



REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Web-based Application Development for: www.csbi.org.vn** (tentative) (Ref. B-190103)

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 **5pm Wednesday, January 23, 2019** (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: quach.thuy.ha@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p><u>With subject line: (B-190103) Web-based Application Development</u></p> <p>Maximum size per email: 30 MB. Bidders can split proposal into several emails if the file size is large)</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>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><u>With envelop subject: (B-190103) Web-based Application Development</u></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. Quach Thuy Ha, Procurement Assistant Tel: +84-24-385001432. Mr. Nguyen Thai Duong, Procurement Assistant Tel: +84-24-38500195 <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
1/9/2019

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	Web-based Application Development for: www.csbi.org.vn (tentative)
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
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 Location, Hanoi
Expected duration of work	11 February 2019 – 10 February 2020 (total 90 working days)
Target start date	11 February 2019
Latest completion date	10 February 2020
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 (Counting for the last day of submission of quotes)	<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
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 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. <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Description to Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2c: Submission check-list) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Contract templates and General Terms and Conditions (Annex 4)

Contact Person for Inquiries (Written inquiries only) ¹	Ms. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@undp.org 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.
Other information	

EVALUATION CRITERIA:

For consultancy proposal for reviewing and improvement of existing technical and economic norms of energy efficiency buildings

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
Form 1.	Expertise and Capacity of Firm / Organization submitting proposal with UN/UNDP website	20%	200					
Form 2.	Adequacy of the proposed approach, methodology and work-plan responding to the ToR	40%	400					
Form 3.	Personnel competencies and human resource organization	40%	400					
	Total		1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

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

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

Form 3: Personnel competencies

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

No.	Criteria	Max. point
1.1	A well-established firm with at least three years practical experience in web designing and development;	80
1.2	Possessing previous experience in developing user-friendly, visually-attractive, highly-interactive, simple but elegant and clean websites for different organizations;	120
	Total	200

¹ 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.

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	200
2.3	Two or three technical solutions proposed for the first three phases;	100
	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	150
	Worked on similar previous assignment preferred	50
	Total [Form 3]	400

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.

(**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 PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

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				
6. Others				

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

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

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: 30 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
- 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 experts...			
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	Web-based Application Development for: www.csbi.org.vn (tentative)	
Duty station:	Ha Noi	
Expected Duration	From 11 February 2019 to 10 February 2020 (Total 90 working days) by three specific phases:	
	Phase 1	Output 1: The climate smart business index website www.csbi.org.vn with new design developed (prototype)
	Phase 2	Output 2: Website with all functions and data Output 3: Website fully operational with all proposed technical functions operationalized
	Phase 3	Output 4: Website maintenance and server back-up service for the new website
Report to:	UNDP Climate Change and Environment Unit/Climate Change Private Sector Expert	
Coordination:	The Contractor will work under the overall supervision of UNDP Climate Change and Environment Unit/Climate Change Private Sector Expert on the layout and contents on the website.	

1. Background

The United Nations Programme (UNDP), is supporting the development of private sector action to support implementation of Viet Nam's contributions to implementation of the Paris Agreement on Climate Change and related government targets. The private sector is a key agent of growth Viet Nam, and this position supports work to enable UNDP Country office to refashion its relationship with this dynamic sector and to unlock new avenues for resource mobilisation for sustainable climate action.

In this context, UNDP Vietnam is in implementation of the project named "Catalysing Private Sector Action for Climate Change". The objective of the project is to encourage private sector's action for achieving Vietnam's climate change goals and to catalyse and consolidate UNDP's work with the private sector on climate resilient green growth.

As part of this work, UNDP conducts development of a voluntary UNDP accreditation system for private sector entities to register their contributions to climate action in support of Government and Paris Agreement targets for Viet Nam which covers:

- Support consultants/ consultations to verify key metrics and measurements indicators
- Provide inputs into the development of communications materials and outreach campaigns to encourage private sector participation in the system (including through social and other media)
- Support businesses interested in logging their contributions to climate action
- Support maintenance of the systems and development of websites and related mechanisms
- to showcase results.

