

## Terms of Reference

**Institutional consultancy to develop an online National SDG platform for monitoring Viet Nam Sustainable Development Goals based in the website of the Ministry of Planning and Investment.**

### Summary

<b>Title</b>	Institutional consultancy to develop a data platform for monitoring Viet Nam Sustainable Development Goals based in the website of the Ministry of Planning and Investment.
<b>Purpose</b>	To develop a <b>government-owned online national SDG platform</b> that can help improve data access, coordination, visualization of data analysis results, and digital transformation for more efficient SDG monitoring and reporting at national and subnational levels.
<b>Location</b>	Hanoi
<b>Duration</b>	12-15 months
<b>Start Date</b>	Tentatively in December 2024
<b>Reporting to</b>	Chief of PME & PME Specialist
<b>Project and activity codes</b>	Project 'Child-friendly policies and plans period 2023-2026' in cooperation with Ministry of Planning and Investment

### Background

At the launch of the special edition of the Sustainable Development Goals (SDGs) Progress Report in April 2023, the UN Secretary-General made a remark that more than half of the world are left behind just seven years ahead of the deadline for the 2030 Agenda. In Asia and the Pacific, despite progress in various goals, there is little or even regression in some goals. According to the Viet Nam 2023 Voluntary National Review (VNR) of SDGs implementation, at the current pace Viet Nam may risk missing 60 percent of the 83 targets that could be measured with available data. Viet Nam has also embarked on a new set of commitments. The country will need to meet both economic growth targets as well as emission reduction targets, at the same time delivering SDG commitments presented at the High-Level Political Forum (HLPF) in New York in July 2023. To ensure the successful attainment of the 2030 agenda, Viet Nam will need to accelerate progress towards achieving the SDGs by 2030. The VNR report of Viet Nam has identified specific areas such as enhancing education facilities and the quality of teachers, reducing early marriage, providing employment opportunities for youth, access to financial services, reducing reliance on fossil fuel, and sustainable fisheries requiring urgent attention.

Viet Nam's strong commitment to the 2030 Agenda is reinforced by efforts on data generation, consolidation and governance. The first endeavor was to standardize and localize SDG indicators for measuring and monitoring the national SDGs, which resulted in the issuance of **Viet Nam Sustainable Development Statistical Indicators (VSDGI)** via Circular No. 03/2019/TT-BKHĐT in January 2019. Given the new context of socio-economic development in Viet Nam, the Prime Minister issued a new roadmap for the Viet Nam Sustainable Development Agenda in July 2023 (decision No. 841/QĐ-TTg dated July 14, 2023). Participating in the SDG Summit in 2023 to present Vietnam's VNR 2023 at the United Nations, Viet Nam has made a national commitment to SDG acceleration. One of the activities emphasized for the upcoming period is to improve data availability, develop and strengthen data systems, data sharing and governance for achieving development targets. The Ministry of Planning and Investment is the designated country coordinator of SDG to lead and coordinate relevant ministries, sectors, and agencies in SDG monitoring and reporting that significantly affects children and women with approximately 60 SDG indicators measuring various aspects of children's and women's well-being.

Still, there are challenges associated with data, including access, coordination (among all the government agencies that collect data), data quality, and disaggregation of data. UN ESCAP (2023) assessed that Viet Nam has data gaps across goals. The largest data gaps are seen in Goal 5 (gender equality), Goal 11 (sustainable cities and communities), Goal 13 (climate action) and Goal 16 (peace, justice, and strong institutions) while many goals and indicators suffer from insufficient data or no data at all.

In cooperation with the Ministry of Planning and Investment (Department of Science, Education, Natural Resources and Environment – DSENRE) under the Annual Work Plan 2024 UNICEF Viet Nam Country Office plans to support MPI to develop a SDG data platform, that can address the challenges related to data access, coordination, visualization, and digitalization for more efficient SDG monitoring and reporting. It is expected that the SDG data platform will gradually create new data demands for SDGs and social areas to inform policy choices and decision making at national and subnational levels.

