



REQUEST FOR PROPOSAL (RFP)
(Ref. B-191102)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request a **national Firm/Organization** to submit proposal for research to strengthen Viet Nam's actions and UNDP's support for promoting Inclusive Innovation in Viet Nam.

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 **Thursday, November 07, 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-191102) National institution/firm for research to promote Inclusive Innovation in Viet Nam</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-191102) National institution/firm for research to promote Inclusive Innovation in Viet Nam</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
11/1/2019

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	Viet Nam based Firm/Organization for research to strengthen Viet Nam's actions and UNDP's support for promoting Inclusive Innovation in Viet Nam.
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 Assistant Resident Representative, Head of Inclusive Growth Unit in cooperation with UNDP Accelerator Lab/Innovation Team.
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
Expected duration of work	November 2019-February 2020
Target start date	11 November 2019
Latest completion date	28 February 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 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	UNDP Assistant Resident Representative, Head of Inclusive Growth Unit
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		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Firm reputation and experience	20%	200					
2.	Team composition and qualification	80%	800					
Total			1000					

Firm reputation and experience Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
1.1	Firm reputation and experience in action-oriented research and quality assurance	200					
Total		200					

Team composition and qualification Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
2.1	Education of consultant team leader and members as required in TOR	100					
2.2	Knowledge and understanding of consultant team leader and members as required in TOR	300					
2.3	Working experiences and skills (including skills in designing interviews/group discussions and survey data analysing) of consultant team leader and members as required in TOR.	300					
2.4	English skills of consultant team leader and members as required in TOR.	100					
Total		800					

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.

TERMS OF REFERENCE



Empowered lives.
Resilient nations.

1) GENERAL BACKGROUND

After three decades since the Doi Moi (a series of economic and political reforms launched in early 80s), Viet Nam rose from a low-income country to the lower middle-income country in 2010 and has the ambition to become a higher middle-income country by 2045. To a large extent, Viet Nam's growth to date has been inclusive. The inclusivity of Viet Nam's growth has been key in Viet Nam's great success in human development³ and poverty reduction. The early 90's extreme poverty rate of nearly 63% reduced to less than 2% in 2016 when 43 million Vietnamese were lifted out of extreme poverty⁴.

The key challenge for Viet Nam, in its next development stage in becoming a higher-middle income country is to continue rapid, sustainable and inclusive growth, moving from the growth model that is based on exploiting simple skill labor and natural resources to the new model in which productivity and innovation will be key drivers. How to ensure Viet Nam's growth continues to be rapid and sustainable? How to ensure all its citizens continue to actively participate in, and benefit from, the country's growth? How to balance all these issues while new technologies accelerate in an increasingly volatile, uncertain, complex and ambiguous (VUCA) context? are among the key questions facing Vietnamese policy-makers in the process of preparing the country's 10-year Socio-Economic Development Strategy (SEDS 2021-2030) and 5-year Socio-Economic Development Plan (SEDP-2021-2025) for achieving the SDGs.

The on-going policy discussions indicate that Science and Technology (S&T) and Innovation will become one of the key drivers in Viet Nam for the coming SEDS and SEDP. However, to a large extent, Viet Nam's efforts so far have been strongly focused on (i) S&T, while the state spending on S&T of 0.2% of GDP (VN's spending on S&T/R&D of around 0.4% of GDP) remains low and has not been increasing and (ii) and start-ups that somewhat mirrored the Silicon Valley model⁵. In addition, there is a certain level of institutional unclarity on the mandate to lead on innovation policy. The recent proposal by Ministry of Planning and Investment (MPI) of the establishment of National Innovation Center (NIC) represents an important opportunity to catalyze policy coherence and take a broader perspective on innovation policy development, moving beyond a narrow technology focus. The current proposal is centered around a tech park, but it is quite open on developing the content and scope of the Center to different, more inclusive direction. This suggests room for UNDP to collaborate with the Government of Viet Nam on Inclusive Innovation, which can maximize the returns on investment in the NIC and broaden its impact.

