



REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations in Vietnam

Dear Sir / Madam:

We kindly request you to submit your Proposal for **National Institutional Consultancy Service to carry out a pilot technology assessment of Vietnamese fruit processing industry (Ref. 2-190602)**.

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

Proposals may be submitted on or before **Thursday, June 27, 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: luu.ngoc.diep@undp.org</p> <p><u>Separate emails</u> for technical and financial proposals.</p> <p>With subject: (Ref. 2-190602) RFP for technology assessment of Vietnamese fruit processing industry (<i>Email ... of ... emails</i>)</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>With envelop subject: (Ref. 2-190602) RFP for technology assessment of Vietnamese fruit processing industry</p> <p>When submitting hard copy proposals, please submit <i>1 original + 3 copies + CD ROM/USB</i> containing all contents corresponding to hardcopy in PDF format.</p> <p>One of the following staff can be called to receive hard copy proposals:</p> <ol style="list-style-type: none">1. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-385002002. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143 <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
6/13/2019

DESCRIPTION OF REQUIREMENTS

Context of the Requirement	Please see information in the TOR (Annex 1)
Implementing Partner of UNDP	Please see information in the TOR (Annex 1)
Brief Description of the Required Services	National Institutional Consultancy Service to carry out a pilot technology assessment of Vietnamese fruit processing industry
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 Assistant Resident Representative / Head of Inclusive Growth Unit and IPSARD Director
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input checked="" type="checkbox"/> Hanoi and provinces <input type="checkbox"/> At Contractor's Location
Expected duration of work	July to October 2019
Target start date	1 July 2019
Latest completion date	31 December 2019
Travels Expected	As per TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
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"/> VND 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 type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 Assistant Resident Representative / Head of Inclusive Growth Unit and IPSARD Director
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ¹ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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 meets specification requirements for equipment and 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 and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Forms for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ² <input checked="" type="checkbox"/> General Terms and Conditions de minimis (for contract below US\$ 50k) or General Terms and Conditions (for contract above US\$ 50k) (Annex 4)

¹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

² 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.

Contact Person for Inquiries (Written inquiries only) ³	<p>Ms. Luu Ngoc Diep Procurement Associate, UNDP Vietnam Email: luu.ngoc.diep@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	<p>Bidders are responsible for checking the UNDP website: http://www.vn.undp.org/content/vietnam/en/home/operations/procurement/procurement_notices.html for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal</p>

³ 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

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organisation submitting Proposal	150
2.	Proposed Work Plan and Approach	550
3.	Personnel	300
Total		1000

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organization submitting proposal							
1.1	Reputation of Organization and Staff (Competence / Reliability)	50					
1.2	Litigation and Arbitration history	20					
1.3	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	50					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	10					
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programmes/Projects - Experience on Projects in the Region - Work for UNDP, major multilateral or bilateral Programmes 	20					
Total Form 1		150					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	Understanding of the ToR	100					
2.2	Soundness of the proposed technical solutions: methodology	250					
2.3	Timeliness and allocation of resources	100					
2.4	Identification of challenges and propose solutions	100					
Total Form 2		550					

Technical Proposal Evaluation		Company / Other Entity
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Form 3			Points Obtainable	A	B	C	D	E
Personnel								
3.1	Team Leader		140					
		<i>Sub-Score</i>						
3.1.1	General Experience of doing researches in agriculture and rural development areas, especially in cooperation with line ministries and provinces	30						
3.1.2	Specific experience relevant to the assignment: similar surveys on agricultural/fruit products, especially with involvement of private sector. Experience in agricultural competitiveness and productivity is an advantage.	80						
3.1.3	Team leader experience	30						
3.2	03 National Researchers (average score)		100					
		<i>Sub-Score</i>						
3.2.1	General Experience of doing researches in agriculture and rural development areas, especially in cooperation with line ministries and provinces	20						
3.2.2	Specific Experience relevant to the assignment: - Similar surveys on agricultural/fruit products, especially with involvement of private sector. Experience in agricultural competitiveness and productivity is an advantage. - Experience in working as a research team member/assistant or working with development support projects funded by DPs (UN)	80						
3.3	02 support members (average score)		60					
		<i>Sub-Score</i>						
3.3.1	General Experience of doing researches in agriculture and rural development areas, especially in cooperation with line ministries and provinces	10						

3.3.2	Specific Experience as support member of relevant assignments (surveys on agricultural/fruit products, especially on competitiveness, productivity and with involvement of private sector	50						
	Total Form 3		300					
	TOTAL		1000					

TERMS OF REFERENCE

Title:	National Institutional Consultancy Service to carry out a pilot technology assessment of Vietnamese fruit processing industry
Estimated Duration:	From July 2019 – 31 December 2019
Status:	Institutional contract
Duty Station:	Ha Noi and travel to provinces.

