



## REQUEST FOR PROPOSAL (RFP)

From firms/institutes **based in Vietnam**

Dear Sir / Madam:

We kindly request you to submit your Proposal for a **4 day workshop/training on Community Participation in Project Cycle Management in November 2014**

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

Proposals may be submitted at the latest on **Wednesday, October 29, 2014** and via email to the address below:

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

*(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.

### 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>a 4 day workshop/training on Community Participation in Project Cycle Management in November 2014</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	UNV Programme Officer
Frequency of Reporting	Please see information in the TOR
Progress Reporting Requirements	Please see information in the TOR
Location of work	03 days in Hanoi and 1 day field trip within 200 Km from Hanoi
Expected duration of work	November 18-21, 2014
Latest completion date	21 November 2014
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please see information in the TOR.
Person(s) to review/inspect/ approve outputs/completed	UNV Programme Officer

services and authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input 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 only
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal) <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> (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 Thuy Nga  Procurement Assistant, UNDP Vietnam  Email: <a href="mailto:nguyen.thuy.nga@undp.org">nguyen.thuy.nga@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>

<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:**

<b>Evaluation items</b>	<b>Points</b>
<b>1. Personnel</b>	600
<b>2. Technical proposal</b>	400
<b>Total</b>	<b>1,000</b>

<b>Technical Proposal Evaluation</b>		<b>Points</b>	<b>Company/Other Entity</b>			
<b>Form 1 - Personnel Competencies</b>			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1.1	Professional experience in the area of results based management, project cycle management (PCM), development of planning and reporting systems; and community participation in development work	<b>200</b>				
1.2	Experience in PCM of cross-cutting issues including human rights, gender, outreach & communications and culture with marginalized group.	<b>200</b>				
1.3	Experience as a resource person for workshops/trainings	<b>200</b>				
<b>Total</b>		<b>600</b>				

<b>Technical Proposal Evaluation</b>		<b>Points</b>	<b>Company/Other Entity</b>			
<b>Form 2 - Technical proposal</b>			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
2.1	Developing the training programme according to the needs of the UN Volunteers	<b>150</b>				
2.2	Understanding the difficulties/challenges of the training to fit 20-25 participants (different background and knowledge of PCM).	<b>50</b>				
2.3	Having own project/contacts with a suitable project to show participants for the field trip	<b>100</b>				
2.4	Relevant training methodology (e.g. Adult training)	<b>100</b>				
<b>Total</b>		<b>400</b>				

## 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 the following:*

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

**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.;*

<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

- b) *CVs demonstrating qualifications*
- 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.

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel cost			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
	<b>TOTAL</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]

<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

## TERMS OF REFERENCE for CONSULTANCY SERVICES

**A qualified training institution to conduct a 4 day workshop/training: “Workshop on Community Participation in Project Cycle Management- focusing on social inclusion and marginalized groups” for 20 UN Volunteers in November 2014.**

### 1) GENERAL BACKGROUND

25 UN Volunteers (7 Nationals, and 18 Internationals), currently serve in Viet Nam, with the vast majority being based in Hanoi, and one in Quang Nam province. The UN Volunteers are placed in a wide variety of UN agencies, including UNRCO (1), UNDP (5), UN Women (3), UN Habitat (2), FAO (4), IOM (2), WHO (1), UNFPA (1), UNODC (2), UN Comms Team (2), and national organizations such as the Vietnam National Volunteer Center under the Ho Chi Minh Communist Youth Union (2).

A learning needs assessment was carried out with serving UN Volunteers. The topics that were identified as most important for capacity building by the Volunteers were: 1. Project Management Skills, and 2. Gender Mainstreaming and Social Inclusion/Mobilizing and engaging the community. As a result, it was decided to concentrate on the skills necessary for project cycle management with a focus on engaging the community and social inclusion of marginalized groups, in particular the Youth, with a connection to the new UNV Youth Programme. All UN Volunteers were consulted, both through the learning needs assessment and a session at the UNV Annual Retreat in June 2014.

The evolution of development projects has led the Results Based Management approach to focus on theory of change and impacts with a people-centred approach. In Viet Nam, issues of marginalization and inequality are increasingly recognized as barriers to development, as can be seen in Viet Nam’s Country consultations around the Post 2015 Framework, which took place in 2013. An overarching message arising from these was the desire of those consulted to meaningfully participate in decision making that affects their own lives. The UN plays a specific role in supporting Viet Nam to achieve the MDGs for all Vietnamese citizens including at the sub-national level and among vulnerable and disadvantaged groups. According to its programming document, the One Plan 2012-2016, the UN in Viet Nam will integrate a rights-based approach into all programming, will actively promote gender equality, women’s empowerment and culturally appropriate programming, supporting the Government to achieve inclusive, equitable and sustainable growth, access to quality essential services and social protection, and enhanced governance and participation.

