



## REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical Support in Development of Climate Scenarios in Viet Nam – Preparation of National Projections (Package 1 – PRECIS Model)**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, September 17, 2014** (Hanoi time) and via email or courier mail to the address below:

**United Nations Development Programme Viet Nam**  
**72 Ly Thuong Kiet Street, Hanoi, Viet Nam**  
**Procurement Unit**  
Email: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org)

**With envelop/email subject: (Name of company) RFP for Package 1 – PRECIS Model**

*(Maximum size per email: 7 MB. 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.**

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](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  
8/27/2014

## Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	<b>Technical Support in Development of Climate Scenarios in Viet Nam – Preparation of National Projections (Package 1 – PRECIS Model)</b>
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	IMHEN, MONRE & UNDP Sustainable Development Cluster
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor's Location and provinces
Expected duration of work	October 2014 – January 2015
Target start date	October 2014
Latest completion date	January 2015
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 checked="" type="checkbox"/> United States Dollars – for overseas bidders <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) – for local bidders  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	<input checked="" type="checkbox"/> 120 days

<i>(Counting for the last day of submission of quotes)</i>	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	<p>As indicated in Point 9 of the TOR.</p> <p>Condition for Payment Release:</p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	IMHEN, MONRE & UNDP Sustainable Development Cluster
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract or <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement: <input type="checkbox"/> Other Type of Contract
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	<p>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</p> <p><b>Weight of technical and financial point:</b></p> <p><b><u>Technical Proposal (70%)</u></b></p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>See detailed evaluation criteria in the below table.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions</a> (Annex 3) <sup>1</sup> <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> <a href="#">Institutional contract for service</a> & <a href="#">Contract for Professional services</a> (Annex 5) <input type="checkbox"/> <a href="#">Long Term Agreement</a> (Annex 6)
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Ms. Nguyen Thi Hoang Yen  Procurement Associate, UNDP Vietnam  Email: <a href="mailto:nguyen.thi.hoang.yen@undp.org">nguyen.thi.hoang.yen@undp.org</a></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	

<sup>1</sup> 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.

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

### **EVALUATION CRITERIA:**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm/Organisation submitting Proposal	15%	150					
2.	Proposed Work Plan and Approach	35%	350					
3.	Personnel	50%	500					
<b>Total</b>			<b>1000</b>					

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 of Firm /Organisation Submitting Proposal
- Form 2: Proposed Work Plan and Approach
- Form 3: Personnel

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm /organisation submitting proposal							
1.1	Do the organization, staff and general reputation of the firm indicate competence and reliability?	45					
1.2	Are the firm's knowledge, experience and size relevant to the project?	15					
1.3	Have similar projects been carried out for other major multi- or bilateral clients?	60					
1.4	Does the firm have relevant experience in Vietnam?	20					
1.5	What is the extent of the organizational capability of the firm or association implementing the services required (i.e. loose consortium, holding company or one firm/institution)?	10					
Total Part 1		150					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Understanding, Work plan and Approach							
2.1	Understanding of the TOR (Is the scope of the task well-defined and does it correspond to the	50					

	TOR without simply duplicating the TOR?)						
2.2	Technical approach and methodology (Are sufficient details provided regarding the proposed approach?)	200					
2.3	Work plan (logicality and practicality)	50					
2.4	Adequate and qualified team to provide services in the TOR	50					
	<b>Total Part 2</b>	<b>350</b>					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
3.1	Team Leader	300					
	- Qualifications: PhD or MSc in relevant subject	50					
	- International experience in model development	50					
	- Professional Experience in model development	150					
	- Ability to lead a small-sized group of technical consultants	50					
3.2	Experts (team members)	200					
	- Qualifications: Bachelor degree in relevant subject	20					
	- Work experience: minimum of 5 years	30					
	- Professional Experience in the model development and climate change scenario development	100					
	- Training experience in modelling	50					
	Total Part 3	500					

## FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[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) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

- e)
- f) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- g) *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.*

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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



**Important Notes:** Please refer to the detailed evaluation criteria in the above table for proving 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.*

**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; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

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

## FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>5</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)*

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

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

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

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

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

### A. Cost Breakdown per Deliverable\*

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

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

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

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>Applicable taxes</b>				

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

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

[Designation]

[Date]

## CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

**Note:** Bidders are required to review carefully this checklist before submission to ensure complete submission

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
<b>A</b>	<b>Fully filled Technical proposal (Following template in Annex 2-a) including:</b>			
1	Company profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
2	Business Licenses			
3	Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, contact references			
4	Quality control systems to ensure quality of the required service			
5	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.			
6	Proposed methodology			
7	CVs of key personnel			
<b>B</b>	<b>Dully signed Price Schedule</b> (following template in Annex 2-b)			
<b>C</b>	<b>This duly filled, checked, certified submission checklist to be attached to the submission</b>			

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

## TERMS OF REFERENCE

<b>Provision of Services:</b>	Technical Support in Development of Climate Scenarios in Viet Nam – Preparation of National Projections (Package 1 – PRECIS Model)
<b>Project ID and title:</b>	UNDP/MONRE – Capacity Building for Implementation of National Climate Change Strategy Project (CBICS) Capacity Building for Implementation of National Climate Change Strategy Project (CBICS)” was approved by the Prime Minister in March 2014, expected to be implemented in 4 years (2014 – 2018) with technical support from the UNDP
<b>Expectation Time:</b>	October 2014 – January 2015
<b>Supervision:</b>	IMHEN, MONRE & UNDP Sustainable Development Cluster

### 1) GENERAL BACKGROUND:

The results from scientific research worldwide and in Viet Nam has shown that climate change is imposing greater impacts on the activities of socio-economic development and environmental protection in all regions, which has become one of the greatest challenges to sustainable development of humanity in general and to Viet Nam in particular. Being aware of the effects of climate change to the country’s development, the Government of Viet Nam has gradually strengthened legal frameworks on climate change. The National Target Program to Respond to Climate Change (NTP-RCC) was issued in 2008 and 2012, the National Strategy and the National Action Plan on Climate Change was approved in 2011 and 2012, respectively. Lately, the Party General Secretary signed the Resolution No. 24-NQ/TW of actively responding to climate change and strengthening natural resource management and environment protection on 3/6/2013. The Climate Change and Sea Level Rise Scenarios for Vietnam, led by the Ministry of Natural Resources and Environment (MoNRE) was developed and published in 2009 and updated in 2012 and to be updated in 2015.

In response to the needs of the Government to implement the priorities set forth in the NTP-RCC, with the funding from UNDP, MONRE implementing the project entitled “*Capacity Building for Implementation of National Climate Change Strategy Project (CBICS)*”. The Viet Nam Institute of Meteorology, Hydrology and Climate Change (IMHEN) of MONRE was assigned to be the Co-implementing partner for this project. The Project aims to support the building of awareness, institutional, scientific and technical capacity for the effective implementation of the National Strategy on Climate Change (CC) at ministries and localities. In order to achieve the project objectives, there is a need for technical services from an institution with top scientific knowledge and experience in climate modeling and in the production of credible climate change projections.

IMHEN is preparing information for Viet Nam’s future climate from a number of climate models in order to release National projections in 2015. Climate projections for Viet Nam have been generated using a number of different regional climate modeling systems, including a number of different GCM and RCM combinations. There remains an existing need to analyse these simulations in order to assess the realism of the simulations; provide impact-relevant indices from the raw data from the simulations and provide assessments of uncertainty based on results from multiple models.

A recently completed UNDP/MONRE - Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions, Hadley Center provide technical support and run PRECIS model driven by at 3 GCMs in the CMIP5 dataset with four RCPs for each GCM including high (RCP8.5), medium (RCP6.0), medium low (RCP4.5) and low (RCP2.6) greenhouse gas concentration scenarios. Climate projection data is available at 25 km resolution over Vietnam from three GCMs and two RCPs using the PRECIS Model.

Continuing support IMHEN in development of updated CC Scenario, UNDP is seeking for the most competent service provider to provide climate projections for Viet Nam from data generated by the three PRECIS model simulations.

## **2) OBJECTIVES OF THE ASSIGNMENT**

To provide future climate projections and analysis for Viet Nam from data generated by the three PRECIS model simulations using a credible and consistent methodology.

## **3) SCOPE OF WORK**

Analysis of three PRECIS model simulations in order to assess the realism of the simulations; provide impact-relevant indices from the raw data from the simulations and provide assessments of uncertainty based on results from multiple models.