As part of the hand-over process, UNDP is supporting a recruited firm/consultant to upgrade the database and web presentation to ensure its user-friendly and interactive data hub for Viet Nam. UNDP would like to request for a consultancy service to upgrade the website design, including its related software applications, to support a recruited firm/consultant and UNDP in its publication and sharing of the database and its contents.

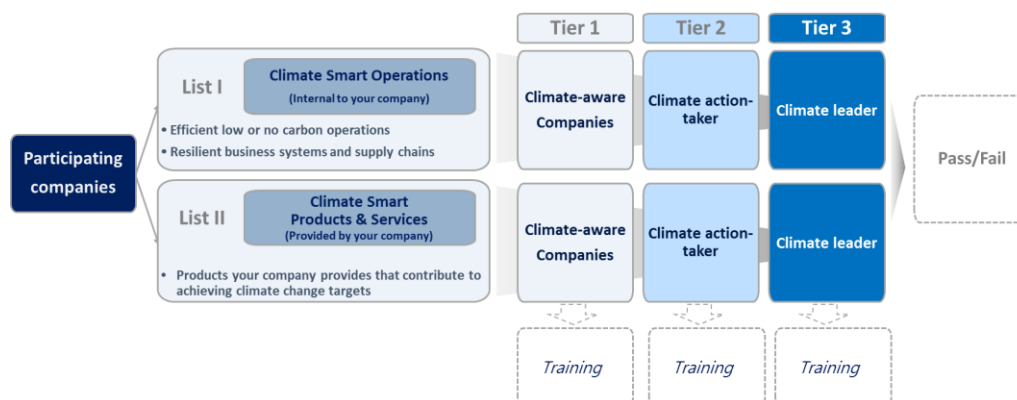


Figure 1 Indicative System of Climate Smart Business Index

2. Objectives

Main objective

Develop a user-friendly and interactive website with a set of data analytics and management tools on Climate Smart Business Index information.

Specific Objectives

- A full set of user-friendly and interactive solutions for web interface and design for related climate smart business information provided by UNDP. The indicative web-domain is www.csbi.org.vn;
- 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, interactive spaces for relevant open-source data-sharing;
- O&M service and training (1 year) to manage, upgrade and maintain the website and its datasets, including by 24 hours a day, seven days a week O&M services for 1 months.;

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 and UNDP;
- Liaise with different stakeholders to propose a set of website interfaces and options;
- Work closely with the Climate Change Private Sector Expert of UNDP who conduct the risk assessment to ensure that all the data contents, licensing etc;
- 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 which is containing at least these:
 - Home Page
 - Introduction Pages
 - Registration Page
 - Log-in Page
 - Data submission/questionnaire Page including 3 tiered stages

- Education/Training Pages
- Data Analysis Pages (internal use)
- Admin Pages (internal use)
- Develop web platform which has essential features described in Annex I;
- Develop a guideline and 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;
- An update monthly report to UNDP on arising issues on web operation and maintenance phase until the end of the contract;
- Provide detailed promotion plan in consideration with outputs and work schedule;

**The work will focus on the initial 4 weeks of web platform production and next 12 weeks of using the web platform, and expect the users and their work to decrease significantly after 16 weeks.*

***The work will be conducted in collaboration with a company who will design a logo and create promotional materials.*

4. Timing, duration of contract, and location

The Contractor is expected to provide specified services from 11 February 2019 to 10 February 2020 (**Total 90 working days**) for the core work and the O&M services until the end of 31 March 2019

The duty station for this assignment basically will be Hanoi. It is also possible to work based on other cities in Vietnam. Travel cost to other cities outside Hanoi if any will be covered by UNDP basing on the UN-EU cost norms.

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 smart business index website www.csbi.org.vn with new design developed (prototype) by 22 February 2019.	22 February 2019
Phase 2	Output 2: Website with all functions and data by 15 March 2019. Output 3: Website fully operational with all proposed technical functions operationalized by 22 March 2019.	22 March 2019
Phase 3	Output 4: Website maintenance and server back-up service for the new website in 1 year (by 10 February 2020)	10 February 2020

- *Minimum requirements for website interface:*
 - A full set of user-friendly and interactive solutions for web interface. The indicative web-domain is www.csbi.org.vn;
 - 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, 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 ICT experts.