### Justification

The proposed assignment requires specialized expertise in ICT and data visualization that is beyond the routine work of UNICEF and MPI. This assignment is best delivered and managed by **a local-based institution or company** in ICT and data visualization.

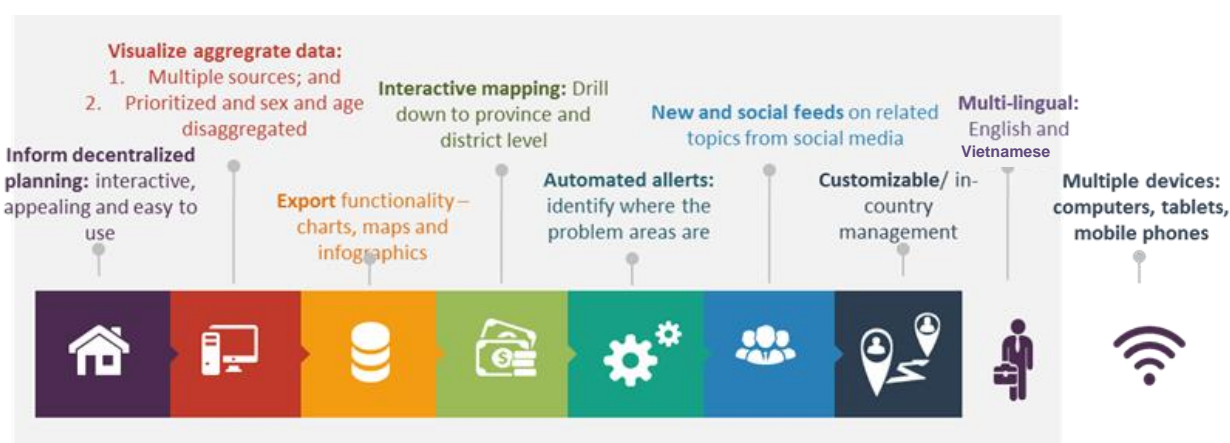
### Purpose and Objective

To develop a **government owned online SDG platform** that supports data access, coordination, visualization of data analysis results, and digital transformation for more efficient SDG monitoring and reporting.

Specific objectives include: (i) to support MPI in collecting data from subnational level, monitoring, supervising and evaluating SDGs targets, including indicators related to children and social issues; (ii) to disseminate information, data and visualize the implementation of SDGs so that stakeholders can use for their own purposes; (iii) to contribute to the process of digitizing SDGs reporting.

Some **important principles and functionalities** for the platform are:

- Interactive and user-friendly interface
- Open access, with possible differentiated levels of access for government
- Interoperability with existing government database systems and data integrity
- Visualization of disaggregated data, including time series
- Overlaying/convergence of indicators, enabling deeper analysis of data
- Indicator trees visualize status of trigger indicators and output indicators for selected issues such as child mortality and stunting.
- Accessible from different browsers (Edge, Chrome etc.) and from different devices (laptop, tablet).
- Accessible to people with disabilities including color, form, navigation, images, etc.
- Adhered to the guidelines on UNICEF logo and Government logo.
- Open-source license: [BSD](#), [GNU General Public License](#) or [equivalent](#)



### Target audience

The SDG platform will be used primarily by government agencies, especially MPI, and provincial people's committees for data entry, monitoring and reporting on SDG indicators. This data platform will also be used by development partners for strengthening their programmes with Viet Nam and by the public for oversight.

### Scope

The scope of work covers development and maintenance of an SDG data platform. The SDG data platform will have a landing page that has the following but not limited to features (please see Annex 1 for examples):

- A national map with 17 SDGs in the menu
- Choropleth map view
- Bar graph chart
- Trend lines
- Indicator tree
- Forest chart
- SDG Gap Analysis

### Methodology and technical approach

The SDG data platform will be developed and further conceptualized under the Government's leadership. It is envisioned that the platform will be **built through a phased approach**, which will be proposed by bidding contractors. An example of the platform's architecture is referenced in Annex 2.

Servers are set up and maintained in the country where the source data and end users are located, minimizing network delays and accelerating data retrieval.

