and credit policy on the banking sector and the real economy over the last decade in the context of the institutional structure for monetary and credit policy, identifying the main channels of transmission from policy to impact on prices and financial stability;
- Assess the stability and resilience of the banking sector in the currently institutional and policy context, and identify potential risks, especially systemic risks with macroeconomic implications;
- Propose changes and reforms to monetary and credit policy, and to institutional legislation and regulations, to address the identified financial sector risks and improve systemic stability and resilience;
- Recommend specific policy and institutional changes to make monetary and credit policy more effective generally; and
- Recommend practical policy models and tools and frameworks (e.g. clear monetary and credit policy objectives) for ongoing monitoring and analysis of monetary, credit, and financial sector policies and practices.

Scope of work

This study will examine the interactive relations between legislation / regulation, the structure of the financial system, and the effectiveness of monetary and credit policy in supporting macroeconomic stability economic growth. It will focus primarily on the roles and policies of the government and the SBV and their effect on commercial banks and the banking sector as a whole, including systemic financial stability. It will address both the structure of the banking sector and the effectiveness of monetary and credit policy in terms of money supply, bank lending, inflation, and unproductive speculative investment such as actual or potential real estate price bubbles. It will also address the effectiveness of specific monetary policy instruments, such as open market operations, capital and reserve requirements, lending controls, and interest rate caps. It may also address the special structural role of state-owned enterprises in lending, borrowing, and investment patterns. The study will recommend practical tools and practices and frameworks that agencies can use to monitor monetary and credit policy, as well as institutional structures, and their impacts on the financial sector and on the macroeconomy.

Research methodology

The research methodology will be largely descriptive and analytical, using data, statistics, and graphs wherever possible to support arguments and conclusions. The analysis will identify causal relationships between legislation and regulations, monetary and credit policy instruments, financial structure, and monetary and credit outcomes. The research may use quantitative econometric techniques to help assess the effectiveness of monetary policy and its impact on, for example, inflation. The research should focus on structural and institutional aspects of monetary and credit policy, and so should include, wherever possible, specific and practical case studies and examples to support and illustrate the arguments and conclusions.

SPECIFIC TASKS

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

- Review existing research literature on financial legislation and regulations, structure, and monetary and credit policy effectiveness in Viet Nam, and internationally as relevant; 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;
- 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 draft report, based on comments, 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 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;
- 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 finance, macroeconomics or a related field; a PhD would be an asset.
- Significant working or research experience in finance, macroeconomics, or a related field.
- 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, and a detailed statement of the research methodology;
- 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.

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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 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 ¹	Weeks ²												
		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>	Bid price (VND)
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 cost VND</i>	<i>Note</i>

TOTAL COSTS					

C. Reimbursable costs

<i>N°</i>	<i>Description¹</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 ²	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 Legal framework, financial structure, and monetary policy effectiveness in Viet Nam "

Name of Evaluators:

Point summary:

Technical Proposal Evaluation		Max. Points			
			Company A	Company B	Company C
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			
Total		1000			
	Percentage (%)	100			

	Strengths				
	Weaknesses				

Financial Proposal Evaluation	Points	Company A	Company B	Company C
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

	TOTAL SCORE		Company A	Company B	Company C
	Technical score x 0.7				
	Financial score x 0.3				

INDIVIDUAL EVALUATION SHEET

Tender reviewed:

RFP for " Study on Legal framework, financial structure, and monetary policy effectiveness 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			
Total		150			

B. TECHNICAL PROPOSAL EVALUATION

Technical Proposal Evaluation		Max. Points	Company / Other Entity		
Form 2			Company A	Company B	Company C
Understanding of the assignment/comments on the TOR					
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			
Total		150			
Adequacy of the proposed approach, methodology and workplan responding to the ToR					
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			
	Total	400			

C. PERSONNEL

Technical Proposal Evaluation		Max. Points	Company / Other Entity		
Form 3			Company A	Company B	Company C
Personnel competencies		300			
4.1	Team leader	120	90	90	0
		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			
4.2	Senior Consultant (including international expert, if any)	90			
		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			
4.3	<i>Other Consultant(s)</i>	90			
		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			
	Total	300			
	TOTAL POINTS	1000			

			Company A	Company B	Company C
	Strengths				
	Weaknesses				