While S&T and start-ups are important for the economic development and part of the innovation ecosystem (see annex), it is equally important for Viet Nam to continue to pursue the inclusive growth pathway, through engaging all segments of the society in the innovation activities as both producers and consumers, in its next development stage. Going beyond the Silicon Valley and centralized

³ In 2018 low middle-income Viet Nam's HDI is in high HDI group

⁴ Measured by less than US\$1.9 per person per day, 2011 PPP

⁵ Robyn Klingler-Vidra & Robert Wade (2019) Science and Technology Policies and the Middle-Income Trap: Lessons from Vietnam, *The Journal of Development Studies*, DOI: 10.1080/00220388.2019.1595598

innovation approach, therefore to also promoting inclusive innovation⁶ (a working definition of which is provided in the below footnote), through designing and implementing policies that fit the local context will be crucial in the efforts for enhancing local productivity, creating more productive jobs for all and innovative solutions for advancing social development in Viet Nam.

It is also noted that while the S&T and start-up concepts are rather well understood and related policy actions and implementation – well analyzed (as evident by several available research papers provide analysis on the trends and recommendations on these), there are knowledge gaps on inclusive innovation. Namely, the concept of inclusive innovation (and “social innovation”⁷) is less popular/well understood, the inclusive innovation initiatives (their scope and trends), especially (i) innovation for, within and by Micro, Small and Medium Enterprises (MSMEs, which account for more than 97 per cent of the total number of firms in Viet Nam, contributing about 40 per cent of GDP, 33 per cent of industrial production, 30 per cent of exports and providing jobs for about 50 per cent of the country’s labor force) and (ii) social innovation are less analyzed, and actions to promote such initiatives – less well defined. This suggests a need for a study to fill in these knowledge gaps to inform policy actions for promoting inclusive innovation in Viet Nam.

This TOR is prepared to procure consultancy services of (i) one international consultant - team leader and (ii) national consultancy team to help conduct the study and facilitate the policy dialogues.

2) OBJECTIVES OF THE ASSIGNMENT

Overall objective: Building on the UNDP-BRH commissioned NESTA study “*Emerging models on Inclusive Innovation: an ASEAN perspective*” prepared for the UNDP-China-ASEAN Symposium on inclusive innovation in September 2019, the study – *an action research* - aims to strengthen Viet Nam’s actions and UNDP’s support for promoting inclusive innovation in Viet Nam to support the country’s efforts in making its growth more inclusive and achieving the SDGs.

Concrete Objectives: the activities under this assignment aim to assist the MPI’s NIC task force to:

1. Further develop the content and scope of the Center to (go beyond the current focus on startups and hi-tech park to include inclusive innovation concept, approach and actions);

2. Identify areas for collaboration with UNDP to promote the spread of innovation generation and equal distribution of innovation benefit across business sectors, population groups and geographical areas;

3) SCOPE OF WORK

- The study will focus on (i) innovation for, of and by Micro, Small and Medium Enterprises and (ii) social innovation initiatives to address the pressing social issues around the country. It will provide (i) up to date theoretical thinking and practice (in other countries) on inclusive innovation, (ii) narrative on the scope and trends on inclusive innovation (within the above-mentioned focus) and analysis on institutional structures and gaps and (iii) recommended concrete options for the MPI’s NIC proposal/Viet Nam to undertake in promoting inclusive innovation in Viet Nam.
- The narrative on the scope and trends on inclusive innovation as well as recommended actions in Viet Nam should be based on (i) review of existing literature, (ii) 5-10 key informant

⁶ A working definition of the inclusive innovation to be used in this study: *innovation of, by and for the majority of people engaging all segments of the society in the innovation activities as both producers and consumers.*

⁷ innovative activities and services that are motivated by the goal of meeting a social need and that are predominantly developed and diffused through organizations whose primary purposes are social.”
http://eureka.sbs.ox.ac.uk/761/1/Social_Innovation.pdf

interviews, (iii) at least 3 group discussion involving Micro, Small and Medium Enterprises (MSMEs, the sectors include manufacturing and services in two cities and agriculture in rural areas) and at least 2 group discussion involving social innovator/ grassroots initiatives in sectors such as health and education and environment protection, renewable energy

- The socialization of the findings of the report should include at least two cross-sectoral governmental discussions. Participants for the discussions will be defined together with the UNDP Vietnam CO. The research team and IC are expected to provide suggestions for participants and mobilize their networks to maximize impact.

