

REQUEST FOR PROPOSALS

**Survey on Social Needs for Academic Programs
of VNU Vietnam Japan University**

Date: 11 September 2020

Japan International Cooperation Agency
Vietnam Office

25.02.1981

Section 2. Summary Sheet of the Instruction to Consultants

1. Name of the assignment	Survey on Social Needs for Academic Programs of VNU Vietnam Japan University
2. Method of selection	<i>QCBS (Quality and Cost Based Selection)</i>
3. JICA's officers in charge	JICA Vietnam Office Ms. Chu Xuan Hoa – Senior Program Officer Address: 11Floor, CornerStone Buidling, 16 Phan Chu Trinh, Hoan Kiem, Ha Noi Tel: 84-24-38315005 Email: chuxuanhoa.vt@jica.go.jp
4. Pre-proposal conference	A pre-proposal conference will be held: No
5. Type of contract	<i>Time based Contract</i>
6. Deadline of request for clarification	<i>5 days</i> calendar days before the Proposals' submission deadline
7. Proposal submission deadline	Date: 2/10/2020 Time: 16:00 pm
8. Proposal submission address	same as the above 3. JICA Vietnam officer in charge
9. Expected date for the negotiations	<i>9 October 2020</i>
10. Expected date for the commencement of the Services	<i>13 October 2020</i>

Section 3. Instructions to Consultants

A. General Provisions

1. Introduction

1.1 Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the "Proposal"). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

1.2 JICA will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified below:

N/A

2. Eligibility

2.1 Only consulting entities/organizations legally established in Vietnam under Vietnam laws and regulations can submit proposals to JICA for the provision of consultancy services.

2.2 A firm declared ineligible by JICA shall be ineligible to be awarded a JICA-financed contract during such period of time as JICA shall determine

2.3 In case a short-listed Consultant intends to associate with Consultants who have not been short-listed, such other Consultants shall be subject to the eligibility criteria set forth in above paragraph.

B. Preparation of Proposals

3. General Considerations

In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the "RFP") in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

4. Cost of Preparation of Proposal

The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.

5. Language

The Proposal, as well as all correspondence and documents relating

to the Proposal exchanged between the Consultant and JICA, shall be written in English.

- 6. Documents Comprising the Proposal** The Proposal shall comprise the documents and forms listed below;
- 1st Inner Envelope with the Technical Proposal:**
- (1) TECH-1
 - (2) TECH-2
 - (3) TECH-3
 - (4) TECH-4
 - (5) TECH-5
 - (6) TECH-6
- 2nd Inner Envelope with the Financial Proposal:**
- (1) FIN-1
 - (2) FIN-2
- 7. Only One Proposal** The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal.
- 8. Proposal Validity** Proposal must remain valid for 30 calendar days after the Proposal submission deadline.
- 9. Clarification and Amendment of RFP** The Consultant may request a clarification of any part of the RFP no later than 5 calendar days before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA's address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;
- (1) At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.
 - (2) If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.
- 10. Technical Proposal Format and Content** 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.

9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**.

11. Financial Proposal

10.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.

10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.

10.3 The Consultant shall express the price for its Services in Vietnamese Dong (VND).

10.4 If a Time-based Contract form is included in the RFP, all reimbursable expenses shall be reimbursed at actual cost with valid documents as noted in Appendix E- Instruction for Liquidation (Time-based Contract form).”

C. Submission, Opening and Evaluation

11. Submission, Sealing, and Marking of Proposals

11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 6 (Documents Comprising Proposal). The submission can be done by mail or by hand.

11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

11.3 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is as stated below;

(1) **Technical Proposal:** one (1) original and 5 copies;

(2) **Financial Proposal:** one (1) original.

All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, “[Name of the Assignment]”, name and address of the Consultant, and with a warning “**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**”

11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, name and address of the Consultant, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”

11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the

name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline]".

- 11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 11.8 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened.