1. Background

Viet Nam is in the process of transforming its growth model to a model based on increased productivity, value addition, innovation and competitiveness. Key in this transformation will be the technological transformation of Viet Nam's businesses. In the context of the accelerating Fourth Industrial Revolution (IR4.0), new technologies are changing global value chains, presenting the risk of employment opportunities in many traditional sectors/subsectors that have been driving country's growth. At the same time new opportunities emerge in creating new growth drivers and employment.

Understanding and forecasting new technology trends, their impacts on value chains, global and regional trade, growth and employment opportunities, society and the environment is extremely important for the government and other actors to determine the directions and actions to mitigate the negative impacts and, more importantly, seize the new opportunities to create new growth drivers and sustainable and greener jobs, including through efforts in technology upgrading to increase productivity and competitiveness of Vietnamese firms.

Such information and knowledge can be created in the process of technology assessment⁴ - a useful anticipatory governance tool to support the efforts of the Government and firms in (i) developing and testing the new anticipatory governance approach and tools, (ii) designing regulations, standards and guidelines and providing support for firms in technology upgrading, (iii) continuing to further define the technology transformation roadmap for investment in technological innovation to increase productivity and competitiveness and (iv) defining specific actions that policy makers are currently seeking in the development and implementation of the Vietnamese Government's IR4.0 Strategy contributing to the achievement of the Sustainable Development Goals.

Recognizing the importance of technology assessment in making IR4.0 and future growth more inclusive, and building on the partnership between government and UNDP on inclusive IR4.0, UNDP (in close cooperation with MARD) is looking for a National Institutional Consultancy Firm to carry out a pilot technology assessment of Vietnamese fruit processing industry. This activity aims at building and testing a set of technology assessment tools, to (i) provide information to the government and businesses to develop orientation for technological innovation/upgrading in the food processing sub-sector and (ii) create a toolkit tools to apply in technology assessment in other industries.

2. Objectives:

⁴ The Global Technology Assessment Initiative was hosted by the Institute of Technology Analysis and System Analysis under the Karlsruhe Institute of Technology, the Institute of Technology Evaluation of the Austrian Academy of Sciences and the Rathenau Institute of the Netherlands. This initiative aims to develop a global framework and code of conduct for assessing the impact of new technologies, enabling global cooperation to evaluate emerging technologies to maximize the benefits of they reduce risks and significant impacts on the economic, social and environmental systems of countries. At the same time, this initiative also aims to promote predictive governance of trends in the application of new technologies to a country and contribute to promoting technology transformation to support the achievement of the Sustainable development Goals. This initiative has been implemented and brought many contributions to the policy making process and technology transition roadmap in Germany, Australia, Russia, China, India, etc.

The overall objective of the pilot technology assessment of fruit (mango and pineapple) processing industry is to (i) identify optimal technological upgrading options to improve productivity, added value and competitiveness of the fruit industry and (ii) provide a set of technology assessment tools that can be applied in other agricultural product processing industries, to contribute to achieving sustainable development goals in the context of IR4.0 in Vietnam.

Concrete deliverables: A report covering but not limited to the following key parts:

- Assessment of the current status and trends of labor productivity, competitiveness and application of technology in fruit processing industry in Vietnam, and the impact of the processing technologies currently applied in Vietnam on economy, society and environment;
- Trends identified and assessed in the application of fruit processing technology in the world (focusing on Vietnam's fruit import countries, countries exporting fruits to Vietnam and other Viet Nam's major competitors on fruits) and the effects of (the application) of new technologies and international trade agreements on the value chains, markets (import/export) of Vietnamese fruits;
- A number (3) of technology transformation scenarios over the next 5-10 years, taking into account (i) the current status of productivity, competition and technology application of Vietnamese enterprises and (ii) new technology trends and changes in market, investment and value chains in fruit processing industry in the world;
- The economic, social and environmental impacts of applying / upgrading technology in the fruit processing industry assessed in each of the above scenarios and proposed recommendations and solutions to ensure the technology upgrading contribute best to increase of productivity, competitiveness, sustainability and inclusivity of the Vietnamese fruit industry.
- A proposed framework for technology assessment for the entire fruit processing subsector and agricultural products in general in accordance with the specific conditions of Vietnam.