Complies with Government decrees on data safety and information security, minimizes downtime and ensures business continuity.

Ensure security for the platform (the website) and all its components. The contractor should provide information on what tools to be used, and what approach to detect risks and solutions for mitigation.

Although a lot of SDG data is already available, a parallel process will be needed within Government to generate missing data and collect/coordinate data from GSO and the various line ministries. The SDG platform would ensure interoperability with all existing data platforms for the SDGs, as much as possible.

## Deliverables and timeframes

No	Tasks	Deliverables	Timeframes
1	- Develop the workplan with detailed design of the National SDG Platform	- The workplan with detailed design of the platform approved by UNICEF and DSENRE	Dec 2024- Jan 2025
2	- Develop the National SDG Platform that meets the requirement of DSENRE and UNICEF (with the English and Vietnamese language)	- The National SDG Platform (in English and Vietnamese)	Feb – Aug 2025
3	- Develop a guidebook for the Platform	- The guidebook for the Platform	Aug – Sep 2025
4	- Training officials of MPI, line ministries and provinces in using the Platform - Maintain the Platform	- The meetings, workshops organized	Oct – Dec 2025

## Payment Schedule

Payment for the assignment will be made based on achievement of the following deliverables based on the schedule below:

1. Submission of Deliverable 1 approved by UNICEF and MPI/DSENRE: 20%
2. Submission of Deliverable 2 approved by UNICEF and MPI/DSENRE: 30%
3. Submission of Deliverable 3 approved by UNICEF and MPI/DSENRE: 20%
4. Submission of Deliverable 4 approved by UNICEF and MPI/DSENRE: 30%

## Management

The assignment is undertaken under the supervision of the Chief of PME, and PME Specialist, UNICEF Viet Nam.

In terms of coordination, this assignment will be coordinated by UNICEF in collaboration with UN Resident Coordinator's Office and other UN Agencies who will be kept informed and consulted. MPI/DSENRE and UNICEF Viet Nam will jointly provide quality assurance of the deliverables.

UNICEF Viet Nam's focal point will ensure that a consolidated work plan for this assignment facilitates the joint work of the contracted institution and MPI/DSENRE focal point with quality assurance from UNICEF and MPI.

## Qualification and experience required

UNICEF is looking for a reputable institution or company in online data platform development, web development, data visualization and data analysis.

### *General requirements for the Institution*

- A **local-based institution or company** with an outstanding reputation in online data platform development.

- High organizational capability (size of organization, strength of the project team, proven track record).
- Team leader should have at least 12 years of experience in online data platform development. The team should include personnel with expertise in stack API development, data engineering, dashboard architecture, and web design.
- Experienced in online data platform development.
- Relevant experiences in SDGs/development data sources and presentation
- Quality assurance procedures in place.

### Structure of the Technical Proposal

Interested institutions or companies are required to submit a detailed technical proposal including the following:

1. Credentials document outlining the expertise of the company, detailing general and specific experience with similar clients and assignments, including the samples of past relevant works.
2. Details of the proposed team for the assignment include the following information:
  - Title/Designation of each team member on the project
  - Experience in working on similar projects and assignments – List similar projects they worked on and their roles on the project.
  - The team needs to include different members who have a background and working experience in online data platform development, website development and data visualization.
3. Provide a summary of the approach which the institutions would take to meet the specific objectives and deliverables outlined above.

### **Note:**

- **Submissions must be made in English.**
- **No price information should be contained in the technical proposal.**
- **Any submissions made outside of the allotted time frame or without adequate information will be automatically disqualified.**

### Evaluation process and methods

Weighted ratio between the technical and the price criteria: (70:30)

Only agencies who have technical proposal scores from **49 points** (70% of technical points) will be shortlisted.

Each technical proposal will be assessed first on its technical merits and subsequently on its price. A maximum of 70 points is allocated to the technical component and 30 points for the price component, with a maximum possible total score of 100 points.

Max points (30) will be awarded to the lowest price proposal and the other proposals will receive points in inverse proportion of the lowest price proposal.

