**Term of reference**

**National consultant/ national consulting company for survey**

**Description**

The Office for Business Sustainable Development, at Departmental Level under Vietnam Chamber of Commerce and Industry, operating as per independent account regime is now implementing “Government-Business Integrity Initiative – GBII” which is supported by the UK Prosperity Fund, ASEAN Economic Reform Program, within the framework of the Regional Project on “Promoting a Fair Business Environment in ASEAN” implemented by the United Nations Development Program (UNDP), and aims to improve corporate governance and sustainable development in Vietnam.

And we are looking a national consultant team and/or a national consulting company who has appropriate qualification and experience to conduct 2 assignments below. For additional information about the project, please refer to our website: [www.kdlc.vn](http://www.kdlc.vn).

**Background and the need**

Corruption impacts all aspects of society, often resulting in tremendous inefficiencies and creating obstacles to growth. Organizations increasingly want to better understand and manage their exposure to corruption as they work to navigate regulatory challenges and grow their operations.

Corruption is a complex and intricate issue, with wide scope. Numerous tools and resources have been created to assist companies in the development and effective implementation of anti-corruption policies. Despite these efforts, many businesses still struggle with the integration of anti-corruption measures into their day-to-day operations. Consequently, these struggles are also reflected in corporate reporting practices on anti-corruption.

In recent years, many serious corruption and fraud cases have been brought to the light in Vietnam such as Ocean Bank, Vietnam National Oil and Gas Group, Petro Vietnam Power Land Joint Stock Company (PVP Land), Cuong Ngan Mobile and so on. Generally speaking, these cases were resulted from the weaknesses in corporate governance and lacking of strong ability to prevent, detect and address frauds, mistakes and wrongdoings in business as well as ineffective internal control mechanism that giving a rise to corruption. According to the survey on “Companies’ use of internal control and codes of conduct” made by the Project last year reported that internal control unit was almost established in large and medium-scale companies but it worked ineffectively because this department took it for granted that they were under control of board of directors and it’s essential to follow direction of their board of directors. In addition to that, the critical weaknesses emerging from the survey there was a lack of structures that indicated clear responsibility and control over performance management, and a serious lack of commitment to honesty and ethical values from staff members. Only about 50%–60% of the companies correctly selected the most commonly accepted definitions of internal control and codes of conduct. However, there were many more companies expressing their interest in learning more about how they could comply with revised Law on anti-corruption, how to resist corruption in business and particular how to set up a compliance system. In order to set up the system in place, business understood that it required to spend human resources and the amount of doing business cost such as staff recruitment, regular trainings but in fact these companies were not affordable. For this reasons, business tended to incorporate a single internal control unit into financial department and it was not a good practice by doing like this because it would cause a burden and make financial department overloaded. As result, wrongdoings and frauds would not completely controlled and tackled.

On the other hand, the international best practices advised that good corporate governance by complying with internal control system and code of conduct has been becoming as one of best tools to reduce risks, detect frauds and ensure regulatory compliance in business. IFC's Good Corporate Governance Practices also recommended that Vietnamese businesses should consolidate and strongly improve internal control system and/or build better capacity of internal control unit/risk management unit to assist board of directors in managing and supervising business activities and ensure interests of all stakeholders.

Alongside efforts to implement e-government and cut red tape to reduce the burden of doing business in Vietnam, Prime Minister Nguyen Xuan Phuc publicly announced the Government’s determination to build an “Integrity” Government by increasing transparency and mobilizing multiple actors to work together. Revised Law on Anti-corruption was ratified and come into force since last July which required obligations of companies to put in place measures to prevent and fight corruption by establishing internal control mechanism and codes of conduct in business as well as Resolution 05/2019/NĐ-CP on internal controls and so on*.*  This, in turn, has also put pressure on companies to raise their standards to the levels required

**Scope of work and objective**

That included 2 main assignments below:

Task 1: Review and document good practices and measure impacts of behavior changes of businesses after training courses/workshops conducted by SDforB - VCCI.

+ Specific objective: To collect and review good practices on application of IC and CoC and/or business integrity conduct in business and coincidentally to measure impacts/behavior changes of benefited participants (business only) who attended training courses/workshops;

Task 2: Conduct a survey on business’s need/expectation of future consulting services and possibility of stakeholder participation in VBIN

+ Specific objective: Conduct a survey on business’s need/expectation of future consulting services provided by VBIN at their own cost, seeking for their express of interest/commitment of potential businesses, organizations, stakeholders to join VBIN on voluntary basis as well as funding if possible to sustain VBIN in long term.