12. Confidentiality

From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

13. Proposals Evaluation

- 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

14. Evaluation of Technical Proposals

- 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;
- I Consultant's general experience and competence in the field covered by the TOR: [10]
 - II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: [10]
 - III Experience and records of the staff members to be assigned to the work: [80]
 - a) Position 1: *Team Leader*: [16]
 - b) Position 2: *Qualitative researcher 1*: [9]
 - c) Position 3: *Qualitative researcher 2*: [9]
 - d) Position 4: *Quantitative researcher 1*: [9]
 - e) Position 5: *Quantitative researcher 2*: [9]
 - f) Position 6: *Data Input 1*: [4]
 - g) Position 7: *Data Input 2*: [4]
 - h) Position 8: *Data Input 3*: [4]

- i) Position 9: *Data Input 4:[4]*
- k) Position 10: *Data Input 5:[4]*
- l) Position 11: *Data Input 6:[4]*
- m) Position 12: *Data Input 7: [4]*

Total Points for Three Criteria: 100

14.2 Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: [70]

15. Correction of Errors

Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

a. Time-Based Contracts

15.1 If a Time-based Contract form is included in the RFP, JICA will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and JICA shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

b. Lump-Sum Contracts

15.2 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made.

16. Taxes

The JICA's evaluation of the Consultant's Financial Proposal shall include taxes and duties in Vietnam.

17. Combined Quality and Cost Evaluation

17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.

[Financial Score]

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

[Combined Score]

(In case of Quality- and Cost-Based Selection (QCBS))

The weights given to the Technical (T) and Financial (F) Proposals are:

W1(T) = _% [80]; and

W2 (F) = _% [20] .

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; W1 + W2 = 100(%)) as following: $S = St \times T\% + Sf \times F\%$

- 17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

18. Negotiations

The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant's representative(s).

[Technical negotiations]

- 18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA's inputs, the Conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.

[Financial negotiations]

- 18.2 The total price stated in the Financial Proposal for a Lump-sum Contract shall not be negotiated.
- 18.3 In the case of a Time-based Contract, unit rates negotiations shall not take place, except when the offered remuneration rates are much higher than the typically charged rates by consultants in similar contracts. In such case, JICA may ask for clarifications and, if the fees are very high, ask to change the rates.

19. Conclusion of Negotiations

- 19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by JICA and the Consultant's authorized representative.
- 19.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract.

20. Award of Contract

- 20.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants.

20.2 The Consultant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instruction to Consultants.**

Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

Form	Description	Page Limit
TECH-1	Technical Proposal Submission Form	<i>n/a</i>
TECH-2	Consultant's Organization and Experience A. Consultant's Organization B. Consultant's Experience	<i>n/a</i>
TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	<i>n/a</i>
TECH-4	Work Schedule and Planning for Deliverables	<i>n/a</i>
TECH-5	Personnel Schedule	<i>n/a</i>
TECH-6	Curriculum Vitae (CV) for Key Experts	<i>n/a</i>

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: JICA VIETNAM OFFICE

Dear Sir,

We, the undersigned, offer to provide the consulting services for **Survey on Social Needs for Academic Programs of VNU Vietnam Japan University** in accordance with your Request for Proposals dated *[insert: date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact information (phone and e-mail): _____

Form TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

{Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.}

A - Consultant's Organization

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

B - Consultant's Experience

{1. List only previous similar assignments successfully completed in the last [insert: number (e.g: 2-5)] years.}

{2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

Duration	Assignment name & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent) / Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}

Form TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

a) **Technical Approach, Methodology, and Organization of the Consultant's team.**

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in here.}

b) **Work Plan and Staffing.**

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

c) **Comments (on the TOR and on counterpart staff and facilities)**

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-5: PERSONNEL SCHEDULE

N°	Name of Expert / Position	Input of the Personnel											Total person-month input	
		1	2	3	4	5	6	7	8	9	10	11		12
EXPERT(S)														
1														
2														
3														
4														
n														
Sub-Total														
Other Personnel														
1														
2														
n														
Sub-Total														

- For experts the input should be indicated individually; for other personnel it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).
- Months are counted from the start of the assignment.
 - Full time input
 - Part time input