The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract. UNICEF will set up an evaluation panel composed of technical UNICEF staff.

In making the final decision, UNICEF considers both technical and financial aspects. The evaluation panel first reviews the technical proposals, followed by the review of the financial offers of the technically qualified proposals

The proposals will be evaluated against the following two elements:

a) Technical Proposal

Criteria		Points
<b>1</b>	<b>Company Information</b>	<b>10</b>
1.1	<i>Legal Structure (Registration and taxes)</i>	5
1.2	<i>Years of expertise and experience</i>	5
<b>2</b>	<b>Technical Expertise</b>	<b>35</b>
2.1	<i>Understanding of the TOR and its objectives as reflected in the overall proposal</i>	5
2.2	<i>Proposed design of the website as per TOR objectives and relevance of the approach to meet the specific objectives</i>	10
2.3	<i>Present/prior similar experience working with high profile customers (name of clients, project engagements and size of projects)</i>	10
2.4	<i>Samples of past relevant works</i>	5
2.5	<i>Innovative approaches proposed</i>	5
<b>3</b>	<b>Personnel</b>	<b>25</b>
3.1	<i>Management position and technical competencies (CV)</i>	10
3.2	<i>Number of key staff and technical competencies (CV) assigned to the project</i>	15
	<b>Total</b>	<b>70</b>

b) Financial Proposal

The Financial Proposal should be broken down for each component of the proposed work. The Financial proposal should be all-inclusive lump-sum cost. Ensure that the price proposal includes separate line items based on key tasks and deliverables, including:

- Professional fees for different team positions.
- Consultation and Training
- Operating expenses: communication expenses, supplies and materials, equipment, training expenses, other expenses, etc.
- Consultation and finalization of the products.
- Administrative/management fees.

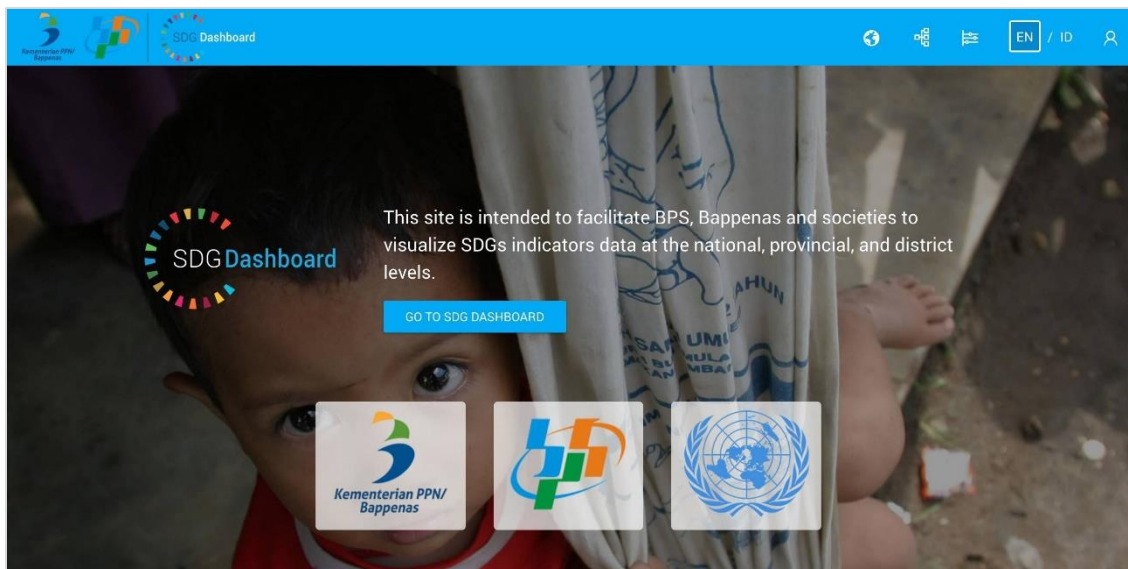
**Mandatories**

- All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.
- Financial Proposals must be submitted separately to Technical Proposals.
- Financial proposal should be quoted in Viet Nam Dong (VND).
- UNICEF applies EU-UN cost norms for local consultancy.
- Proposals must be duly signed and stamped, in pdf. files, and prepared in English.



