



**REQUEST FOR PROPOSAL (RFP)  
From firms/institutes/organizations**

Dear Sir / Madam:

We kindly request you to submit proposal for **international** firm/institutes/organizations to support organizing workshop, developing workshop material and trainings, establishing partnerships between educational organizations in Vietnam with foreign organizations (Ref. B-190808)

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 **Tuesday, September 03, 2019** (Hanoi time) by the following methods:

<p><b><u>By email: For green environment, this is preferred submission method</u></b></p> <p>E-mail address for proposal submission: <a href="mailto:quach.thuy.ha@undp.org">quach.thuy.ha@undp.org</a></p> <p>Separate emails for technical and financial proposal.</p> <p><b><u>With subject line: (B-190808) Intl firm for green growth and POPs/harmful chemicals reduction</u></b></p> <p>Maximum size per email: <b>30 MB</b>. Bidders can split proposal into several emails if the file size is large)</p>	<p><b><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></b></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><b><u>With envelop subject (B-190808) Intl firm for green growth and POPs/harmful chemicals reduction</u></b></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"><li>1. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143</li><li>2. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200</li></ol> <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](mailto: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](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*  
8/20/2019

### 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 international firm to support green growth and reduction in the use and release of POPs/harmful chemicals
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	Climate Change and Environment Unit (UNDP Vietnam) and PMU
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, Hanoi and provinces in Vietnam
Expected duration of work	52 working days in 2019-2020
Target start date	1 October 2019
Latest completion date	Dec 2020
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 <input type="checkbox"/> Euro <input 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	Climate Change and Environment Unit - UNDP Vietnam
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. <b>Weight of technical and financial point:</b> <u><b>Technical Proposal (70%)</b></u> <u><b>Financial Proposal (30%)</b></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"/> <a href="#">Contract for Goods/Services</a> (Annex 3) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions de minimis</a> (for contract below \$50k) (Annex 3)

	<input checked="" type="checkbox"/> or <a href="#">General Terms and Conditions</a> (for contract above \$50k) (Annex 3) <sup>1</sup>
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	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.	Experience and Capacity	200
2.	Solution and Methodologies	200
3.	Personnel	600
	<b>Total</b>	<b>1000</b>

Section 1. Experience and Capacity		Scores
1.1	Experience in the field of chemistry and environment and more specially, in the management of POPs, hazardous chemicals and hazardous waste, green chemistry, cleaner production:	60
1.2	Experience of delivery of training courses in cleaner production and/or waste management	40
1.3	Working experience with Green chemistry centres and networks	40
1.4	Working experience with enterprises, industrial facilities/areas	40
1.5	Working experience with Vietnam enterprises	20
	<b>Total Section 1</b>	<b>200</b>

Section 2. Solution and Methodologies		Scores
2.1	Clearly understanding the purpose of the package	50
2.2	Approach and methodology to be appropriate to the task	100
2.3	Implementation plan	50
	<b>Total Section 2</b>	<b>200</b>

<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.

Section 3. Personnel			Scores
<b>3.1</b>	<b>01 International Team Leader</b>		<b>400</b>
	- Master's degree or higher qualification in chemistry, chemical engineering, environmental studies/environmental science, waste management or related fields;	50	
	- Working experience in green chemistry/cleaner production/waste management related to 06 sectors;	110	
	- Experience of preparation and delivery of training courses on Green Chemistry	110	
	- Good understanding and knowledge of MEAs (especially Stockholm Convention on POPs, Minamata Convention on Mercury, Basel Convention);	40	
	- Good understanding and experience of work with Green chemistry centres and networks	50	
	- Experience in working in developing countries for donor supported projects	20	
	- Fluent in written and spoken English (with submission of at least two sample reports)	20	
<b>3.2</b>	<b>0 International Team Member</b>		<b>200</b>
	- Postgraduate or higher education degree in chemistry, chemical engineering, environmental studies/environmental science, waste management or related field	30	
	- Working experience in Green Chemistry/Cleaner production/waste management related to 6 sectors	50	
	- Experience of preparation and delivery of training courses on Green Chemistry	50	
	- Working experience in developing countries, experience of Vietnam	30	
	- Good understanding and knowledge of MEAs (especially Stockholm Convention on POPs, Minamata Convention on Mercury, Basel Convention)	30	
	- Fluent in written and spoken English (with submission of at least two sample reports)	10	
<b>Total Section 3</b>			<b>600</b>

**TERMS OF REFERENCE**

**Support organizing workshop, developing workshop material and trainings, establishing partnerships between educational organizations in Vietnam with foreign organizations**