Request for Proposal

FORM TECH-6

CURRICULUM VITAE (CV) FOR EXPERTS

Position Title	{e.g., TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{Insert day/month/year}
Country of Citizenship / Residence	{Insert name of country}

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment:

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
{e.g., May 2005-present]	{e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister}		

Request for Proposal

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Expert's contact information (e-mail, phone) :

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert	Signature	Date {day/month/year}
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Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date {day/month/year}
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Section 5. Financial Proposal Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

FIN-1 Financial Proposal Submission Form

FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates

Request for Proposal

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: JICA VIETNAM OFFICE

Dear Sir,

We, the undersigned, offer to provide the consulting services for **Survey on Social Needs for Academic Programs of VNU Vietnam Japan University** in accordance with your Request for Proposal dated *[insert: date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact information (phone and e-mail): _____

Request for Proposal

FORM FIN-2

BREAKDOWN OF REMUNERATION, REIMBURSABLE EXPENSES AND INDIRECT LOCAL TAX ESTIMATES

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

{If a Time-based Contract form is included in the RFP, all reimbursable expenses shall be reimbursed at actual cost with valid documents as noted in Appendix E- Instruction for Liquidation (Time-based Contract form)}

TOTAL COSTS: *[insert: total estimate cost]*

(1) Remuneration					
No	Name	Position	Person-month {Day} Remuneration Rate	Time input in person/month {Day}	Cost
	1) Experts				
1					
2					
3					
	2) Other Personnel				
1					
2					
Total of (1)					

(2) Reimbursable Items					
	Type of Reimbursable expenses	Unit	Unit Cost	Quantity	Cost
1	{e.g., Per diem allowances}	{Day}			
2	{e.g., national air travel}	{Trip}			
3	{e.g., rent-a-car}	{Day}			
4	{e.g., reproduction of reports}				
5	{e.g., office rent}				
6	{e.g., office supplies}				
7	{e.g., support staff/secretary}				
8	{e.g., seminars/workshops}				
Total of (2)					

(3) Summary

Request for Proposal

	<i>Item</i>	<i>Cost</i>
1	(1) Remuneration	
	(2) Reimbursable Items	
	(3) <i>Management fee (if any) (XX% of (1))</i>	
Sub Total		
Indirect Local Taxes (VAT)		
TOTAL		

Section 6. Terms of Reference (TOR)
Survey on Social Needs for Academic Programs of VNU Vietnam Japan University

1. Background and context

1.1 Background of VNU Vietnam Japan University:

VNU Vietnam Japan University (VJU) was established on 21st July, 2014 in Hanoi through cooperation between the Governments of Japan and Vietnam and receives technical cooperation from the Japan International Cooperation Agency (JICA) through Project “Development of Masters programs in Vietnam Japan University” (2016-2020) and Project “Enhancement of university management and education/research capacity at Vietnam Japan University” (2020-2025).

The basic principles of VJU’s establishment are the followings: (1) To provide human resources of international quality who will be the future leaders, managers and experts in Vietnam, Japan, East Asia and in the world (to meet future development and current needs of society); (2) To provide research products in advanced technology and interdisciplinary sciences for sustainable development, as well as to receive and transfer knowledge from Japan for society and community; to promote knowledge transfer between Vietnam and Japan to serve for society and community; (3) To contribute to the development of Vietnam National University, Hanoi and higher educational system in Vietnam; and (4) To promote cooperation between Vietnam and Japan.

The education programs taught by VJU are designed on the basis of taking advantage of the strengths of Japanese partner universities, adjusted to suit the social needs of Vietnam and other countries in the region. Currently, VJU has 05 Master Cohorts with 08 Master’s programs, namely (1) Public Policy (MPP), (2) Nanotechnology (MNT), (3) Area Studies (MAS), (4) Infrastructure Engineering (MIE), (5) Environmental Engineering (MEE), (6) Business Administration (MBA), (7) Climate Change and Development (MCCD) and (8) Global Leadership (MGL). In 2020, VJU opened the first undergraduate program “Bachelor of Japanese Studies”.

