



REQUEST FOR PROPOSAL (RFP)
(Ref. B-190901)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit proposal for **firms/institutes/organizations** to collect, compile and integrate data from UN and non-UN sources on Leaving No One Behind (LNOB) among Ethnic Minority.

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

Proposals may be submitted on or before **Sunday, September 15, 2019** (Hanoi time) by the following methods:

<p><u>By email: For green environment, this is preferred submission method</u></p> <p>E-mail address for proposal submission: quach.thuy.ha@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p>With subject line: (B-190901) An institution/firm to collect, compile and integrate data – LNOB among Ethnic Minority</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 (B-190901) (An institution/firm to collect, compile and integrate data – LNOB among Ethnic Minority)</p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none">1. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-385001432. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200 <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
9/3/2019

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	An institution/firm to collect, compile and integrate available data from UN and non-UN sources on Leaving No One Behind (LNOB) among Ethnic Minority
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	Core team of UNWMWG
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"/> Homebased and Hanoi
Expected duration of work	September – November 2019
Target start date	23 September 2019
Latest completion date	30 November 2019
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.

Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Core team of UNWMWG
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2c: Submission check-list) <input checked="" type="checkbox"/> Contract for Goods/Services (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions de minimis (for contract below \$50k) (Annex 3)

	<input checked="" type="checkbox"/> or General Terms and Conditions (for contract above \$50k) (Annex 3) ¹
Contact Person for Inquiries (Written inquiries only) ²	Ms. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other information	

EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Scores
1.	Qualification, capacity and experience	300
2.	Management Structure and Key Personnel	700
	Total	1000

Section 1. Experience and Capacity		Scores
1.1	Reputation of Organization and Staff Credibility / Reliability / Standing in the services related to data for monitoring SDG/development progress and Leave No One Behind/Ethnic Minority and application of user-friendly data presentation tools.	60
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	90
1.4	Quality assurance procedures and risk mitigation measures	60
	Total Section 1	300

Section 2. Management Structure and Key Personnel		Points obtainable
2.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	100

¹ 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

² 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.

2.2	Qualifications of key personnel proposed		
2.2 a	Team Leader – data expert		300
	- General Experience <ul style="list-style-type: none"> Master in economics, development economics, social sciences and/or related fields; specialization in databases, data analysis including econometrics and statistics is an asset. 	70	
	- Specific Experience relevant to the assignment <ul style="list-style-type: none"> Good knowledge and understanding of Viet Nam’s progress and challenges on multidimensional poverty reduction, social development, SDGs, etc., especially among Ethnic Minority groups and areas. Good knowledge of available data and publications on multidimensional poverty, social and economic development, SDGs, etc., especially among Ethnic Minority groups and areas in Viet Nam. Good knowledge on SDG targets, indicators and monitoring requirements. Minimum 5 years of working experiences and good skills in developing databases and data analysis on these topics in Viet Nam. 	50 50 50 50	
	- Language Qualifications <ul style="list-style-type: none"> Good command of writing in English. 	30	
2.2 b	Data presentation tool Expert		250
	- General Experience <ul style="list-style-type: none"> Master in IT, computerized software and or related fields, specialization in database/data presentation solution development. 	70	
	- Specific Experience relevant to the assignment: <ul style="list-style-type: none"> Good knowledge and familiarization of currently available solutions of databases and user-friendly data presentation, especially data on socio-economic development, SDGs, etc. Good knowledge on SDG targets, indicators and monitoring requirements. Minimum 5 years of working experience and good skills in developing/tailoring user-friendly databases and data presentation tools analysis; working experience on databases and data presentation on MDGs/SDGs and Ethnic Minorities and in Viet Nam will be an asset. 	90 10 70	
	- Language Qualifications <ul style="list-style-type: none"> Good command of English. 	10	
2.2 c	Support staff		50
	- General Experience <ul style="list-style-type: none"> University degree in business administration and/or related fields. 	10	