<b>Country</b>	Vietnam
<b>Project name</b>	Application of Green Chemistry in Viet Nam to support green growth and reduction in the use and release of POPs/harmful chemicals
<b>Type of appointment</b>	International firm
<b>Description of the Assignment</b>	02 International consultants including: 01 international consultant for holding two workshops for each of the 2 selected priority industrial sectors and Green Chemistry cycle of training courses at manufacturing facilities in the 6 sectors of the industry; and 01 international consultant for establishing partnerships between institutions of higher education in Vietnam with the existing Green Chemistry centres networks abroad
<b>Location</b>	Hanoi, home-based and provinces in Vietnam
<b>Duration</b>	52 working days in 2019 and 2020

**1. BACKGROUND**

In Viet Nam, while the chemical and manufacturing sectors play a very important role in the development of the national economy and in the industrialization and modernization of the country, certain chemicals, which are potentially hazardous/toxic, their production processes and products containing such chemicals are becoming of increasing concern because of their impact on human health, the local and global environment and ecosystems.

Because of various legacy issues, surveys in Viet Nam (1999 – 2010) indicated higher levels of chemicals of concern in soil, water, and human milk than those measured in most other countries.

This situation is further aggravated by chemical pollution and releases, industrial related accidents and spills caused by the national chemicals and manufacturing industry, which is predominantly using old technology, outdated production processes and/or end of pipe solutions. This is a cause of great concern and puts a significant burden on the Government of Viet Nam and local authorities, as these impacts are further jeopardizing the health of the country’s population as well as its ecosystems.

The low concern and awareness of the environmental risk associated with obsolete industrial processes and the consumption, release or storage of hazardous chemicals in any stage of industrial manufacturing has often resulted in serious environmental accidents.

**2. APPLICATION OF GREEN CHEMISTRY IN VIET NAM**

Green Chemistry (GC) is defined as “the design of chemical products and processes that reduce or eliminate the use and generation of hazardous substances”. The GC approach has been standardized in 12 general principles: 1. Prevent waste; 2. Maximize atom economy; 3. Design less hazardous chemical syntheses; 4. Design safer chemicals and products; 5. Use safer solvents and reaction conditions; 6. Increase energy efficiency; 7. Use renewable feedstocks; 8. Avoid chemical



derivatives; 9. Use catalysts, not stoichiometric reagents; 10. Design chemicals and products to degrade after use; 11. Analyze in real time to prevent pollution; 12. Minimize the potential for accidents<sup>1</sup>.

Although many of the GC principles have not yet been applied in Viet Nam, their application could play an important role in reducing the potential for toxic releases or emissions from processes and products that continue to use or emit POPs.

Since 2018, UNDP in Viet Nam has been implementing the project “*Application of GC in Vietnam to support Green Growth and reduction in the use and release of POPs/harmful chemicals*”. The project aims to create the enabling environment for the introduction of GC in Viet Nam and introduce GC applications in productive sectors with the specific goal of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project will also stimulate reduction in use and releases of chemicals of high concern not covered under the Conventions. Co-benefits may arise from adopting GC application in reducing Green House Gas (GHG) emissions.

Specifically, the project aims at a reduction of the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through introduction of GC approaches in six industrial sectors in Viet Nam: chromeplating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides and solvents. Specific guidance for each sector will be developed, and the GC approach will be streamlined into the relevant legislation. Two industrial facilities from two different sectors (out of the above six sectors, possibly chrome-plating and paint/solvents but might be changed until the final decision is made) will be selected for the practical demonstration of the GC approach. The project is structured in three components:

- 1) Developing the enabling environment for GC in Viet Nam;
- 2) Promote awareness on GC and the benefits of the application of GC and its guiding principles;
- 3) Introduce GC approaches into priority sectors and at least two entities.

The project is currently in its second year of implementation.

In this framework, UNDP, the GEF Implementation Agency for this project, is looking for an international firm to work with national consultants to support an organizing workshop, developing workshop material and trainings, and establishing partnerships between educational organizations in Vietnam with foreign organizations.

The activities (2.1.1.3; 2.1.3.1; 2.1.3.2) under this assignment are related to component 2 of this project, Outcome 2.1 (Awareness on GC and its guiding principles increased to a level necessary to support a shift to GC application).

### **3. OBJECTIVE OF THE ASSIGNMENT**

The objectives of the assignment are:

1) To facilitate establishing partnerships between institutions of higher education in Vietnam and existing GC Centres at educational institutions abroad to enable that the institutions of higher education in Vietnam to become part of international GC knowledge exchange networks and that information on new developments in this field becomes easily accessible for all relevant stakeholders in Viet Nam.

2) To develop and to conduct GC training courses for strengthening capacity of stakeholders from the two sectors selected for demonstration of the GC concept and a cycle of GC training courses for technical operators of the six key industrial sectors.