As a significance, of the 56 graduates of 1st master’s cohort in July 2018, 11 have decided to pursue their doctorate study, 6 of whom are awarded with Japanese Government Scholarships, 30 have decided to work for businesses and organizations, including 12 students working in Tokyo for such companies as Yoshinoya, Juntos, ALPS Electric, Hirose, Sojitsu, as well as for Japanese businesses in Vietnam such as Nippon Express, DENSO, MSIG Insurance, DHL, etc. VJU is now delivering master’s programs for cohort 3rd and 4th, which, in particular, include students from Japan, Mekong river countries, Nigeria, Russia, and African countries. Amongst 79 students of the 3rd cohort, even though they have not yet officially finished their master’s thesis, but 05 students get a chance to further study in Japan or to be recruited by companies/enterprises.

All programs in VJU embody the philosophy of liberal arts and interdisciplinary education, covering various fields across social science and natural science, but focus on problem-solving of the real world issues. That is under the overall domain of sustainability science.

1.2 Context

Like the other countries, human resources play an important factor in achieving the development goals planned by the Vietnamese government. Currently, Vietnam are facing such

challenges as slower growth in labor productivity and a shortage of high-quality human resources. According to “*Vietnam 2035: Toward Prosperity, Innovation, Equity and Democracy*” report by the World Bank and the Ministry of Planning and Investment in 2016, Vietnam had attracted large foreign investments thanks to its competitive labor costs; however, strong growth in average wages, as compared to other ASEAN countries’, made it unlikely to sustain economic growth only with its young, abundant and inexpensive labor supply. Alternatively, investments should be drawn by high productivity. Vietnam also suffers from an insufficiency of high-quality human resources: At the end of 2000, agriculture sector represented 65.3% of the total workforce. By 2012, this figure dropped to 47.4% while service and industry sectors saw a growth in numbers. In response to such structural changes in the economy, the workforce must be equipped with up-to-date knowledge and advanced technology for the future. Another World Bank report showed that there were changes in job characteristics in urban areas in adaptation to these structural changes. Since the early 1990s, uncomplicated jobs have been on the decline while those requiring analytical and interpersonal skills witnessed an upward trend. The VJU, with a focus on training high quality human resources in advanced technologies and interdisciplinary sciences, hope to help with the above-mentioned HR challenges.

After 5 years of operation, even persuading the philosophy of liberal arts and sustainable development, VJU should conduct a real survey on Social Needs for Academic Programs of VJU to review the current development plan and amend it if needed.

2. Survey purpose

- Assessing the suitability (strengths and weaknesses) against the social needs of the education programs being implemented at VJU.

- Forecast of society's human resource development needs in the next 10-30 years in Vietnam, Japan and Asia.

- Forecast Vietnamese, Japanese and Asia’s science, technology and education development trends in the next 10-30 years.

- Proposing the development plan of VJU's training industry to meet the development needs of Vietnamese, Japanese and Asian society and Japan's training strengths

To be more specific, the survey aims to identify the social needs in areas that VJU has education programs. Also, demonstrating the social demands for different degree levels. Thanks to that, VJU could review the current programs and curriculums and renovate them to be more suitable if needed. Also having a re-structure of the majors (Sciences, Economics, Languages, etc.) or Degrees (among Undergraduate, Master, Doctor) to meet the Social requirements if needed. This could help VJU go on right direction in the near future.

Scope: Social needs in Vietnam, Japan and Asia

Objectives: Employers’ perspective (Government offices, companies, institutions, etc.) and potential students, actual data on social needs and restructuring of human resources in the region in the past 10-20 years.

Duration: In recent 10-20 years (2000-2020) and forecast in the next 10 - 30 years (2021-2050).

3. Expected outcomes

- Evaluation of the matching between current VJU’s education programs and social needs.