Data from the three 25 km PRECIS Model simulations from 1951 to 2099 for RCP4.5 and 8.5 will be used.

## **4) DURATION OF ASSIGNMENT, DUTY STATION:**

**Duration:** Oct 2014 – Dec 2014

**Duty station:** Activities can be performed intermittently in Ha Noi and location of the service provider.

## **5) FINAL PRODUCTS:**

- 1. A detailed work plan for the consultancy services**
- 2. Data and algorithms to compute relevant indices below from climate simulation data of PRECIS model**
  - a. Temperature including: (i) TAVE (average temperature); (ii) TX (maximum temperature); (iii); (iv) TN (minimum temperature); (v) Hot days - TX90p; (vi) Cold nights - TN10p; (vii) T35 (number of days with T>35 deg C; (viii) T13 (number of days with T<13 deg C)
  - b. Humidity (surface)
  - c. Wind Speed (surface)
  - d. Solar radiation (surface)
  - e. Heavy Rainfall including: (i) RX1; (ii) RX5; (iii) R95p; (iv) CWD; (v) CDD.

*Outputs:*

- *Seasonal and annual data at provincial and regional level for historical period (1986-2005), and projections under RCPs 4.5 and 8.5 2006-2099.*
- *Guidance for interpreting the results.*

- 3. Data and algorithms to compute relevant indices below from climate simulation data of PRECIS model**
  - a. Droughts - using Standardised Precipitation Index (SPI).
  - b. Heatwaves - using Heat Wave Duration Index (HWDI)

*Outputs:*

- *Annual data at provincial and regional level for historical period (1986-2005), and projections under RCPs 4.5 and 8.5 2006-2099.*
- *Guidance for interpreting the results.*

- 4. Data and algorithms to compute relevant indices below from climate simulation data of PRECIS model**
  - a. Monsoon start date
  - b. Monsoon end date

- c. Monsoon intensity

*Outputs:*

*Projected annual changes in monsoon change for seven climate region in Vietnam, including figures/graphs which could be reproduced in National Projection materials.*

**5. Data and algorithms to compute tropical cyclone frequency and intensity from climate simulation data of PRECIS model**

- a. Analysis of Tropical Cyclone characteristics under climate change scenarios, and assessment of uncertainties in Tropical Cyclone changes

*Outputs:*

*Projected changes in Tropical Cyclones for Vietnam defined ocean regions, including figures/graphs which could be reproduced in National Projection materials.*

**6. Computation of ensembles from three PRECIS model simulations to display the median and the uncertainty in future climate change projections**

- a. Provide algorithm to compute median and 80% confidence interval for all provincial and regional indices
- b. If regional climate projection data is available in the same form as produced in this TOR, they will be included in the ensemble calculation.

*Outputs:*

*Multi-model ensemble statistics at provincial and regional levels for the three PRECIS model simulations and for the indices indicated in the TOR.*

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

Output-based fees will be paid as per approval of reports by the Implementing agency IMHEN and UNDP, who are responsible for monitoring the overall implementation of the service.

The service provider will undertake required services under the direct supervision of IMHEN and in close collaboration with the National Technical Officer and Project Manager (PM).

The results of work must meet the project and UNDP quality and procedures.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS:**

Please see detailed requirements in the evaluation table in the RFP.

## **8. ADMIN SUPPORT AND REFERENCE DOCUMENTS**

All data generated by the three PRECIS model simulations will be provided to the selected bidder. The Climate Change and Sea Level Rise for Viet Nam, version 2012 (attached).

## **9. PAYMENT TERMS**

Payment package is made in the following methods:

- + 20% of the total contract value is paid upon submission and acceptance of detailed work plan by IMHEN and UNDP;
- + 80% is paid when final products are finalized and approved by IMHEN and UNDP.

## **10. MINIMUM TECHNICAL THRESHOLDS**

Minimum technical threshold for this assignment is:

☒ 700/1000

☐ 750/1000

☐ 800/1000

## **11. COPY RIGHTS**

All intellectual property and proprietary rights, including rights to maps, drawings, photographs, documents and any other materials produced during this consultancy will become the sole property of the UNDP Viet Nam, which will have the sole right to publish the same in whole or in part and to adapt and use them as may seem desirable, and to authorise all translations and quotations from them. The contractor may not publish or use any of this material without the prior permission of UNDP Viet Nam.