## ANNEX 1 - SDG portal illustrations

Example of Indonesia SDG platform: <http://data-kesehatan.bappenas.go.id/sdg-dashboard>  
Landing page:



National map with 17 SDG in the menu:





## Choropleth map view:

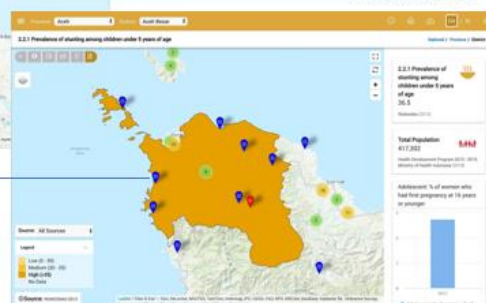
National Level



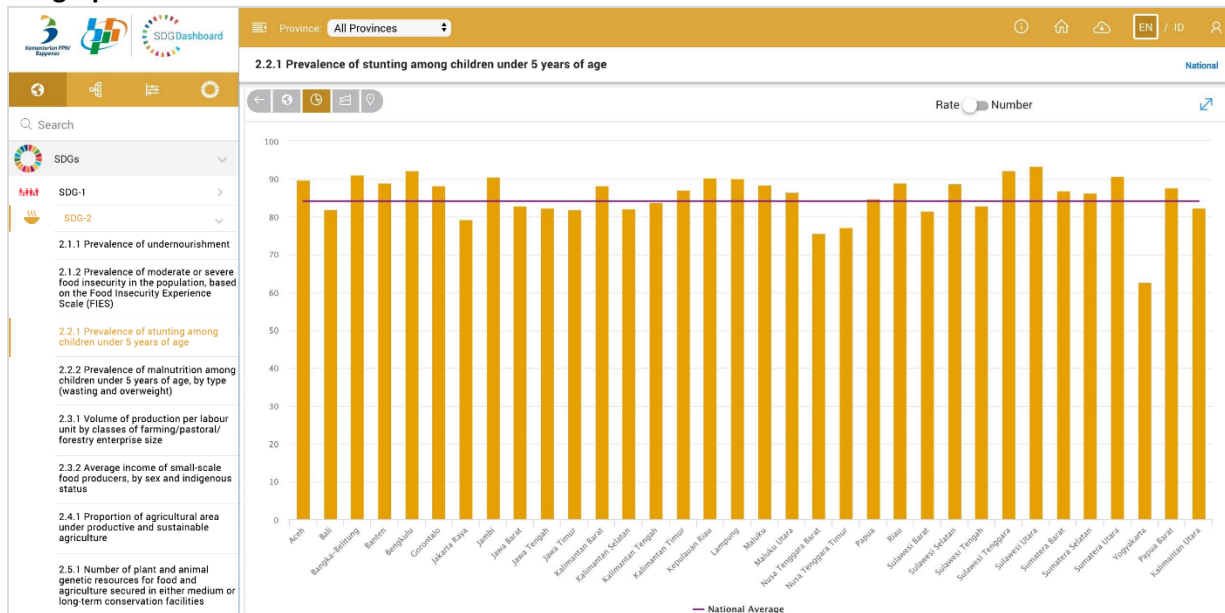
