



REQUEST FOR PROPOSAL (RFP)

From national firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Website Design and Web-based Application Development for Dashboard to support information sharing and monitoring for the Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam Project 2017-2022 (Ref. N-171201)**

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, December 27, 2017** (Hanoi time) by the following methods:

<p><u>By email: For green environment, this is preferred submission method</u></p> <p>E-mail address for proposal submission: nguyen.thuy.nga@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p>With subject: (Ref. N-171201) RFP for Website Design and Web-based Application Development for GCF funded coastal resilience project (Email ... of ... emails)</p> <p>Maximum size per email: 7 MB. Bidders can split proposal into several emails if the file size is large)</p>	<p><u>By hard copy: (within working hours only)</u></p> <p><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></p> <p>Address for proposal submission:</p> <p>Nguyen Thuy Nga Climate Change & Environment Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p>With envelop subject: (Ref. N-171201) RFP for Website Design and Web-based Application Development for GCF funded coastal resilience project.</p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none">1. Ms. Nguyen Thuy Nga, Procurement Executive Tel: +84-24-385018312. Ms. Ngo Hong Hoa, Finance & Budget Executive Tel: +84-24-38500174 <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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Note:

- *For both submission methods, please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).*
- *UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.*

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
7/12/2017

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	Website Design and Web-based Application Development for Dashboard to support information sharing and monitoring for the Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam Project 2017-2022
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	UNDP Programme Management Specialist
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	20 December – 31 Dec 2018
Target start date	20 December 2017
Latest completion date	31 Dec 2018
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.

Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Programme Management Specialist
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. See detailed evaluation criteria in the below table.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)

	<input checked="" type="checkbox"/> General Terms and Conditions (Annex 4) ¹ <input checked="" type="checkbox"/> Institutional contract for service & Contract for Professional services (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms. Nguyen Thuy Nga Procurement Executive, Climate change & Environment Unit, UNDP Vietnam Email: nguyen.thuy.nga@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other information	

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION CRITERIA:

Form 1: Expertise and Capacity of Firm / Organization submitting Proposal

No.	Criteria	Max. point
1.1	A well-established Viet Nam-based firm with at least three years practical experience in web designing and development;	40
1.2	Possessing previous experience in developing user-friendly, visually-attractive, highly-interactive, simple but elegant and clean websites for different organizations;	80
1.3	Having experience with similar projects	80
	Total	200

Form 2: Adequacy of the proposed approach, methodology and workplan responding to the ToR

No.	Criteria	Max. point
2.1	Detailed technical elaboration about how the website to be developed together with a concrete work-plan for the assignment	100
2.2	Interactive real-time simulation of the proposed technical solutions (by sending together with the technical proposal a link to the demonstration site for UNDP's review) – A MUST	300
	Total	400

Form 3: Personnel competencies (Team composition and Technical Team Leader for overall planning and implementation of the proposed service)

No.	Criteria	Point obtainable
3.1	Team composition:	100
		<i>Sub-score:</i>
	Are the manpower estimates given for each activities of the project realistic?	50
	Does the proposed team cover all areas of expertise required?	50
3.2	Technical Team Leader	300
		<i>Sub-score:</i>
	Expert knowledge of modern multimedia, interactive website design techniques (Web 2.0 or later), including graphic designing and web-based application platforms	100
	Demonstrated experiences in developing web-based applications involving data illustration	100
	Strong organizational skills and ability to handle multiple tasks under tight deadlines	50
	Worked on similar previous assignment preferred	50
	Total [Form 3]	400

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

(**Note:** Please refer to Form 2 – Evaluation criteria for UNDP requirements when preparing this section)

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP

(**Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

6. Others				
III. Other Related Costs				
Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized
Person]
[Designation]
[Date]

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 07 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email by **27 December 2017** (Hanoi time).
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. company profile, company registration certificate, CVs of team leader and key team members			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

TERMS OF REFERENCE

Service	Website Design and Web-based Application Development for Dashboard to support information sharing and monitoring for the Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam Project 2017-2022:
Duty station:	Ha Noi
Expected Duration	<p>From 20 December 2017 to 31 December 2018 by three specific phases:</p> <ul style="list-style-type: none"> - Phase 1: By 31 December 2017 the new website design will be sent to UNDP for comments then the design will be finalized by 10 January 2018. - Phase 2: Website coding with all proposed technical functions operationalized. The main pages are online by 15 January 2018. - Phase 3: Website maintenance and server back-up service for the new website in 1 year until 31 December 2018 <p>The successful Service Contractor will be expected to support the registration for the HTML name agree with UNDP as soon as the contract is signed</p>
Report to:	Program Management Specialist
Coordination:	The Contractor will work under the overall supervision of UNDP International Senior Technical Advisor and Programme Analyst on the layout and contents on the website.