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

The overall timeframe of the assignment: November 10, 2019 – February 28, 2020.

Duty station: (i) *for international consultant:* Home-based with one mission to Ha Noi (in December 2019 and February 2020 for 2 days each); (ii) *for the national team:* Hanoi/homebased with 2 missions to conduct the field work (in another city and a rural site – concrete sites will be selected in close consultation with UNDP, 2-3 day each).

5) FINAL PRODUCTS***

a. A study report in English which includes:

a.1. A literature review of (i) the inclusive innovation and social innovation concept and approach and (ii) overview of the international experiences in the application and promotion of inclusive innovation and social innovation (*successful practice, scope and trends, of inclusive innovation and social innovation in other countries - preferable in the countries with similar socio-economic development status*) and factors, especially the government actions and institutions, that make innovation inclusive and contribute to countries' socio-economic development).

a.2. Proposed methodology and analytical framework for the study on inclusive innovation in Viet Nam which (i) builds on the above-mentioned UNDP-BRH commissioned NESTA study; (ii) will be within the above-described scope and to achieve above-mentioned objectives and (iii) will be tailored to Viet Nam's specific characteristics and existing institutional structures;

a.3. Assessment of the current status, scope and trends of inclusive innovation (for, of and by MSMEs and grassroots social innovation), policy and institutional frameworks (including institutional structures) for promoting inclusive innovation in Vietnam;

a.4. Identification of recommended actions for the MPI's NIC proposal/GOVN to undertake in promoting inclusive innovation in Viet Nam.

a.5. Defined areas for collaboration between the Government of Viet Nam and UNDP in promoting inclusive and social innovations in Viet Nam;

b. 2 multi-stakeholder, cross-sectoral governmental discussion on inclusive innovation concept, approach, their application and actions (including areas of Government and UNDP cooperation) for promoting inclusive innovation in Viet Nam;

Deliverables (with tentative timelines) of:

International consultant – team leader:

The international consultant as the team leader will be in charge of producing the deliverable (a) *study report* (by 31 December 2019) which includes: (i) a.1 (November 29, 2019), (ii) a.2 and designing the structure of the action-oriented research session, developing interview questions and guidance necessary for the national research team to help in literature review of Viet Nam's inclusive innovation initiatives and national policy and ecosystem/institutional frameworks, select samples and conduct the interviews and group discussions to collect data/information needed for preparing the study report (December 9, 2019); (iii) analyzing the national-team-collected information and data and

preparing the draft study report for UNDP's, National Partners' and National consultant team's comments; (iv) incorporating the comments (as well as the feedbacks/results of the multi-stakeholder workshop) and finalizing the study report (December 31, 2019).

The international consultant will also be in charge of designing the agenda of the multi-stakeholder action research workshop (December 11, 2019) in Ha Noi and facilitating the discussions (December 2019 and February 2020).

29-Nov-19	A literature review of (i) the inclusive innovation and social innovation concept and approach and (ii) overview of the international experiences in the application and promotion of inclusive innovation and social innovation
9-Dec-19	Proposed methodology and analytical framework for the study on inclusive innovation in Viet Nam which (i) builds on the above-mentioned UNDP-BRH commissioned NESTA study; (ii) will be within the above-described scope and to achieve above-mentioned objectives and (iii) will be tailored to Viet Nam's specific characteristics and existing institutional structures
	designing the structure of the action-oriented research session, developing interview questions and guidance necessary for the national research team to help in literature review of Viet Nam's inclusive innovation initiatives and national policy and ecosystem/institutional frameworks, select samples and conduct the interviews and group discussions to collect data/information needed for preparing the study report
11-Dec-19	multi-stakeholder action research workshop
31-Dec-19	analyzing the national-team-collected information and data and preparing the draft study report for UNDP's, National Partners' and National consultant team's comments
	incorporating the comments (as well as the feedbacks/results of the multi-stakeholder workshop) and finalizing the study report
Feb-20	Facilitating the discussions - multi-stakeholder action research workshop

