

**Term of reference for short term national consultant
under
Government – Business Integrity Initiative (GBII)
in the UNDP regional project “Promoting fair business environment in Asean”**

Financing Agency: UNDP (from UK Prosperity Fund)

Project Implementer: Office for Business Sustainable Development (SDforB) under VCCI

Background

Corruption is considered as one of the big global challenges at the moment. Lacking of business integrity is one of the main causes that not only undermines society stability but also private sector. Therefore, anticorruption in business has become one of the top priorities of the nations and brought together stakeholder interests. This view coming from the principle that corruption cannot be tackled individually but requires a collective efforts made by stakeholders through engagement of government, businesses, international donors, civil society, media and all people.

Under the framework of UNDP Regional Project "Promoting a fair business environment in ASEAN" funded by the UK Government's Prosperity Fund, the Vietnam Chamber of Commerce and Industry (VCCI) has been implementing "The Government-Business Integrity Initiative GBII" to enhance business engagement with government to strengthen business integrity culture in Vietnam through applying code of conduct (CoC) and internal control mechanism (IC) to curb corruption as well as assist them to fully comply with the Law on Anti-Corruption (revised in 2018, come into force in July 2019). The project will focus on key activities from now to March 2020 that included:

1. Formulate business training manual on how to implement code of conduct and internal control mechanism and its guidance for train the trainers (ToT);
2. Provide trainings and establish a competent network of consultants and trainers who will be capable enough of providing consultancy service to local companies;
3. Promotion of IC and CoC through deep trainings for local businesses on IC and CoC;
4. Provide technical advices to build role models and champions in key business sectors on the application of internal control mechanism and code of conduct;
5. Regularly conduct consultation workshops/forums, dialogues on relevant topics and make proposal and advisory policy recommendation to government to make business environment change in Vietnam;
6. Mobilize participation of business community to take collective action contributing to improve local business environment, create a consensus on enhancing business integrity culture in Vietnam.

Scope of Work, target performance and timeline

The Office for Business Sustainable Development (SDforB) under VCCI is looking for a short term consultant who could be a local Vietnamese consultant who could possibly be a consulting company and/or a external independent expert to:

1. Formulate/strengthen draft developed business training manual on how to implement code of conduct (CoC) and internal control mechanism (IC) and its guidance for train the

trainers (ToT) included participation in the consultation workshop and make a presentation.

2. Deliver one-day pilot trainings which will be conducted in Hanoi and Ho Chi Minh city (two pilot trainings) focusing on IC in the morning and CoC in the afternoon.
3. Deliver 2-day train the trainers (ToT) courses (2 courses, one in Da Nang City about IC and one in Vinh Phuc province)
4. Provide a massive face to face training for business in Da Nang and train local business association representatives and local VCCI branch staff through training workshop in Hanoi (2 topics: IC in the morning and CoC in the afternoon)
5. Provide in-house technical advices to build two role models (one for IC and one for CoC) to successfully apply and implement internal control mechanism and code of conduct (two these companies are located in Hanoi).

No	Description	No. of works		Target performance	Timeline	Deadline
		No.	Unit			
1	Formulate/strengthen draft developed business training manual and its guideline for ToT, training agenda					
1.1	Prepare and deliver presentation at the consultation workshop; note taking and report writing	4	day	Presentation in Vietnamese; Participation in the workshop; A workshop report written in English	Late July and/or early August	Within 7 working days prior to the event
1.2	Continuously formulate training manual, agenda and guideline for train the trainers (ToT) with slide; pre and post-test form (online and/or hard copy) after the consultation workshop	6	day	A set of documents included business training manual (both in Vietnamese and in English), guideline for ToT with slide (in Vietnamese) submitted to VCCI and UNDP for further inputs/approval included a clean version and a track change version		Within 7 working days right after the consultation workshop
1.3	Deliver two pilot trainings in Hanoi and HCMC; collect filled pre and post-test form and report writing	10	day	An incorporated report written in English submitted to SDforB	Late August	Within 2 working days right after training
1.4	Deliver 2-day train the trainers (ToT) course on IC in Da Nang	8	day	An incorporated report written in English submitted to SDforB	Late Agust and/or early September	
1.5	Deliver 2-day train the trainers (ToT) course on CoC in Vinh Phuc province	8	day	An incorporated report written in English submitted to SDforB	Late Agust and/or early September	
1.6	Final finalization of business training manual, agenda and guideline for train the trainers (ToT) with slide; pre and post-	12	day	A set of required documents to be completely developed	September	Best before 20 September