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- Evaluation of social needs on different degree levels (mid/ high-level personnel recruitment needs).
- Evaluation the strengths of Japanese universities in education and its trend in the upcoming 30 years.
- Forecasting the social expectations on VJU's up-coming education programs (Interdisciplinary and Science Technology) in the next 10-30 years.
- Proposals on the future educational directions of VJU.

4. Specific Tasks of Consultant

To achieve the expected outcomes, the suggested methods is combination of qualitative analysis (interview-survey) and quantitative analysis (data research).

4.1 Questionnaires Preparations (Part 1. Interview – Survey/ Qualitative Analysis)

- Identify group of at least 08 stakeholders for total 27 programs (05 Undergraduate Programs, 17 Master programs and 05 Doctoral Programs) including (but not limited to):
 1. Vietnam, Japan, foreign or joint venture enterprises Governmental authorities such as MOIT, MOLISA, MOIC, MOET which have close connection with labor market.
 2. Governmental and/or private research organizations, VAST, VASS
 3. Public Universities such as HUS, HUST, USSH, TDTU...
 4. Private Universities such as FPT, Vin University, Phenikaa
 5. High-school Managers
 6. Non-governmental organizations
 7. Recruitment companies/ Experts in human resources

Note:

- The interviewed stakeholders should be located in big cities such as Hanoi, Da Nang, Ho Chi Minh city, etc.
- Stakeholders which have recruited VJU's alumni are prioritized.
- Propose VJU and JICA for approval on selection of stakeholders on each group (sample frame with basic information: name, address/location, type of organization, main services/products, future plan and strategy).
- Design data collection instruments (survey questionnaire and checklist for interviews) to capture the demand from society for:
 - The programs, expected learning outcomes and expected curriculum of the program;
 - Expected knowledge, skills and expertise from VJU's students per program, etc.
 - Partner for join research, training center for local and/or HQ's employees, etc.

4.2 Developing Quantitative Models (Part 2. Quantitative Analysis)

- The data for analysis should be collected by the Consultant is as the following (but not

limited to):

- ✓ Data of the past 10-20 years of Vietnamese Labor market in Technology and Engineering industries.
- ✓ Data of the past 10 -20 years of Japanese Labor market in Technology and Engineering industries.
- ✓ Data of the past 10 -20 years of Vietnamese human resources working for Japanese companies in Vietnam/ Japan.
- ✓ Data of the past 10 – 20 years of human resources in different sectors in Vietnam
- ✓ Data of the past 10 - 20 years of human resources in different sectors in Japan, etc.
- ✓ Recent researches and data analysis on human resources
- The Consultant could apply different models. The suggested method is regression model to find out:
 - + The impact factors on social needs for human resources in Vietnam, in Japan.
 - + Forecast the trends of social development (economic transformation) in Vietnam, Japan.
 - + Forecast the social needs on industries and degrees.

Thanks to that, the most important factors are found out and helping delivering recommendations to VJU.

4.3 Submission of Implementation Plan and Questionnaires Form

4.3.1 Implementation Plan

The Consultant shall submit the implementation plan in English (soft copy) to VJU and JICA within 14 days after the contract's signing date. The plan includes the following items, but not limited to:

- Description of the implementation plan and schedule (including both Part 1. Interview- Survey and Part 2. Quantitative Analysis).
- *For Part 1.* point out the method to approach interviewees/survey respondents (online/onsite) including Pilot interview.
- Pilot interview should be in-depth interview, implemented in a week. Targeting at least 03 interviewees for each program. Pilot interview must be organized to check the appropriateness of questionnaire contents. Results of pilot interview will be used to revise contents of questionnaire if necessary.
- After the pilot, data collection instruments will be finalized and the in-depth interviews and mass survey will be launched.
- For in-depth interviews (Onsite), expected total number of interviewees is 205 (two hundred and five). In which, there should be 30 in-depth interviews with HR companies and 175 depth interviews with other 07 stakeholders. More importantly, recruitment companies/Experts in human resources are prioritized for giving comments about forecasting.
- Submit the list of tentative interviewees for both Pilot and In-depth interview with

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profile (Full name, Name of organization, Address, Position, Degree, Phone number, Email).