3. Tasks:

3.1. Baseline study

- a) Develop an analytical framework, research methodology, identify the sampled firms and design the field (value chain) survey (month 1)
- b) Conduct literature review, collect and analyze available data (such as from enterprise census, agriculture census and other relevant sources) and consultations with experts to provide an overview of Vietnamese fruit processing sector (focusing on mango and pineapple), including on (i) number and composition of enterprises in the fruit and vegetable processing industry divided by labor and capital sizes, and ownership form (domestic enterprises, FDI, cooperatives), turnover/revenue and value added (if possible); (ii) statistics and analysis of value, quantity and price of export and import of processed vegetables and fruits of Vietnamese enterprises (products are detailed to different processing levels, such as: dry, juice, frozen, canned), their shares in export volume and values of agricultural products in general and fruits in particular in Vietnam, in the world/the region/compared with 2-3 other export leading countries or having the same level of production and exporting similar products (according to HS code 4 for general processed vegetables). Month 1-2.
- c) Conduct a value chain survey in pineapple processing industries; analyze the survey data (and the available data as mentioned in point b above) for a detailed assessment of (i) level of mango and pineapple processing; (ii) technology application (current level of firms - by ownership, scale – application of technologies: years of the commercialization of or production of main equipment/ technologies, comparison with the technology level among the firms in Viet Nam and with firms in 2-3 other countries leading, or with the similar level of, production and export of mango and pineapple); (iii) value added compared to fresh products of the same type; (iv) labor productivity (current status, trend in the last 5 years, factors determining/limiting labor productivity, comparing productivity and wage growth) of enterprises (by ownership and scale), (v) models (and levels) of enterprises (by

ownership and scale) 'backward and forward' linkages in the local and global value chains (including in pre-processing and post processing stages), (vi) production costs and value added of stages and their allocation among actors in the value chains, and (vii) obstacles to upgrade and apply more advanced processing technology by the firms in Vietnam. Month 2-4.

d) Analysis of constraints to the application of processing technology in other pre- and post-processing stages of the value chain (pre-processing: seeds, technologies in fruit production, harvest, post harvest, storage and transport, and post processing, branding, testing and certification, marketing, etc.), that play a decisive role in quality and added value of processing stage and the whole value chains. Month 4.

e) Draft baseline study report, conduct technical consultation and finalize the report. Month 5.

Proposed sample and methods of the survey:

Scope: mango and pineapple processing enterprises and establishments.

Survey samples: about 20-30 mango and pineapple processing enterprises and establishments (4-5 enterprises in each province, including 1 enterprise applying advanced technology) and related businesses in the chain (follow backward and forward linkages). These enterprises and processors are selected to ensure their representation of production scale and type of enterprises (domestic and FDI enterprises). Survey is proposed to be conducted in 7 provinces in economic regions, concentrating on fruit processing plants (especially mangoes and pineapples) of scale and applying diversified and regulated technologies. Large scale design capacity for processing and including domestic and FDI enterprises. Specifically: Hanoi (with 52 factories) Ninh Binh (7 factories); Thanh Hoa (8 factories); Lam Dong (40 factories); Tay Ninh (there are 30 factories); City Ho Chi Minh City (with 132 factories); Long An (46 factories). In addition, there are 2 provinces that will be included in the preventive list in case of inadequate number of surveyed samples: Hung Yen (15 factories) and Hau Giang (7 factories).

Methods: questionnaires, semi-structured interviews with individuals and/or in group discussions.

3.2. Based on the work of baseline study and consultations with experts/firms, develop and analyze 3 scenarios of technology transformation in the fruit processing industry (mango and pineapple) in Vietnam in next 5-10 years and policy recommendations

a) Assess the trend of world fruit processing technologies (applied in the past 2-3 years and the future trend), focusing on other leading countries/countries with the same level of production and export mango and pineapple products) and changes in global/regional value chains as the results of new technologies and new trade agreements. Month 2-3

b) Analyze factors affecting the application of new technologies in Vietnam and the trend of changing fruit processing technology in Vietnam in the next 10 years. Month 4-5

c) Assess external factors (world market demand, changes in supply chains, new innovations in technology, etc.) that can influence the application of modern technology in the industry in Viet Nam's fruit processing. Month 2-5.

d) Assess internal factors in Viet Nam that can influence the application of new technologies in the fruit processing industry in Vietnam: investment efficiency, support policy environment, supply of input materials, institutional arrangements/bottlenecks, the trend of changing demand for fruit processing products in Vietnam in the next 5-10 years. Month 4-5.