Volunteerism enables participation beyond political dialogue and translates into a stronger role for people’s engagement in ensuring sustainable efforts towards equitable growth and well-being. Most of the UN Volunteers in Viet Nam work on project management and communication for development. Therefore there is an increasing need to enhance their skills in project cycle management, communications and community participation. The learning needs of the UN Volunteers, the context of development work in Viet Nam, and international best practice are well matched with the proposed training.

### 2) OBJECTIVES OF THE ASSIGNMENT

#### Overall Training outcome

UN Volunteers are equipped with methods to incorporate Community Participation in Project Cycle Management, with a focus on marginalized groups.

#### Training objectives

- Enhance UN Volunteers’ skills for participatory approaches to project cycle management, including Results Based Management (RBM), with a focus on marginalized groups.
- Strengthen UN Volunteers’ knowledge of best practices and methods to mainstream Youth participation, Gender Equality and Human Rights in the project cycle.
- Increase UN Volunteers’ ability to use communication tools for participatory approaches.

### 3) SCOPE OF WORK

A three days workshop will be held in Hanoi. The fourth day will be a one day field trip to a project to see participatory

approaches applied into practice. The learning event will address the question of how to invite beneficiaries' participation in the design, implementation and evaluation of development projects in Viet Nam, with a focus on inclusion of marginalized groups.

The following topics will be covered: Beneficiary participation in the Project Management Cycle, particularly RBM; Gender and Human Rights mainstreaming; Methods for outreach and communications with marginalized groups, and participatory methods for development work. The course will involve interactive theoretical training on participatory methods complemented by team work in small and large groups and field trip activity to build UNV solidarity and apply the knowledge acquired.

The total number of participants for the training will likely not be greater than 25 persons. Participants will consist of UN Volunteers and Field Unit staff.

Through this training, volunteers will learn skills to integrate and promote volunteerism in the project cycle through the involvement of communities. Through the focus on community participation, this event realizes the specific objective of volunteers learning methods to integrate community led engagement and civic action in assignments. In addition, the participation in group work during the learning event will help UN Volunteers in team bonding, which is not always possible as UNVs work in various different Agencies. The skills learned will help Volunteers to improve the quality of their assignments through increased knowledge of current and innovative best practice in participatory approaches. The learning modules will capture best practice and methods in this field and will be packaged in a manner suitable for re-use by other Volunteers.

#### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

3 days workshop in Hanoi (UN premises); 1 day field trip within 200 KM from Hanoi; related preparation time.

Dates: November 18-21, 2014: three day workshop in Hanoi and one day visit in a project site near Hanoi (field trip).

#### **5) FINAL PRODUCTS**

- Most volunteers have significantly improved their skills in PCM, RBM and participatory method
- Most volunteers have significantly improved their skills in mainstreaming youth participation, gender equality and human right
- The lesson plan and materials will be made available to UN Volunteers and circulated to UN Viet Nam staff.
- Guidelines for practical application of PCM covered will be produced and introduced for use in the field.
- Stories elaborated during group work discussions on relevant Volunteer work areas will be documented and disseminated through the UN/UNV websites, during other UNV-led activities and at relevant events.
- During the event, volunteer achievements stories and information will be collected and shared through the UN Communications channels.

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

- Trainer profiles will be submitted together with the training proposals
- Detailed training programme will be sent to UNV one week after signing the contract
- Daily training evaluation forms will be collected from participants to give feedback to the trainers

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

The trainers provided should have the following qualifications:

- Master's degree in international development, public administration, development economics, statistics or related field
- At least 5 years of professional experience in the area of results based management, project cycle management (PCM), development of planning and reporting systems; and community participation in development work
- Experience in PCM of cross-cutting issues including human rights, gender, outreach & communications and culture with marginalized group
- Experience as a resource person for workshops/trainings
- Excellent facilitation and presentation skills
- Excellent report writing skills
- Knowledge of and experience with UN system, the UN Reform process, including the One UN Initiative in Viet Nam, would be an asset
- Demonstrated ability to deliver quality results within strict deadlines

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

UNV will coordinate the workshop including workshop venue and logistics for the workshop and for the field trip. UNV will cover the field trip cost directly.

## **9) REVIEW TIME REQUIRED AND PAYMENT TERM**

Payment milestones:

- 20% upon receiving and acceptance of Detailed training programme
- 80% after the completion of the training with certification of satisfactory performance from UNV Programme Officer