



## REQUEST FOR PROPOSAL (RFP)

From National firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **firm for organizing resilient house design competition “Resilient houses save lives and reduce losses” (Ref. RFP-N-180502)**

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, May 30, 2018** (Hanoi time) by the following methods:

<b><u>By email: For green environment, this is preferred submission method</u></b>	<b><u>By hard copy: (within working hours only)</u></b>
E-mail address for proposal submission: <a href="mailto:nguyen.thuy.nga@undp.org">nguyen.thuy.nga@undp.org</a>	Proposals should be addressed to:
Separate emails for technical and financial proposal.	Ms. Nguyen Thuy Nga Procurement Executive UNDP Vietnam 304 Kim Ma, Hanoi Tel: +84-4-38501831
With subject: (Ref. RFP-N-180502) RFP for implementation of Project Impact Evaluation (Email ... of ... emails)	Technical and Financial Proposals are to be submitted in separate envelop.
Maximum size per email: <b>7 MB</b> . Bidders can split proposal into several emails if the file size is large)	With envelop/email subject: (Ref. RFP-N-180502) RFP for implementation of Project Impact Evaluation (Envelop ... of ... envelops)

### **Note:**

- For both submission methods, please send separate email (without attachment) to [procurement.vn@undp.org](mailto: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 3 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 5 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. 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

## 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	<b>implementation of Project Impact Evaluation</b>
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	See information in the TOR
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 and provinces
Expected duration of work	90 days spread between June 2018 and October 2020
Target start date	June 2018
Latest completion date	31 December 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
	<input checked="" type="checkbox"/> 120 days

Validity Period of Proposals (Counting for the last day of submission of quotes)	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.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and/or 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.  <b>Weight of technical and financial point:</b>  <b><u>Technical Proposal (70%)</u></b>  <b><u>Financial Proposal (30%)</u></b> 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"/> <a href="#">Contract for Goods and /or Services</a> with <a href="#">General Terms and Conditions</a> (Annex 4)
<b>Site visit</b> <b>Participation by Bidders to the Site Visit is strongly recommended</b>	n/a

Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<p>Ms. Nguyen Thuy Nga Procurement Executive UNDP Vietnam 304 Kim Ma, Hanoi Tel: +84-24-38501831</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>
Notification of selection result:	UNDP will contact only successful bidder for contracting
Other information	

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<sup>1</sup> 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:**

1	At least 3 year-experience in organizing events, raising awareness campaign related to climate change and natural disasters. Experience working with the UN/UNDP is an asset.	150
2	Detail plan to organize the competition	300
3	Detail plan of raising awareness campaign on the resilient housing through the competition with clear indicators	300
4	Proven experience in organizing competitions, having strong relationships with television stations and newspapers.	100
5	Main specialist of the firm must be able to coordinate the work and have a relationship with the media and agencies involved in the scope of the performance of the package	100
6	The contractor shall provide the dossier and demonstrate the capability through the detailed plan for the implementation of this competition.	50
	<b>Total</b>	<b>1,000</b>

## Annex 2-a

### FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>2</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)*

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam 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) 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.

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> 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 PROPOSAL<sup>4</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>5</sup>)*

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\*

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

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

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

<sup>4</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

6. Others				
<b>III. Other Related Costs</b>				
<b>Applicable taxes</b>				

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 **Wednesday, May 30, 2018**. 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 all supporting documents			
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 <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> 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]*



Empowered lives.  
Resilient nations.  
Resilient nations.

## TERM OF REFERENCE

### ORGANIZING RESILIENT HOUSE DESIGN COMPETITION “RESILIENT HOUSES SAVE LIVES AND REDUCE LOSSES”

#### FOR CONTRACTOR AS FIRM/ORGANIZATION

#### I. GENERAL INFORMATION

<b>Services Required</b>	<b>Organizing resilient house design competition</b>
<b>Project/Program Title</b>	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
<b>Post Title</b>	Consultant firm for organizing resilient house design competition “Resilient houses save lives and reduce losses”
<b>Type of Contract</b>	Firm, lumpsum contract
<b>Duty Station</b>	Across the country
<b>Duration</b>	From June - December 2018
<b>Report to</b>	UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project.

#### II. BACKGROUND / PROJECT DESCRIPTION

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), Ministry of Construction (MoC), UNDP serving as the GCF Accredited Entity for an Adaptation project “*Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam*” that was approved by the GCF in June 2017. As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development through employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).
3. **Increased generation and use of climate information in decision making** (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

The resilience housing component currently covers five provinces: Quang Ngai, Quang Nam; Thua Thien-Hue, Quang Binh, Thanh Hoa. Building on a going social protection programme to provide houses for the poor and marginalized (Decision No. 48/2014 / QD-TTg by Prime Minister dated 8/2014), the project aims to

strengthen storm/ flood resilient design features in 4,000 new houses for poor and highly disaster-exposed people in coastal areas.