	<p>- Specific Experience relevant to the assignment</p> <ul style="list-style-type: none"> • Good knowledge and working experience in supporting the data collection, tabulation and presentation, especially data on socio-economic development, SDGs, LNOB, ethnic minority, etc. • Good knowledge on SDG targets, indicators and monitoring requirements will be an asset. • Minimum 2 years of working experience and good skills in supporting the data collection, tabulation and presentation, and providing secretary/administrative/logistics support to research teams; working experience to support development of databases and data presentation and research on MDGs/SDGs and Ethnic Minorities and in Viet Nam will be an asset. 	<p>10</p> <p>10</p> <p>10</p>	
	<p>- Language Qualifications</p> <ul style="list-style-type: none"> • Good command of English. 	<p>10</p>	
Total Section 3			700

TERMS OF REFERENCE



*Empowered lives.
Resilient nations.*

1) GENERAL BACKGROUND

Leaving no one behind (LNOB) is the central, transformative promise of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs). It represents the unequivocal commitment of all UN Member States to eradicate poverty in all its forms, end discrimination and exclusion, and reduce the inequalities and vulnerabilities that leave people behind and undermine the potential of individuals and of humanity as a whole. This is grounded in the UN's normative standards, including the principles of equality and non-discrimination that are foundational principles of the Charter of the United Nations, international human rights law and national legal systems across the world.

Leaving no one behind means moving beyond assessing average and aggregate progress, towards ensuring progress for all population groups at a disaggregated level. This will require disaggregating data to identify who is being excluded or discriminated against, how and why, as well as who is experiencing multiple and intersecting forms of discrimination and inequalities.

Based on these principles, UN agencies have collected rich evidences from different data sources (UN supported surveys, national surveys and management/administrative data, etc.) and conducted analyses of multidimensions of wellbeing of ethnic minority people/groups to answer to the key questions in LNOB: Who is being left behind? Who among the people who are being left behind, face severe and/or intersecting deprivations and disadvantages or multiple forms of discrimination that make them likely to be *the furthest behind*?

However, it is observed that:

- Most of the datasets came from the sample-surveys which provide (i) only aggregated evidences on Ethnic Minority, as one group and (ii) limited disaggregated data for identifying the furthest behind among Ethnic Minority group by sexes, ethnicities and geographical locations (especially at the district and commune levels) and socio-economic status.
- The CEMA – GSO 2015 survey on socio-economic situation of 53 ethnic minority groups provides disaggregated data on several dimensions of wellbeing by sub-ethnic minority groups.
- The second CEMA-GSO 2019 survey on socio-economic situation of 53 ethnic minority groups will provide disaggregated data on dimensions of wellbeing by sub-ethnic minority groups in comparison with the 2015 survey. Some key indicators will be represented at district level. As planned, the 2019 survey data will be available early 2020.
- Census (2019 Census dataset will be available in December 2019) provides data on few(er) dimensions of wellbeing (housing, education, child and mother mortality rates, etc.) by both ethnic minority groups and locations.
- UN-supported data analyses provide assessments of single or some wellbeing dimensions. This presents fragmented pictures of wellbeing dimensions of the left behind and furthest behind, barriers for identifying the interlinked causes and integrated actions in operationalizing LNOB.
- Finally, the analyses and datasets (with the exception of climate vulnerability dataset) are presented in the forms of narrative reports/papers or data catalogues, which may suggest a need for presenting the data and findings in a more user-friendly/visual way to increase the ability to influence policy making and inform the public.

This TOR is prepared to procure consultancy services to help (i) collect and integrate available data from different UN and non-UN sources on LNOB among Ethnic Minority and (ii) present the data in a user-friendly (visual, with infographics and easy to use) tool that allow users (policy makers, researchers, public at large, UN and development partners) to easily identify the left behind, furthest behind among Ethnic Minority and the severe and/or intersecting deprivations and disadvantages they face.

The work under this TOR:

- With a focus on Son La, will include in the database the available data on the status of EM in Son La, that can assist a joint UN LNOB/SDG assessment to inform UN initial target interventions to support Son La to achieve SDGs and LNOB.
- While aiming at establishing a UN database - a repository of the existing available data from different sources – on Ethnic Minorities/LNOB, will be considered as an initial step in supporting the GOVN (particularly MPI and GSO) in building a databank for SDG monitoring. As such, the initial database will need to be linked to further steps (of GOVN and possible UN further support) in building a databank for SDG monitoring, such as (i) expanding the initial scope, (ii) improving the data presentations - for example: infographics, graphs and maps, etc., and using possible cross-tabulating the data or overlaying the deprivations and especially (iii) regular maintaining/updating the databank for SDG monitoring when new datasets will be available, in the future, especially in 2020, and such further steps are expected to be carried out by GSO/MPI, with possible support from UN and other development partners.