National research team:

The national research team, under the above-described guidance and with the analytical framework and methodologies to be provided by the international consultant team leader, will be responsible for (i) conducting the desk research/review of scope and trends on inclusive innovation, the national policy and institutional frameworks on inclusive innovation in Viet Nam (November 22, 2019); (ii) organizing/conducting the fieldwork of interviews and group discussions (at least 3 group discussion involving Micro, Small and Medium Enterprises in the sectors include manufacturing and services in two cities and agriculture in rural areas) to collect data/information (December 6, 2019), (iii) prepare a report (based on the analysis of the desk review and fieldwork, and the outline to be provided by the international consultant) and provide the raw (tabulated) data of the fieldwork, necessary for the international consultant to prepare the study report (December 15, 2019).

The national research team will also responsible for providing (i) comments/inputs to the proposed analytical framework/methodology, interview and group discussion questions and draft report to be provided by the international consultant (November 24, 2019), (ii) inputs to the design (December 7, 2019) of, facilitation and technical inputs to, the multi-stakeholder action research workshop (December 2019 and February 2020) and (iii) necessary support to MPI NIC's team/task force in incorporating the study results for further developing the content and scope of the Center (and areas of UNDP Viet Nam cooperation) to include inclusive innovation concept, approach and actions to

promote the spread of innovation generation and equal distribution of innovation benefit across business sectors, population groups and geographical areas (December 31, 2019).

22-Nov-19	conducting the desk research/review of scope and trends on inclusive innovation, the national policy and institutional frameworks on inclusive innovation in Viet Nam
24-Nov-19	comments/inputs to the proposed analytical framework/methodology, interview and group discussion questions and draft report to be provided by the international consultant
6-Dec-19	organizing/conducting the fieldwork of interviews and group discussions (at least 3 group discussion involving Micro, Small and Medium Enterprises in the sectors include manufacturing and services in two cities and agriculture in rural areas) to collect data/information
7-Dec-19	inputs to the design of, facilitation and technical inputs to, the multi-stakeholder action research workshop
15-Dec-19	prepare a report (based on the analysis of the desk review and fieldwork, and the outline to be provided by the international consultant) and provide the raw (tabulated) data of the fieldwork, necessary for the international consultant to prepare the study report
31-Dec-19	necessary support to MPI NIC's team/task force in incorporating the study results for further developing the content and scope of the Center (and areas of UNDP Viet Nam cooperation) to include inclusive innovation concept, approach and actions to promote the spread of innovation generation and equal distribution of innovation benefit across business sectors, population groups and geographical areas

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The service provider will work under the overall supervision and quality assurance of the UNDP Assistant Resident Representative, Head of Inclusive Growth Unit and in close cooperation with UNDP Accelerator Lab/Innovation 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

International Consultant (estimated number of working days: 20, including travel and mission days)

- Master's degree (PhD. preferred) in economics, development economics, social sciences and/or related fields; specialization in innovation is an asset;
- Good knowledge and understanding of inclusive innovation and social innovation theories and practices, of Viet Nam's and other countries' (preferably low-middle income countries in the Asia and Pacific region) policies, eco-system/institutional arrangements, progress and challenges on promoting inclusive innovation.
- Minimum 3 years of working experiences (with publication record) and good skills in conducting action-oriented studies on practical application and (policies, eco-system/institutional arrangements and actions for) promotion of inclusive innovation and social innovation in other countries for achieving SDGs. Working experience on the study topics in countries Viet Nam, ASEAN and AP countries is an asset.
- Good command of writing and making presentations in English, and good skills for facilitation multi-stakeholder policy dialogues.