#### 4. DUTIES AND RESPONSIBILITIES

The international firm (IF) will work closely with the National Consultants (NCs) and share responsibilities to generate quality deliverables. One assigned international consultant (from the IF) will be a team leader and will be responsible for providing guidance/support to the NCs and get the work accomplished as a team.

In carrying out the assignment, the IF will conduct the following tasks:

##### **Task 1: Establishment of partnerships between institutions of higher education in Vietnam with the existing Green Chemistry centres networks abroad.**

The consultants will perform an analysis of existing Green Chemistry approaches and good practices that have a potential to be replicated in Viet Nam, evaluate opportunities and challenges related to those practices and provide suggestions and recommendations as to approaches and mechanisms for Viet Nam higher education institutions to introduce Green Chemistry into their research, teaching, and institutional action.

- Prepare questionnaire and to visit key higher education institutions in Hanoi and Ho Chi Minh city (list of the institutions to be specified by the National Consultant in cooperation with the UNDP, PMU, VINACHEMIA) and carry out discussions with their senior representatives and other relevant personnel.

- Guiding the NCs to obtain information, data and documents of the current institutional, technical and administrative capacities of the higher educational institutions for promotion and support of Green Chemistry in Vietnam;

- Draft, together with the National consultants, the Memorandum of Understanding between an educational organization in Vietnam with foreign organization, UNDP and Vinachemia/PMU;

- Conduct needs assessment of the higher educational institutions in Vietnam to enter effective partnerships with the existing Green Chemistry centres and networks abroad to establish research collaboration with leading international experts from academia and industry;

- Prepare a Concept Note with principles, approach and actions for establishment of partnerships between institutions of higher education in Vietnam and the existing Green Chemistry centres and networks abroad (including a shortlist of recommended established GC centres/networks abroad and some MOU signing between International and Vietnamese partner) for promotion of capacity-building and science-driven green chemistry and green engineering approaches;

- Prepare the Concept Note, which will include a proposal for establishing a Green Chemistry Centre of Excellence at a selected higher educational institution in Vietnam focused on R&D in green chemical processes and delivery of high-quality training and educational materials across higher education and industry for promotion of green chemistry in Vietnam;

- Discuss with UNDP and MOIT/Vinachemia a suitable approach towards the Green Chemistry model for Vietnam and collaboration between the Government, academia, and private sector for introduction of green chemistry principles in Vietnam;

- Propose approach and actions for higher educational institutions in Vietnam to promote awareness, facilitate education and training on Green Chemistry in industry, central, regional and local government, and educational sector;

- Achieve the signature of MOU between the two selected partners;

- Prepare a consolidated report, based on the Needs Assessment Report and the Concept Note prepared, including the recommended approach, concept and targets on GC for specific chemical activities in Vietnam.

**Task 2: Two training workshops for each of the two selected priority industrial sectors and Green Chemistry cycle of training courses at manufacturing facilities in the 6 sectors of the industry.**

- Prepare two workshops for each of the two demonstration sectors (a total of four workshops) with the assistance of NCs as follows:

- Facilitation of the two workshops for each of the two demonstration sectors;

- The first workshop will introduce Green Chemistry in the two demonstration sectors, outline potential GC interventions/actions including their cost and benefits; introduce potential incentive mechanism and modalities for exchanging of information and knowledge with the industries. The methodology for the evaluation of GC benefits and costs will also be introduced at this stage. This workshop has to be carried out soon after the selection of the two demonstration sectors;

- The second workshop will discuss the experience from the application of Green Chemistry in the two demonstration sectors, propose solutions to practical problems, refine methodology for evaluation of environmental benefits for industry and the general public, discuss the way forward, and share success stories and lessons learned;

- Prepare a Green Chemistry cycle of training workshops for technical operators of manufacturing facilities from the six sectors. At least 20 trainees from each of the six sectors will be included, encouraging female participation.

- Prepare training materials consisting of a training agenda, and detailed description of training modules/lectures and hands-on exercises for practical work;

- Facilitation of the Green Chemistry cycle of training courses for technical operators from the manufacturing facilities at the six key industry sectors;

- Carry out an evaluation of the impacts of the training courses on the knowledge and understanding of the trainees. The evaluation scheme will allow assessing the level knowledge and understanding of trainees before and after the implementation of the training and comprise an assessment of performance of the trainer and of the organizational setting.

- Prepare the Final Report on the results of the training workshops;

## **5. DELIVERABLES**

The IF will produce the following deliverables:

**Task 1: Establishment of partnerships between institutions of higher education in Vietnam with the existing Green Chemistry centres networks abroad.**

- A short Inception Report including workplan for the assignment;

- A Needs Assessment Report including analysis of opportunities and challenges for integration of higher educational institutions in Vietnam into existing international Green Chemistry networks;

- A consolidated report in both English, based on the Needs Assessment Report and the Concept Note, including the recommended approach, concept and targets on GC for specific chemical activities in Vietnam;

- The MOU between an educational organization in Vietnam with foreign organization, UNDP and Vinachemia in English signed by the parties.