2) OBJECTIVES OF THE ASSIGNMENT

Enhanced the UN inputs to the formulation of SEDS, SEDP, the master plan for EM socio-economic development, poverty reduction program and policies for EMs and EM areas in the next 5 years.

3) SCOPE OF WORK

Service provider, in close cooperation and quality assurance of UN core team, will:

- Review datasets and reports/papers to be provided by UN agencies, collect data from other (not yet provided by the UN) sources to define the availability of data and data gaps against the relevant SDG targets/indicators and disaggregation requirements for monitoring the furthest behind among ethnic minorities, provide a short summary of the data gaps and make recommendations on closing the data gaps (including with the focus on Son La/provincial and sub-provincial levels).
- Integrate data and information from different sources into a (excel/spreadsheet - based) database (in both English and Vietnamese) of multi-dimensions of wellbeing (against relevant SDG indicators) of the Ethnic Minority and the furthest behind groups among Ethnic Minorities, with: (i) data on national averages, EM averages for comparisons and (ii) as much disaggregation (besides by ethnicities) by geography (including *Son La province*), sexes, ages, socio-economic status (e.g. income, educational levels) and other forms of vulnerability such as migration and disabilities, etc. as the available datasets allow.
- Collect the currently available (such as Viet/Development Info, Star Planet, etc.) IT solutions/software for databases, user-friendly and visual presentation of data; tailor/adapt the selected solution/software with enhancements of data presentation (with for example infographics, graphs and maps, etc.) using an integrated approach (including possible cross-tabulating the data or overlaying the deprivations)ⁱ, in close cooperation with UN Communication Team; migrate the data from the database that the national will develop into the selected/tailored data solution/software; Test run the tool for UN and key national stakeholders for obtaining feedbacks/comments; and finalize the tool based on the comments and feedbacks.

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

The overall timeframe of the assignment: September – November, 2019. Hanoi/home-based.

5) FINAL PRODUCTS***

- (i) A short narrative report summarizing (a) the different data sources collected and reviewed, (b) the availability of data and data gaps against the relevant SDG targets/indicators and disaggregation requirements for monitoring the furthest behind among ethnic minorities, and (c) recommendations on closing the gaps (including with the focus on Son La/provincial and sub-provincial levels);
- (ii) A database that is filled in with currently available, collected, data of multi-dimensions of wellbeing (against relevant SDG indicators) of the Ethnic Minority and the furthest behind groups among Ethnic Minorities, with: (i) data on national averages, EM averages for comparisons and (ii) as much disaggregation (besides by ethnicities) by geography (including *Son La province*), sexes, ages, socio-economic status and other forms of vulnerability such as migration and disabilities, etc. as the available datasets allow. The database should also store data collected from case studies, surveys in small areas/few communes/districts, selected administrative data where survey data does not exist etc. That can be used as additional illustrations of the furthest behind's situation when there is a lack of disaggregated data;
- (iii) a functional tool (that is adapted/adapted version of the currently available solutions/software/tools) with enhancements of data presentation (with for example infographics, graphs and maps, etc.) for visual presentation of data on multidimensions of wellbeing of Ethnic Minority and Furthest behind among the Ethnic Minorities, using an integrated approach, with the disaggregation requirements as set out in the point (ii) above.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The service provider will work under the overall supervision and quality assurance of the core team of the UNWMMWG, and in close cooperation with UN Communication Team. The concrete tasks and deliverables of the service provider will be monitored against the timelines and quality requirements/criteria set out in the TORs.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

A national data expert:

- Master's in economics, development economics, social sciences and/or related fields; specialization in databases, data analysis including econometrics and statistics is an asset.
- Good knowledge and understanding of Viet Nam's progress and challenges on multidimensional poverty reduction, social development, SDGs, etc., especially among Ethnic Minority groups and areas.
- Good knowledge of available data and publications on multidimensional poverty, social and economic development, SDGs, etc., especially among Ethnic Minority groups and areas in Viet Nam.
- Good knowledge on SDG targets, indicators and monitoring requirements.
- Minimum 5 years of working experiences and good skills in developing databases and data analysis on these topics in Viet Nam.
- Good command of writing and making presentations in English.