National Consultancy Team:

One senior researcher – national consultant team leader: (estimated number of working days: 15 including the field work)

- Master's degree in economics, development economics, social sciences and/or related fields; specialization in innovation is an asset.
- Good knowledge and understanding of inclusive innovation and social innovation theories and practices, of Viet Nam's policies, eco-system/institutional arrangements, progress and challenges on promoting inclusive innovation.
- Minimum 1 years of working experiences and good skills in conducting action-oriented studies on practical application and (policies, eco-system/institutional arrangements and actions for) promotion of inclusive innovation and social innovation in Viet Nam (working experience in other ASEAN and AP countries is an asset).
- Good command of writing and making presentations in English, and good skills for facilitation multi-stakeholder policy dialogues.

Two researchers - national consultant team members: estimated number of working days: 15/each)

- Master's/University degree in economics, development economics, social sciences and/or related fields.
- Some knowledge and understanding of inclusive innovation and social innovation theories and practices, of Viet Nam's policies, eco-system/institutional arrangements, progress and challenges on promoting inclusive innovation, private sector development, SMEs, social innovation.
- Minimum 1 years of working experiences and good skills in conducting studies on practical application and (policies, eco-system/institutional arrangements and actions for) promotion of SMEs/private sector development and social innovation in Viet Nam (working experience in other ASEAN and AP countries is an asset).
- Good command of English writing and making presentation.

One support staff - national consultant team member: estimated number of working days: 10)

- University degree in business administration and/or related fields.
- Some knowledge on Viet Nam's policies, eco-system/institutional arrangements, progress and challenges on promoting inclusive innovation, private sector development, SMEs, social innovation.
- Minimum 2 years of working experience and good skills in supporting the action-oriented study/research, including data collection, tabulation and presentation, and providing secretary/administrative/logistics support to research teams;
- Good command of English.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP is not required to provide any physical facility for the work of the international consultant and national consultant team, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP and as necessary. As necessary, UNDP will facilitate visa to Viet Nam

for the international consultant and meetings of the international consultant and national consultant team with relevant government, UN agencies and experts.

UNDP will provide documents necessary for the work. All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and its national partners.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

20% of payment will be made upon UNDP's satisfactory acceptance of (i) international consultant's deliverables a.1. and a.2 and (ii) national consultant's team conducting the desk research/review of scope and trends on inclusive innovation, the national policy and institutional frameworks on inclusive innovation in Viet Nam, within 10 working days for UNDP's review/approval of the deliverables.

80% of payment upon UNDP's satisfactory acceptance of (i) international consultant's remaining deliverables and (ii) national consultant's team remaining deliverables, within 10 working days for UNDP's review/approval of the deliverables.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE PARTIAL INTERMITTENT FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

(A) International Consultant		
1.1	<ul style="list-style-type: none"> Master’s degree (PhD. preferred) in economics, development economics, social sciences and/or related fields; specialization in innovation is an asset. 	100
1.2	<ul style="list-style-type: none"> Minimum 3 years of working experiences (with publication record) and good skills in conducting action-oriented studies on practical application and (policies, eco-system/institutional arrangements and actions for) promotion of inclusive innovation and social innovation in other countries for achieving SDGs. Working experience on the study topics in countries Viet Nam, ASEAN and AP countries is an asset. 	400
1.3	<ul style="list-style-type: none"> Good knowledge and understanding of inclusive innovation and social innovation theories and practices, of Viet Nam’s and other countries’ (preferably low-middle income countries in the Asia and Pacific region) policies, eco-system/institutional arrangements, progress and challenges on promoting inclusive innovation. 	350
1.4	<ul style="list-style-type: none"> Excellent report writing and presentation skills in the English language and good skills in facilitation of multi-stakeholder policy dialogues 	150
Total		1000

(B) National firm		
1. Firm reputation and experience	1. Firm reputation and experience in action-oriented research and quality assurance.	200
2. Team composition and qualification	2.1. Education of consultant team leader and members as required in TOR	100
	2.2. Knowledge and understanding of consultant team leader and members as required in TOR	300
	2.3. Working experiences and skills (including skills in designing interviews/group discussions and survey data analysing) of consultant team leader and members as required in TOR.	300
	2.4. English skills of consultant team leader and members as required in TOR.	100
Total		1000

FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL⁸

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery⁹)

[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)

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ 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 PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

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				

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ 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)