6. Qualification

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

- Having at least three years previous experience in developing user-friendly, visually-attractive, highly-interactive, simple but elegant and clean websites for different organizations;
- Having previous experience in creating strongly attractive promotion materials and successfully completing promotion activities;
- 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, logo/web-notice 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)
- 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, promotion materials to be created, and promotion to be conducted 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**
- Previous outputs completed or sample of web-platform – **A MUST**
- Detailed financial proposals (with two or three options responding to two or three technical solutions proposed) for the three phases;
- Provide the solution for disaster recovery for the website.
- Training for user and administrator of the website
- Advise hardware and software license if needed for the web server.

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 effect 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: The climate smart business index website www.csbi.org.vn with new design developed (prototype) by 22 February 2019.	50% of total contract value to be paid upon UNDP's satisfaction with both Outputs 1 by 22 February 2019.
Phase 2	Output 2: Website with all functions and data by 15 March 2019. Output 3: Website fully operational with all proposed technical functions operationalized by 22 March 2019.	30% of total contract value to be paid by 22 March 2019 upon UNDP's satisfaction with both Output 2 and 3.
Phase 3	Output 4: Website maintenance and server back-up service for the new website in 1 year (by 10 February 2020)	20% of total contract value to be paid by 10 February 2020.

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 website of GCF Online Accreditation System:
https://accreditation.gcfund.org/layouts/15/GCFLOGIN/Default.aspx?ReturnUrl=%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F&Source=%2F
- Current website of Carbon Disclosure Project:
<https://www.cdp.net/en>

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 Climate Change Private Sector Expert to discuss and agree on the task requirements, working methodology;
- The UNDP Expert 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 Climate Change Private Sector Expert and Media and Communications Analyst shall monitor every stage of deployment of the tasks and shall evaluate the deliverables as described in Section 3 of this TOR.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise and Capacity of Firm / Organization submitting proposal with UN/UNDP website	20%	200					
2.	Adequacy of the proposed approach, methodology and work -plan responding to the ToR	40%	400					
3.	Personnel competencies and human resource organization	40%	400					
Total			1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

- Form 1: Expertise and Capacity of Firm / Organization submitting Proposal
 Form 2: Adequacy of the proposed approach, methodology and workplan responding to the ToR
 Form 3: Personnel competencies

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

No.	Criteria	Max. point
1.1	A well-established firm with at least three years practical experience in web designing and development;	80
1.2	Possessing previous experience in developing user-friendly, visually-attractive, highly-interactive, simple but elegant and clean websites for different organizations;	120
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	200
2.3	Two or three technical solutions proposed for the first three phases;	100
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	150
	Worked on similar previous assignment preferred	50
	Total [Form 3]	400

TOR Annex : List of essential features of the web system

Category	Requirements	Notes
User account	Only one account per company	Assign focal point in each participating company
	UNDP Reviewer account to assign reviewers with tasks and keep record of their reviewed files	For ease of management and quality assurance
Notification	Deliver notification to user's email (including status updates, reminders of deadlines, and UNDP's communication messages)	
Submissions and changes	Allow saving partially completed forms; check for missing answers/documents at final submission	Avoid loss of data
	Display a log of changes for security and easy-tracking	
	Display a progress bar (e.g. % of questions completed)	
File storage	Organize clearly submitted files from companies (match with corresponding questions) and will be stored for at least 90 days since first submission	
Data privacy	The web system/platform development and/or maintenance teams have no access to submitted files	

Annex 4

Contract templates and General Terms and Conditions

Please find below link to the Professional service 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:

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below US\$ 50,000 (Services only):

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[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)

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below US\$ 50,000 (Goods or Goods and Services):

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

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equal to or above US\$ 50,000 (Goods and/or Services):

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)