The target interviewees should be decision makers (Executive or above) at the entities in principle.

- For mass survey (Online/email/paper), expected total number of interviewees is 3.800 (three thousands eight hundreds). In which, there should be 770 mass surveys conducted with employers and 2700 surveys conducted with potential students (particularly, 750 for 05 Undergraduate programs; 1700 for 17 Master programs and 250 for 05 Doctoral programs).
- Submit Form of Minutes of Meeting (used for in-depth interview)
 - **For Part 2.** Propose the models to use, options to collect the data, kinds of data necessary and the schedule of collecting data, deadline for input and output of models.
 - Submit Table of the contents of the final report
 - Submit Taskforce with profiles of each member and the responsibilities of each member in the taskforce.
 - Others to be determined in the initial discussion between three parties.

4.3.2 Questionnaires Form Submission

- Consultant shall submit the Form of Questionnaires to VJU and JICA within 30 days after the contract's signing date.

4.4 Approval for Survey Form and Implementation Plan

VJU and JICA shall give comments and the consultant shall finalize Survey/questionnaire and Implementation Plan based on comments from VJU and JICA Vietnam Office. The official Survey and Implementation plan are issued after that.

4.5 Implementation

The Consultant has to follow strictly the approved plan.

Part 1. After completing Pilot interviews, in-depth interviews and mass survey are conducted.

When the Consultant conducted an in-depth interview, the interview results must be compiled into Minutes of the Meeting. After the completion of each in-depth interview, the Consultant shall submit to VJU and JICA Vietnam Office the Minutes of the meeting in English (soft copy) within 5 days.

Also, there should be a file of the dataset, which is required to be made in electronic format, in English. The data input must be ensured to be correct as the results of each interview.

The confidentiality of the information collected during the survey is maintained at all time.

Part 2. will be implemented right after the approval of JICA and VJU.

4.6 Analysis of the completed survey and Submit draft final report

For Part 1, the Consultant shall categorize dataset by stakeholder groups, clean and compile the data set, calculate the descriptive statistics based on that, analysis and accompanying data into

a written report (draft Final report).

For Part 2, the Consultant shall explain the results of the models, forecast the trends and giving description into a written report with Part 1, consolidate and give conclusions (draft Final report).

The Consultant shall submit to VJU and JICA Vietnam Office the draft Final report in English (soft copy) within 20 days after the completion of all interviews.

The draft final report should include all analysis and findings as the following points but not limited to:

- The market demand of each program in both Vietnamese and Japanese organizations from employers' perspective: government office, institutions, companies, etc. in recent 10 - 20 years (2000-2020).
- The requirements of Japanese/ Vietnamese organizations/companies for graduate students (Degree: bachelor/ master/doctor, knowledge, languages, skills, attitude, etc.) in recent 10 -20 years (2000-2020).
- The market demand for other areas
- Forecast the social needs in the next 10 - 30 years (2021-2050).
- Recommend desirable academic areas to be established at VJU
- Point out the most important thing which VJU needs to strengthen
- Provide necessary information and events which entities need to further examine collaboration with/support to VJU

4.7 Final Report submission

The Consultant shall submit, upon approval of VJU, to JICA Vietnam Office the final report in English (03 hard copies and 02 soft copy in USB/CDS) at the middle of February, 2021 with the whole final data set (soft copy in USB/CDS).

The Consultant shall not disclose any information, which will be obtained during this survey without the permission of the interviewed entities, VJU and JICA Vietnam Office in writing, both during the survey and after the termination of Agreement on the survey.

4.8 Follow-up after the report submission

The Consultant shall correspond to inquiries from VJU and JICA Vietnam Office of requested after the final report submission.

4.9 Schedule of the Consultancy Service

The survey will start from Middle of September to Middle of February, 2021.

This table bellowed shows the implementation schedule of the survey. It shall be finalized in the initial consultation between VJU, JICA Vietnam Office and the Consultant.