1. Background

With financing from the Green Climate Fund (GCF), the United Nations Development Programme (UNDP) is supporting the Ministry of Agriculture and Rural Development (MARD) in Viet Nam in the implementation of the project named “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam.” The objective of the project is to increase the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam. The project seeks to meet this objective by achieving the following complementary results:

1. Storm and flood resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes
2. Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches
3. Enhanced climate, loss and damage data for private and public sector application in all 28 coastal provinces of Viet Nam

As part of the communications activities for the project, UNDP is envisioning an interactive web platform to facilitate a two-way information flow between project implementers and beneficiaries. The website would also encourage, and be an outlet for, timely and effective monitoring and evaluation (M&E) information.

UNDP would like to request for a consultancy service to develop this website, including its related software and applications, to support the Government of Viet Nam and UNDP in its communications and M&E activities as follows.

2. Objectives

Main objective

To develop a clean, user-friendly, visually appealing, and interactive website for UNDP and project implementers to share updates and progress on indicators “with a human touch,” as well as to act as a resource hub for accessing related publications and tools.

Specific Objectives

- A full set of user-friendly and interactive solutions for web interface and design for related climate risk assessment information, project’s results provided by UNDP.
- A set of web-based solutions to integrate a set of data analytics, stories, graphics and data management tools on the website in consultation with related stakeholders. These solutions should enable real time data analytics, Geo-spatial data platform, interactive spaces for relevant open-source data-sharing;
- Training and O&M service (one year) provided to the web-managers to manage, upgrade and maintain the website and its datasets, including by 24 hours a day, seven days a week O&M services for one year.

3. Scope of works and key requirements

The contractor is expected to undertake the following activities

- Propose and revised the concept idea for the website base on the consultation with relevant stakeholders, including the web managers and indicative list of potential web audiences that jointly agreed by UNDP/MARD;
- Liaise with different stakeholders to propose a set of website interfaces and options. The tentative sitemap is presented in the annex.
- Work closely with the UNDP Media and Communications Analyst to integrate and compliance with all UNDP communication rules and regulation, branding, visibilities, copyrights, layout and linkages to UNDP website and communication tools, etc.
- Develop a prototype of the web for demonstration and make adjustment according to the comments received by UNDP/MARD and other relevant stakeholders.
- Develop a guideline and provide training to the web-managers to manage, upgrade and maintain the website and its datasets
- Provide the O&M services of the website of 24 hours a day, seven days a week for one year; cooperate with UNDP to make necessary O&M adjustment to ensure the full and effective function of the web;
- Final report in English and Vietnamese to UNDP after completion of the training and coaching on the web operation. An update monthly report to UNDP on arising issues on web operation and maintenance phase until the end of the contract.

4. Timing, duration of contract, and location

The Contractor is expected to provide specified services from **20 December 2017 to 1 March 2018** for the core work and the O&M services until the end of 31 December 2018

The duty station for this assignment will be Hanoi.

5. Outputs and Deliverables

The Contractor is expected to deliver the products as described below:

Phase	Output	Indicative Schedule
Phase 1	Output 1: The climate resilience website designed (prototype)	31 December 2017

Phase 2	Output 2: Website fully operational with all proposed technical functions operationalized	15 January 2018
Phase 3	Output 3: Website maintenance and server service in 1 year	31 December 2018

- *Minimum requirements for website interface:*
 - A full set of clean, user-friendly and interactive solutions for web interface and design. The indicative sitemap is presented in the annex, and the indicative web-domain could be gcfvcc.org
 - A set of web-based solutions to integrate a set of data analytics, stories, graphics and data management tools on the website developed in consultation with related stakeholders.
 - Web platform: enable real time data analytics, Geo-spatial data platform, interactive spaces for relevant open-source data-sharing
 - Languages: in both English and Vietnamese
 - Data management:
 - ✓ tables, maps and graphics displayed in a neat and easy to follow manner to help users extrapolate information from data; Web-based application for multi-year data storage, update and extraction
 - ✓ Data visualization with maps, interactive graphs and/or tables displayed by content tabs
 - ✓ Printable and downloadable reports in shapefiles, pdf, excel, csv, files in a user-friendly fashion
 - ✓ Ensure regular web hosting service: data backup, administrative levels, etc.
 - Others: Sections organized in a simple-and-easy-to-follow manner for users to find information on one screenshot
 - Updates popped up on the front site
 - Web security: appropriate security mechanism/solutions integrated into the web in close consultation with UNDP

6. Qualification

Any firm that is interested the bidding is expected to meet the following requirements:

- A well-established Viet Nam-based firm with at least three years practical experience in web designing and development;
- Possessing previous experience in developing user-friendly, visually-attractive, highly-interactive, simple but elegant and clean websites for different organizations;
- Having the team leader that has professional qualifications in Information Technology with exposure to multimedia applications, following web design standards and making use of Web 2.0 or later
- Having experience in working with UN in Viet Nam and/or UNDP in website design and development is an asset

The team leader in charge of the assignment should possess the following technical skills:

- Expert knowledge of modern multimedia, interactive website design techniques (Web 2.0 or later), including graphic designing and web-based application platforms
- Demonstrated experiences in developing web-based applications involving data illustration
- Strong organizational skills and ability to handle multiple tasks under tight deadlines
- Must be able to communicate in both English and Vietnamese
- Worked on similar previous assignment preferred

7. Requirements for submission

- Detailed technical elaboration about how the website to be developed together with a concrete work-plan for the assignment
- **Interactive real-time simulation** of the proposed technical solutions (by sending together with the technical proposal a link to the demonstration site for UNDP's review) – **A MUST**
- Detailed financial proposals (with two or three options responding to two or three technical solutions proposed) for the first three phases; and

- Suggested financial offer for the next possible two phases

The successful Service Contractor shall be requested to present technical solutions to the UNDP Review Panel before the Contract is signed.

8. Schedule of payment

UNDP Viet Nam shall affect payments to the successful Service Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 3 above.

Payments shall be made in phases by outputs:

Phase	Output	Indicative Payment Schedule
Phase 1	Output 1: new design developed	80% of total contract value to be paid upon UNDP's satisfaction with both Outputs 1 and 2
Phase 2	Output 2: Website fully operational by 15 January 2018 with all proposed technical functions operationalized	
Phase 3	Output 3: Website maintenance and server service for the website	20% of total contract value to be paid by 31 December 2018 upon UNDP's satisfaction with Output 3

9. Support from UNDP and reference documents

UNDP will provide the following support where deemed appropriate:

- Substantive inputs in and quality control of deliverables;
- Office space for meetings and working sessions when needed;
- Any other substantive support where deemed appropriate.

Following are references strongly recommended for potential bidders to learn from:

- Current PAPI website www.papi.vn for reference of contents and data visualization

10. Provision of monitoring and progress controls

- Upon contract signing, the contractor has to work closely with the UNDP Programme Analyst and CCE Media and Communications Analyst to discuss and agree on the task requirements, working methodology;
- The Media & Communication Analyst and the relevant stake holders review and comment on the contractor's required outputs in the TOR;
- The contractor reviews the comments and submits the revised outputs/ reports for further review and comments;
- The UNDP Programme Management Specialist and Media & Communications Analyst shall monitor every stage of deployment of the tasks and shall evaluate the deliverables as described in Section 3 of this TOR.

Annex: Site Map

HOME

Climate Risk in Viet Nam

About the project

Donors ([link to GCF and UNDP Viet Nam website](#))

What we do ([also link to each province](#))

Where we work

- **National map of coastal provinces with emphasis on Thanh Hoa, Thua Thien Hue; Quang Ngai; Quang Binh; Quang Nam; Nam Dinh and Ca Mau**
 - # houses that are agreed, undergoing/ have undergone construction of storm resilient features
 - # communes that are undergoing/have undergone CBDRM training
 - # hectares of mangroves currently agreed/ undergoing/ completed replanting and/or regenerated
 - # female beneficiaries reached/ gender action plans created

News ([also linked to each province](#))

- Stories
- Video interviews with project beneficiaries
- Project videos and updates
- Photos

Tool

- Dashboard to track project progress
- Maps of project activities and progress
- Information and links to climate risk maps and other sites associated with the project
- Ability to have a least one part of the site that is dynamic and can be adjusted to showcase new tools/ capacities that are developed during the project

Publications

Contact (form)

Home page includes News (latest news), Publication (latest publication), YouTube video embedded, latest Facebook post, latest tweets, dashboard of key data.

Bottom includes Facebook, Twitter, YouTube, Contact, Site Map

This website developed under the support of the UNDP project "Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam" funded by the Green Climate Fund.

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Annex 4

Contract templates and General Terms and Conditions

Please find below link to the Institutional contract template:

<http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Institutional%20Contract.pdf>

Please find below link to the Professional service contract template:

<http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Model%20Contract%20for%20Professional%20Services%2013.05.2014.pdf>

Please find below link to the General Terms and Conditions:

http://www.undp.org/content/dam/vietnam/docs/Legalframework/31603_General_Terms_and_Conditions_for_Professional_Services.pdf