e) Develop 3 scenarios of technological transformation in fruit processing in Vietnam in the next 10 years according to the level of technology applied: (i) the most advanced technologies that are applicable in Vietnam; (ii) low-tech technologies with low prices, easy to apply in a massive scale; (iii) specific technologies that can meet the needs of a particular market, may not have been applied but has potential in Vietnam in the future. Technological transformation scenarios should focus on new technologies with the potential to fundamentally change the value chains, impact on productivity and value added, revenue/export, future demand for fruit processing products in Vietnam in the next 10 years. The scenarios should also be developed/accompanied by the assessments of (i) key factors (including institutions, changes in

demand/markets/value chains, business doing environment, etc.) contributing to facilitating and/or hampering the application of new technologies by Vietnamese firms and (ii) key economic (efficiency, productivity, competitiveness, profit/income), social (jobs, food safety and hygiene, equality including gender, etc.) and environment (pollution, energy consumption/emission, etc.), impacts of the technology transformation. Month 6.

3.3. Prepare a policy paper with recommendations and proposed optimal technological transformation roadmaps and appropriate action plans (month 6)

a) In close consultations with actors and experts develop a policy paper with recommendations for identifying optimal technological transition roadmaps and appropriate actions at all levels, including: (i) recommended types of technologies and standards; (ii) optimal timeframe and sequence of steps in technology transformation; (iii) recommended ways for technology transfer/acquisition in Vietnam's fruit processing industry; (iv) specific action plan for technology transformation in the fruit processing industry in Vietnam; and (v) Scalability to apply the technology assessment framework and methods in other agricultural sub-sectors in Vietnam.

b) Organize consultations and finalize the policy paper and roadmap.

4. Composition of the research team:

- 01 national team leader responsible to: design study analytical framework, develop research tools, report outline, guide the research members to collect and analyze, write component reports, and supervise and ensure equality of work / results of members, writing baseline study reports (of all 3 components), present draft reports at technical seminars, consultations and finalize the reports.
- 03 national researchers responsible for: contributing to the design of analytical framework, research tools, report outlines; data collection and analysis, writing component reports; contributing to the final reports and technical seminars, consultations, and contribute to finalizing reports/products.
- 01 national research assistant responsible for: contributing to data collection, cleaning and analyzing data, making presentation of results (tables / graphs, language editing, etc.) in the reports and component reports.
- 01 national administration/logistics support staff responsible for: supporting administrative tasks, organizing the survey, expert interviews/consultations, workshops and other administrative tasks needed for research.

Expected qualification of the team leader:

- Master Degree in social science, agricultural economics and/or related fields.
- 10 years of experience of doing researches in agricultural areas. Experience in agricultural competitiveness and productivity is an advantage.
- 10 years of experience in working in agriculture and rural development with line ministries and provinces.
- Knowledge/experience in working with private sector;
- Ability to work independently and manage teamwork;
- Good research methods, report writing and presentation;
- Familiarity with computer software (Word, Excel, Power point...);
- Fluent in English and Vietnamese.

Expected qualification of the team members:

- Bachelor Degree in social science, agricultural economics and/or related fields.
- 3 years of experience of doing researches in agricultural areas. Experience in agricultural

competitiveness and productivity is an advantage.

- 2 years of experience in working in agriculture and rural development with line ministries and provinces.
- Experience in working as a research team member/assistant or working with development support projects funded by DPs (UN);
- Ability to work independently and in a team.
- Familiarity with computer software (Word, Excel, Power point...);
- Fluent in English and Vietnamese.

5. Implementation arrangements and UNDP Viet Nam support

The national consultancy team will work under the supervision of UNDP (ARR, Head of Inclusive Growth Unit) and IPSARD Director and in close cooperation with relevant UNDP and IPSARD as well as other colleagues from relevant government agencies.

UNDP Country Office is not required to provide any physical facility for the work of the consultants. As necessary, UNDP Country Office and IPSARD will facilitate meetings of the consultants with relevant government agencies and provide other administrative support, including literatures and information necessary for the studies.

6. Payment terms

Interested consultancy institution should propose a lumpsum offer for completing all the tasks required in this TOR, including consultancy fee, travel expenses, taxes...

Milestones for payment:

- First payment of 50% of the total contract value upon the submission and acceptance of the survey methodology, final report outlines and work plan.
- Second payment of 50% of the total contract value upon submission and acceptance of the final report.

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁵

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

[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.

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

(**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 PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

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				

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ 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 **Thursday, June 27, 2019** (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			
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]

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term

"Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

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)

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[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)