



Empowered lives.  
Resilient nations.

## REQUEST FOR PROPOSAL (RFP)

From firms/institutes **based in Vietnam**

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Making and Launching of a short video themed Coming Out to address stigma and discrimination faced by LGBT people in Vietnam**

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

Proposals may be submitted at the latest on **Sunday, December 21, 2014** to the address below:

**United Nations Development Programme Viet Nam**  
**Procurement Unit**  
**72 Ly Thuong Kiet Street, Hanoi, Vietnam**  
Email: huynh.huong.thanh@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.

Sincerely yours,

**Tran Thi Hong**  
*Head, Procurement Unit*  
12/11/2014

### 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	Making and Launching of A Short Video themed Coming Out to address stigma and discrimination faced by LGBT people in Vietnam
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 LGBT Project Manager
Frequency of Reporting	Please see information in the TOR
Progress Reporting Requirements	Please see information in the TOR
Location of work	Vietnam
Expected duration of work	December 2014 – January 2015
Latest completion date	January 2015
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please see information in the TOR.
Person(s) to review/inspect/ approve	UNDP LGBT Project Manager

outputs/completed 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. Huynh Huong Thanh  Procurement Unit, UNDP Vietnam  Email: huynh.huong.thanh@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>

<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:**

Evaluation items	Points
<b>1. Personnel</b>	500
<b>2. Technical proposal</b>	500
<b>Total</b>	<b>1,000</b>

<b>Form 1 - Personnel Competencies</b>		Points
1.1	A well-known creative agency or public media organization/company in Vietnam Having 5-10 year operation on this field & public media, public communication	<b>100</b>
1.2	Visible experiences on high-quality video editing and production: -Having at least 5 years experience with documentary video/film production with good track record of producing high quality video media, to be demonstrated with samples of previous videos	<b>250</b>
1.3	Field work experiences with LGBT community: -Previous working experience with local LGBT community or LGBT related issues of any kind, resulting in certain amount of knowledge or connection to this community	<b>50</b>
1.4	Good English competency through subtitles of previous video clips as well as proposal to this assignment	<b>100</b>
<b>Total</b>		<b>500</b>
<b>Form 2 - Technical proposal</b>		
2.1	Understandable and feasible execution of the documentary with convincing storyline, <b>practical approach to target audience</b> and proper arrangement of <i>intensive workload</i> in short given amount of time for carrying out the task and obtaining the outputs/deliverables through clear workplan	<b>100</b>
2.2	Commitment to delegate a capable team of at least 3 members, (including Producer/director, reporter & camera man ) to plan, shoot, edit and finalize the video together <b>during the given time slot</b> , with submission of their CVs with awards, certificates, samples, facts and evidence	<b>100</b>
2.3	The leader of the work proposed by the contractor must have University degree in cinema, communication or social sciences, at the same time, all members of the team appreciate certain extent of LGBT-related basic knowledge.	<b>100</b>
2.4	Ability to seek additional support from a local LGBT insider to reach out to the target audience for casting and directing.	<b>100</b>
2.5	Availability of good production equipment and facilities (for full HD quality outputs) throughout the given time slot, for the making and editing the video indicated in the proposed list of equipment for the assignment	<b>100</b>
<b>Total</b>		<b>500</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

<b>TITLE:</b>	<b>Making and Launching of A Short Video themed Coming Out to address stigma and discrimination faced by LGBT people in Vietnam</b>
<b>PROJECT:</b>	<b>Support to Strengthen Lesbian, Gay, Bisexual, and Transgender (LGBT) CSOs in Viet Nam</b>
<b>DURATION:</b>	<b>3 Weeks in December 2014 and January 2015</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Viet Nam</b>

### 1) GENERAL BACKGROUND

In recent years, there has been more openness in Viet Nam to address the rights of Lesbian, Gay, Bisexual and Transgender (LGBT) communities. Civil Society Organizations (CSOs) have had greater visibility as they reach out to the public, media have reported positive messages on the issues faced by the LGBT community, and institutions within government and the National Assembly have increasingly invited representatives of the LGBT community to discuss same-sex marriage and other issues affecting the community. In March 2013, a national LGBT dialogue with civil society was conducted with support from UNDP and USAID.

While these are encouraging steps, the dialogue revealed that although LGBT are not criminalized, they face severe stigma and discrimination at individual, family and community levels, which impedes their access to health and social services and at times negatively impacts their education and employment opportunities.