Housing is among the most vulnerable sectors to natural disasters in Viet Nam. It is considered as the most valuable but also the most vulnerable asset for local residents. Recent cyclones and floods have generated critical impacts on local housing and settlements in this country, particularly in the coastal provinces where most of natural disasters happened in this country.

The concept of resilient house is quite new in the most affected coastal areas. And there are few designs for the resilient housing to be applied.

Therefore, increasing awareness about safe housing design will be a key element in ensuring the wider adoption of improved housing techniques and related activities. Through this component, the project will implement a three-tiered awareness campaign on safe housing technologies linking.

- The first layer will aim to ensure that government staff are aware of technical awareness raising resources they can use in the daily work to encourage safe housing design.
- The second layer will encourage universities and academia to pay more attention to safe/ climate sensitive design, and will encourage design competitions and outreach to younger engineers and designers.
- The third layer will aim to promote mass awareness raising, focusing on new media to increase awareness regarding safe housing design in Viet Nam.

### III. OBJECTIVE AND SCOPE OF THE WORK

#### Overall Objective

Within the framework of the project “Improving resilience of the vulnerable coastal communities to climate change related impacts in Viet Nam”, *in order to raise awareness of the local communities on resilient housing*, UNDP organizes the resilient housing design competition “*Resilient houses save lives and reduce losses*”.

#### Expected outputs

The contractor is responsible for:

Support the organization of the housing design competition and raising awareness on resilient house through different communication and media activities. The details are below:

- Organize the design competition and its award ceremony professionally
- Conduct massive and vital communication media activities to raise awareness on the importance of resilient housing
- Organize series of events to promote the competition
- At least 80 government officials (more than 30% of whom are women) trained in how to raise awareness on safe housing technologies in their daily work
- At least 500 university studies/ academia in engineering/ architecture, planning or design related field are involved in awareness raising activities supported by the project
- At least 520 communes benefit from awareness raising activities to promote replication of safe housing and related approaches
- One of the expected outputs of the competition will be a design book. The best 20 to 30 designs will be select to publish a book. The proposed title of the book is “Design solutions for disaster resilient housing in the coastal areas of Viet Nam”.

#### Scope of work

The contractor will work closely with UNDP Media and Communications, UNDP-GEF Project Management Specialist, Senior Technical Advisor, Central PMU and the component 1 colleagues to organize the competition. The details include:

- Develop and ensure the smoothly implementation of its communication and media plan (before, during and award ceremony)
- Support UNDP to collect minimum of 40 designs with 3D, technical and financial estimated
- Cooperate with television and digital media to broadcast and amplify the competition key message
- Support UNDP in inviting the members of judges including 1 Representative from UNDP, 1 Representative from MARD, 1 Representative from Ministry of Construction, 1 Representative from independent organization and 1 Independent housing expert
- Support UNDP in developing the criteria of the winning designs that need the involvement of the representative of the Ministry of Construction, VDMA, UNDP and judges
- Organize the exhibitions at the targeted 5 provinces where the project is implementing (one exhibition in one province)

#### IV. EXPECTED OUTPUTS AND DELIVERABLES

#	Expected products	Deadline
1	Detail plan to organize the competition	15/06/2018
2	Detail plan of raising awareness campaign on the resilient housing through the competition with clear indicators	1/07/2018
3	A collect minimum of 40 designs with technical and financial estimated	30/09/2018
4	Events to amplify the competition key message	30/06/2018 – 30/10/2018
5	Inviting the judge members	20/07/2018
6	Display the designs at the targeted 5 provinces	December 2018

#### V. DURATION

The contractor performs this task beginning in June and ending in December 2018

#### VI. MONITORING AND EVALUATION

The contractor is responsible to report and update all activities related to the competition with UNDP including the detail work-plan. The contractor will need to submit to UNDP a final report of this competition with the indicators' achievements as committed in the detail plans.

#### VII. QUALIFICATIONS AND SELECTION CRITERIA

- Is a licensed firm/ organization that has at least 3 year- experience in organizing events in Viet Nam
- Priority is given to organizations that have participated in organizing events related to climate change and natural disasters
- Have experience in organizing competitions and awareness raising campaign

- Having strong relationships with television stations and newspapers
- Experience in organizing communication events with UNDP and / or other UN organizations in Viet Nam is an asset
- The main specialist of the firm must be able to coordinate the work and have a relationship with the media and agencies involved in the scope of the performance of the package.
- The contractor shall provide the dossier and demonstrate the capability through the detailed plan for the implementation of this competition.

#### **VIII. PAYMENT MILESTONES AND AUTHORITY**

- 1st : 30% of the total contract after UNDP agrees with the detail plans
- 2nd : 40% after collecting minimum 40 designs of the resilient housing that meet all the criteria of the competition
- 3rd : 20% after organizing the display in the five provinces
- 4th : 10% will be paid after UNDP agrees with the final report

### **Contract templates and General Terms and Conditions**

Please find below link to the contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

Please find below link to the General Terms and Conditions:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)