**Approach and methodology**

The assignment will be conducted through desk review, online monkey survey, virtual in-depth interviews with key informants and/or focus group discussion.

* For task 1: Focusing on reviewing and document good practices and measure impacts of behavior changes of businesses after training courses/workshops conducted by SDforB – VCCI (about over 570 participants from late 2018 up to 2020)
* For task 2: Approach and mythology is flexibly proposed by national consultant team and/or national consulting companies. However, it’s essential to ensure to select 240 at the ratio of multinational companies – big state-owned corporations, medium-large Vietnamese companies, and other organizations, agencies and closely remind and follow up to invite virtual in-depth interview/discussion.

2 tasks above will be implemented within the localities covering by trainings, workshops, but it can be selective, for example 3 lively cities such as HCM, Hanoi and Da Nang. However, other big cities/provinces are also a good suggestion if possible.

**Responsibilities, duration, final products and qualifications**

Task 1: Review and document good practices and measure impacts of behavior changes of businesses (53 days, rate in accordance with UND, EU cost norm).

* Closely work with SDforB-VCCI to screen database;
* Develop questionnaire forms to ask for inputs from SDforB-VCCI, UNDP an d finalize;
* Conduct pilot test;
* Send out questionnaire via email and monkey survey form to identified respondents/interviewees;
* Regularly follow up to remind target interviewees to provide feedbacks;
* Conduct online in-depth interviews/telephone survey ;
* Data analysis and develop first draft incorporated report (included data receiving from business and other stakeholders);
* Continuously revise draft incorporated report based on given comments

Time duration: Within Q1/2021 and not later than 30 March 2021

Final products: A research report is written in both Vietnamese and English and a detail contact list of respondents attended survey and in-depth interviews. One separated report, not over 30 pages with more graphics/charts/table)

Task 2: Conduct a survey on business’s need/expectation of future consulting services and possibility of stakeholder participation in VBIN (62 days, rate in accordance with UND, EU cost norm).

Tasks and responsibilities:

* Develop 2 different questionnaire forms (included questionnaires for business and other stakeholders);
* Self-identify to draw up a list of 240 organization and individual respondents including 60 MNCs, 60 SOEs, 60 Medium Companies, 60 others included Gov agencies, Big4, law firms, DANTAC group…to submit SDforB, UNDP and UK Embassy for inputs and ask SDforB for kind support to share existing database if available. To engage with DANTAC group, the detail list will be suggested to provide by VCCI with support of UNDP and/or UK Embassy…);
* Send out questionnaire via email and monkey survey form to identified respondents/interviewees;
* Regularly follow up to remind target interviewees to provide feedbacks;
* Conduct online in-depth interviews/telephone survey (30-50 interviewees)
* Data analysis and develop first draft incorporated report (included data receiving from business and other stakeholders);
* Continuously revise draft incorporated report based on given comments

Time duration: Within Q1/2021 and the final reports will be completed in early Q2/2021

Final products: A research report is written in both Vietnamese and English and a detail contact list of respondents attended survey and in-depth interviews. One separated report, not over 30 pages with more graphics/charts/table)

General qualifications:

* Possibly being a company and/or a freelance researcher and a research team;
* Have provided consulting services to VCCI and UN agencies (Priority);
* Proven practical and related researches on business integrity, cooperate governance and other related fields;
* Have good connection with business, government agencies and international donors;
* Master’s degree and above;
* Analytical skills, experience in doing research, and report writing;
* Fluency in English (written and spoken);
* Good communication skills.

**Management responsibility**: SDforB - VCCI will directly supervise the work of local consultants and take responsibilities for managing the research process, making comments to ensure its quality, overseeing translation and publishing the final version online and in hard copy.

We will welcome regular inputs and suggestions about the research from UNDP team on an on-going basis.

**How to apply**

Interested institutions/consulting companies/free-lance researchers are invited to submit their proposals to xuandtb@vcci.com.vn before 2 February 2021. The proposal should include:

* Technical proposal:
* Tender profile and relevant project’s datasheets
* Understandings of the service
* Detailed methodology and approach to the service
* Curriculum Vitaes (CVs) of all survey team
* Work plan and human resource to implement
* Financial proposal: Detail budget break down including consultation fee and other expenses which used for the assignment.

Note: All applications will be carefully considered, but only best applications will be contacted and contracted.