Province Level



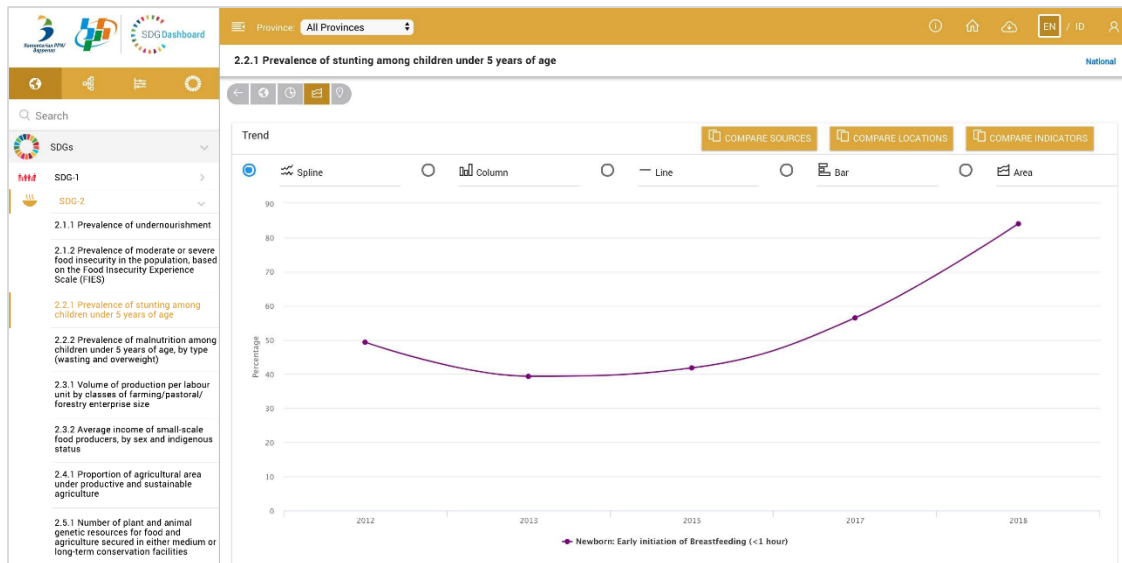
District Level



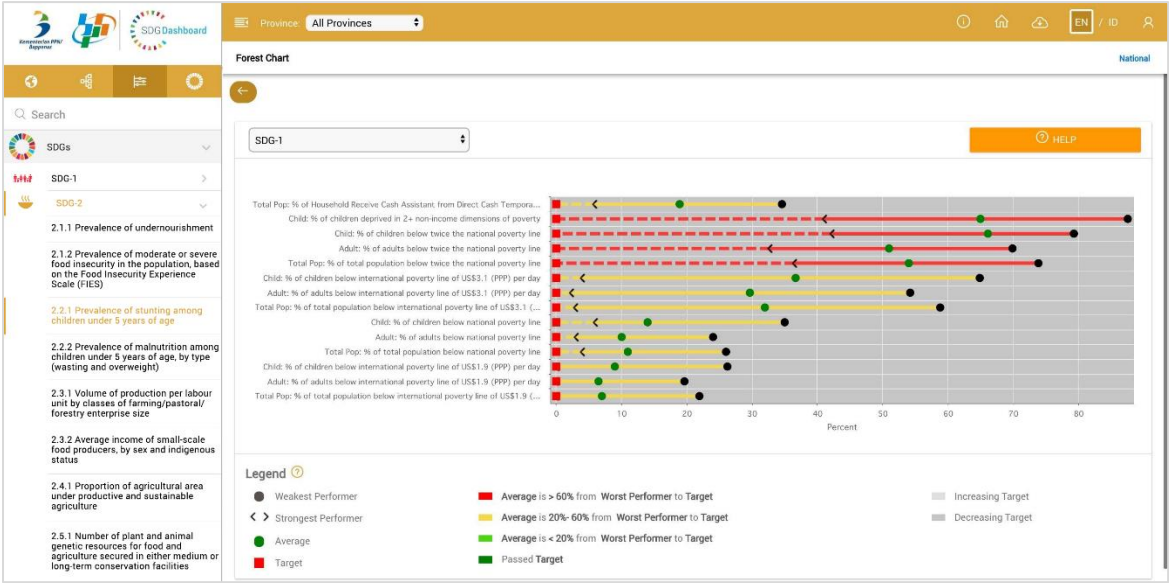
## Bar graph chart:



## Trend lines:



Forest chart:



## ANNEX 2 – Example of a data platform's architecture

Source: <https://nttdata-solutions.com/uk/blog/modern-data-platform-answer/>