	test form (online and/or hard copy)					
2	Provide a massive face to face training in Da Nang and capacity building					
2.1	Training delivery in Da Nang and report writing	5	day	An incorporated report written in English submitted to SDforB	One day in October	Before 30 September
2.4	Deliver capacity building training for VCCI internal staff and local business associations in Hanoi and report writing	5	Day	An incorporated report written in English submitted to SDforB	One day in October	Before 30 September
3	Provide in-house technical assistance to build 2 role models in Ha Noi					
3.1	Preparatory period: Develop TOR; review proposal and make final evaluation; report writing	6	day	Final TOR and a brief report written in English	October	Best before 15 October
3.2	Building a successful examples in implementing IC mechanism for a Hanoi-based company	53	day	A detail completion report describing the whole mission and analyse what works by the companies. For what does not work/limitations, tell clearly why and future direction for companies to improve	From October to February 2020	Best before 7 March 2020
3.3	Building a successful example in implementing CoC for a Hanoi - based company	53	day	A detail completion report describing the whole mission and analyse what works by the companies. For what does not work/limitations, tell clearly why and future direction for companies to improve.	From October to February 2020	Best before 7 March 2020
	Total days = (1) +(2)+(3)	170				

Remark: Exchange rate: 23,280 VND/USD, May 2019 by UNDP in Vietnam

Required expertise of consultant

1. The consultant is expected to possess excellent expertise and experience in related fields;
2. Extensive knowledge on the socio-economic and political and business context of Vietnam is required.
3. The Consultant is expected to have a team (at least 2 experts who are good at IC and CoC) comprising of experienced professional experts at national level.
4. The team leader of the consulting team is expected to prove practical consulting experiences to companies.
5. Have ever provided consulting services to VCCI, UN agencies and WB is a priority
6. Fluency and proven oral and written skills in English
7. Excellent and proven communication skills with a variety of stakeholders

Interested consultants (being a legal status and/or external independent expert) must submit the following documents/information (in Vietnamese/English, PDF Format) to demonstrate their qualifications:

a. Technical component:

- Curriculum vitae of proposed experts
- A detail description/proposal for Act 3: Provide in-house technical assistance to build 2 role models in Ha Noi (how to implement and what's about successful indicators with commitments to the end)
- Signed Letter to SDforB confirming Interest and Availability

b. Financial proposal (with signature and/or stamp): The financial proposal shall specify a total lump sum amount in VND for national consultant in accordance with EU-UN cost norms applying for local consultant rate.

Duration

This is an 170 day consultancy appointment under the project. The final completion period will be 7 March 2020 at the latest. The specific time/date of each activity will be mutually arranged/negotiated during the implementation as long as it could suit all parties involving in the project.

Location

The position is a short term job only. It will not require the consultant to be present at the project office but it requires regularly update progress via email, telephone/skype and/or in person if necessary. The consultant shall take responsibility for fulfill the signed contract in accordance with prepared TOR.

Benefits and notes

Apart from the consultancy fee under approved project budget plan, the consultant will be covered airfares, travel cost, meal and accommodation if the consultants have to travel to the other provinces/cities to deliver assignments.

The amount of DSA and airport taxi may not be revised or adjusted due to regulation of lump sum payment.

Airfare is requested to be not over approved project budget plan and economy class is a best choice. The consultants are requested to submit supporting documents such as copy of boarding pass and air tickets.

Application deadline

Interested consultants should e-mail their CV before 15 July, 2019 to xuandtb@vcci.com.vn