This project will build on the momentum gained by the initiatives mentioned above and address some of the challenges and issues faced by LGBT people in Viet Nam, in particular, it will build on and will be coordinated with the USAID-UNDP regional initiative *“Being LGBT in Asia – A Participatory Review and Analysis of the Legal and Social Environment for LGBT Civil Society.”* The activities of this project will be closely coordinate with the activities of other UN agencies working on LGBT issues through the Joint UN Thematic Working Groups on LGBT.

One of the activities of the project to address these gaps is to collect, document, and discuss stigma and discrimination faced by LGBT people with stakeholders and policymakers through policy workshops and dialogues. In the past few years, there have been a few studies on stigma and discrimination against LGBT people in the different settings with recommendations to change the situation. However, these issues, especially as controversial as coming out among LGBT individuals, have not been fully addressed.

Ensuring that the topic is presented in the most objective yet realistic way in a form of multimedia product and impactful campaign, UNDP Viet Nam invites qualified Vietnamese independent filmmaking individuals and talents for making and launching a short video themed on Coming Out among LGBT people to address stigma and discrimination against such groups in Viet Nam. Small grant will be provided to one bidder with highest quality proposal upon agreement between UNDP and the selected bidder.

### 2) OBJECTIVES OF THE ASSIGNMENT

#### 2.1 Main objectives are

- To raise public awareness about the specific issue of Coming Out among LGBT people in Vietnam via real documented case studies within the community in the form of a multimedia product

- To promote innovative initiatives of addressing the stigma and discrimination toward LGBT people as well as effective mass-media communications to entailing changes in social, cultural and legal constructions toward quarantining equal rights for LGBT people in Viet Nam;

2.2 Firms/Institute (based in Viet Nam) are expected to express their interest, propose a video brief and submit their schedule for the whole process of making and launching such product in a short given amount of time.

**Contract** will be signed with ONE implementing partner with highest quality proposal meeting the requirements under 2.2 and requirements indicated in the evaluation criteria

### 3) PARTICIPATION PROCEDURES

Proposals are called from filmmaking firms/institute based in Viet Nam.

Interested bidders will include the following documentation in their application dossiers:

1. An official letter of expression of interest.
2. A proposal of less than two (2) single-spaced pages briefing on technical specifications, the flow of content, participants recruitment strategies, and how the video will be shot, edited and finalized, and launched and a tentative schedule for all activities in short given amount of time. Bidders are reminded to pay special attention to this proposal, since this will be the most important element to consider during the selection process.
3. Detailed CVs of key personnel.
4. A profile (not more than two pages) including links and showcases of previous creative or/and multimedia products or/and LGBT-related works
5. A financial offer to be developed basing on the suggested financial framework included below in Section 5 "Financial Offer and Payment Milestones".

### 4) EXPECTED OUTPUTS

It is anticipated that the draft video should be available for further comments and modifications before the official launch of the final product within the given amount of time.

The length of the final product is decided and agreed upon the actual execution and availability of qualified recorded footages and materials.

The launch of the video is expected to take place before the end of January 2015 with proper agenda and informed relevant stakeholders.

### 5) FINANCIAL FRAMEWORK, DUTY STATION AND EXPECTED PLACES OF TRAVEL

It is anticipated that the making and launching of this short video will be started and completed by the January 2015.

Based on the objectives, scope, expected outputs expressed in this TOR, and the EU-UN Cost Norms guidelines for financing of local costs in development cooperation with Vietnam, interested organizations will make their own estimate of the number of working days and resources (expertise and level of qualification) taken to complete the proposals. Their estimate as the basis of the financial proposals to be submitted which should include, among others, budget for travel, accommodation and subsistence costs for field work, if any.

The launching event of the video will be planned and conducted properly in agreement with UNDP informing and engaging relevant parties and stakeholders through various channels. Interested organizations should include budget for organization of this event.

## **6) PAYMENT TERMS**

UNDP will provide small grant to one successful bidder upon the agreement between UNDP and the bidder, and after the acceptance by UNDP the request for technical and financial proposal submitted by the bidder.

The small grant provided for this activity will not exceed \$10,000, following the payment milestones below:

- First installment of 50% contract value upon UNDP acceptance of the selected bidder's detailed intervention/ work plan.
- Second installment of 50% contract value upon satisfactory acceptance of the final product and event report submitted to UNDP.

## **7) SUPPORT AND REFERENCE DOCUMENTS**

UNDP will provide the following support where deemed appropriate:

- Substantive inputs in and quality control of deliverables;
- When requested, arrangement of introduction letters and/or requests for meetings/interviews;
- Any other substantive support where deemed appropriate.