**Task 2: Two training workshops for each of the two selected priority industrial sectors and Green Chemistry cycle of training courses at manufacturing facilities in the six sectors of the industry.**

- An Inception report outlining the workplan, approach and methodology for conducting the assignment two week after commencement date of the consultancy services;
- Training materials for the two workshops for each of the two demonstration sectors;
- Training materials for the Green Chemistry cycle of training courses for technical operators from the manufacturing facilities at the six key industry sectors;
- Evaluation scheme for assessing the level knowledge and understanding of trainees before and after the implementation of the all workshops conducted;
- Final Report on the results and lessons learned from all training workshops including recommendations for replication of the training workshops;

## **6. DURATION OF ASSIGNMENT AND DUTY STATION**

Estimated number of working days: 52 working days in 2019 and 2020:

Duty Station: Home-based with two 10-day missions to Vietnam

Cost for ten training workshops will be covered by PMU.

## **7. COMPENTECIES**

- Demonstrated commitment to UNDP’s mission, vision and values;
- Sensitivity and adaptability to culture, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty.
- Functional Competencies
- Excellent analytical and research skills;
- Excellent communication skills (spoken, written and presentational);
- Good interpersonal skills and ability to work in and with teams;
- Ability to set priorities and manage time effectively;

## **8. PROVISION OF MONITORING AND PROGRESS CONTROLS**

The selected consultants (from IF) will work closely with PMU staff and the UNDP Programme Officer with regular consultation and guidance by the PMU, VINACHEMIA and UNDP.

The consultants (from IF) are required to regularly report to UNDP Vietnam and the PMU on the progress of the assignment implementation based on the agreed work plan.

## **9. PROJECT SUPPORT AND REFERENCE DOCUMENTS**

Administrative support will be provided by the PMU and UNDP Vietnam. These include:

- Provide potential stakeholders’ list to the consultants to meet;
- Assist to arrange meetings and interviews with stakeholders (government agencies/institutions, industrial associations, representatives of the project targeted industrial sectors and industries, etc.);

Reference documents provided by the project include:

- Project documents;
- Project inception report;
- Contact list of the project stakeholders;
- Other documents if possible.

## **10. EXPERIENCE AND QUALIFICATIONS**

**To be eligible, bidders should have minimum following qualifications:**

- At least five years of experience in the field of chemistry and environment and more specially, in the management of POPs, hazardous chemicals and hazardous waste, green chemistry, cleaner production;
- At least three years of experience of delivery of training courses in cleaner production and/or waste management;
- Working experience of work with Green chemistry centres and networks
- Working experience with enterprises, industrial facilities/areas
- Working experience with Vietnam enterprises is an advantage.

**The team leader should have knowledge, skills and experience as follows:**

- Master's degree or higher qualification in chemistry, chemical engineering, environmental studies/environmental science, waste management or related fields;
- Minimum 10 years of recent working experience in Green Chemistry/cleaner production/waste management;
- Proven experience of preparation and delivery of training courses on Green Chemistry;
- Good understanding and knowledge of MEAs (especially Stockholm Convention on POPs, Minamata Convention on Mercury, Basel Convention);
- Good understanding and experience of work with Green chemistry centres and networks;
- Experience in working in developing countries for donor supported projects;
- Fluent in written and spoken English (with submission of at least two sample reports).

**The team member should have knowledge, skills and experience as follows:**

- Postgraduate or higher education degree in chemistry, chemical engineering, environmental studies/environmental science, waste management or related fields;
- Minimum 10 years of recent working experience in Green Chemistry/cleaner production/waste management;
- Proven experience of preparation and delivery of training courses on Green Chemistry;
- Have working experience in developing countries, experience of Vietnam is an advantage;
- Good understanding and knowledge of MEAs (especially Stockholm Convention on POPs, Minamata Convention on Mercury, Basel Convention);
- Fluent in written and spoken English (with submission of at least two sample reports).

## **11. PAYMENT TERM**

Payments will be authorized upon approval and acceptance of the contract deliverables by UNDP and PMU.

- First payment of 10% of the contract value will be made upon submission and acceptance of the Inception Report;

- Second payment 20% of the contract value will be made upon submission and acceptance of the Needs Assessment Report;

- Third payment 30% of the contract value will be made upon completion of the first mission to Hanoi and the training programme;

- Last payment of 40% of the contract value will be made upon completion of the second mission to Viet Nam and submission and acceptance of the consolidated report and Final Report on the results and lessons learned from all training workshops including recommendations for replication of the training workshops;

**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) 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)

<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

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 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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

<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

<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 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 <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> 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)