An IT expert: software tools for data presentation:

- Master in IT, computerized software and or related fields, specialization in database/data presentation solution development.
- Good knowledge and familiarization of currently available solutions of databases and user-friendly data presentation, especially data on socio-economic development, SDGs, etc.
- Good knowledge on SDG targets, indicators and monitoring requirements.
- Minimum 5 years of working experience and good skills in developing/tailoring user-friendly databases and data presentation tools analysis; working experience on databases and data presentation on MDGs/SDGs and Ethnic Minorities and in Viet Nam will be an asset.
- Good command of English.

A support staff:

- University degree in business administration and/or related fields.
- Good knowledge and working experience in supporting the data collection, tabulation and presentation, especially data on socio-economic development, SDGs, LNOB, ethnic minority, etc.
- Good knowledge on SDG targets, indicators and monitoring requirements will be an asset.
- Minimum 2 years of working experience and good skills in supporting the data collection, tabulation and presentation, and providing secretary/administrative/logistics support to research teams; working experience to support development of databases and data presentation and research on MDGs/SDGs and Ethnic Minorities and in Viet Nam will be an asset.
- Good command of English.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UN is not required to provide any physical facility for the work of the service provider, however venues for some technical meetings/consultations can be provided, at the discretion of the UN and as necessary. As necessary, UN will facilitate meetings of service provider with relevant government, UN agencies and experts.

UN will provide all datasets, reports and papers necessary for the work. All documents and data provided to the service provider are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UN and its national partners.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

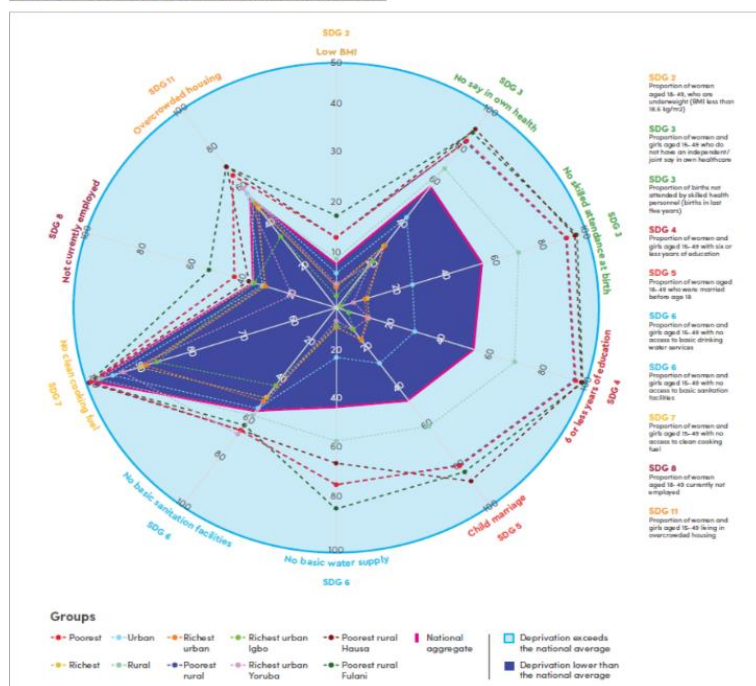
100% of payment will be made upon UN's satisfactory acceptance of the deliverables, within 10 working days for UN's review/approval of the deliverables.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X NONE PARTIAL INTERMITTENT FULL-TIME

¹ Example of the integrated presentation of multidimensions of wellbeing:

Figure 3: LNOB using a multidimensional approach



FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery⁴)

[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.

(Note: Please refer to Form 2 – Evaluation criteria listed under section 1 and 2 for UNDP requirements when preparing this section)

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

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;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

(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]*

Annex 2-b

FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL⁵

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

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

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

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

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

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

A. Cost Breakdown per Deliverable*

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

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

III. Other Related Costs				
Applicable taxes				

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

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

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS**Note:**

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 30 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. company profile, company registration certificate, CVs of experts...			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

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

[Designation]

[Date]

Annex 3

Contract templates and General Terms and Conditions

Please find below link to the Professional service contract template:

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

Please find below link to the General Terms and Conditions:

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

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

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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

UNDP General Terms and Conditions for Contracts apply

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

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

UNDP General Terms and Conditions for Contract apply

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