



REQUEST FOR PROPOSAL (RFP) (From National firms/institutes/organizations in Vietnam)

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| GCF Coastal Resilience Project UNDP Viet Nam | DATE: March 13, 2020 |
| | REFERENCE: RFP-N-200301 |

Dear Sir / Madam:

We kindly request you to submit your Proposal to ***Organize 2 training courses for central-level trainers on climate change / disaster risk under the GCF project***

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

Proposals may be submitted on or before **Monday, March 30, 2020** and via email, courier mail or fax to the address below:

United Nations Development Programme
304 Kim Ma, Ba Dinh, Ha Noi
Ms. Nguyen Thuy Nga

Tel.: 02438501831 – nguyen.thuy.nga@undp.org

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**

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/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
3/13/2020

Description of Requirements

| | |
|--|---|
| Context of the Requirement | Improving the resilience of vulnerable coastal communities to climate change related impacts in Vietnam (GCF Coastal Resilience Project) |
| Implementing Partner of UNDP | Viet Nam Disaster Management Authority, Ministry of Agriculture and Rural Dev. |
| Brief Description of the Required Services ¹ | Organize 2 training courses for central-level trainers on climate change / disaster risk management to build a professional team of trainers on disaster risk reduction and climate change for 7 target provinces under the GCF project |
| List and Description of Expected Outputs to be Delivered | Please see information in the TOR (Annex 1) |
| Person to Supervise the Work/Performance of the Service Provider | UNDP Technical Consultant, GCF National Advisor on capacity building at CPMU and CBDRM technical staff |
| Frequency of Reporting | Please see information in the TOR (Annex 1) |
| Progress Reporting Requirements | Please see information in the TOR (Annex 1) |
| Location of work | <input checked="" type="checkbox"/> Hanoi <input type="checkbox"/> At Contractor's Location |
| Expected duration of work | 1 year from April 2020 to April 2021 |
| Target start date | 20 April 2020 |
| Latest completion date | 30 April 2021 |
| Travels Expected | As per TOR |
| Special Security Requirements | N/A |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | N/A |
| 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 | <input checked="" type="checkbox"/> Required |

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

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| individuals who will be involved in completing the services | <input type="checkbox"/> Not Required | | | |
| Currency of Proposal | <input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: VND | | | |
| Value Added Tax on Price Proposal ² | <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 type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i> | | | |
| Payment Terms ³ | Outputs Inception reports including implementation plan Documents and detailed training program Report on the organization of specialized training course + list of trainers certified Report on the organization of the Second training course Final report | Perc enta ge 30% 20% 20% 20% | Timing 15 days after signing contract 2 months after contract signed July 2020 Dec 2020 March 2021 | 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 | UNDP Program Management Specialist - GCF project | | | |

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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| disbursement of payment | |
| Type of Contract to be Signed | <input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i> |
| Criteria for Contract Award | <input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | <p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 21% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 21% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 28% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i> |
| Contract General Terms and Conditions ⁵ | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p> |

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

⁵ 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.

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| Annexes to this RFP ⁶ | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i> |
| Contact Person for Inquiries (Written inquiries only) ⁸ | <p>Ms. Nguyen Thuy Nga Procurement Executive, UNDP Vietnam Email: nguyen.thuy.nga@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
| Other Information <i>[pls. specify]</i> | <p>Bidders are responsible for checking the UNDP website: http://www.vn.undp.org/content/vietnam/en/home/operations/procurement/procurement_notices.html for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal</p> |

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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

Training of central-level resource trainer on disaster risk / climate change management to build a professional team of trainers to implement the National Program on Disaster Risk Management and Decision 1002 on Community-based disaster risk management.

Project "Improving the resilience of vulnerable coastal communities to climate change related impacts in Vietnam (GCF project)"

I. GENERAL INFORMATION

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|----------------------------------|--|
| Name of service | National Institutes, universities specializing in training, providing certificates for future trainers on climate change/disaster risk management (as a consultant agency) |
| Name of Project / Program | Improving the resilience of vulnerable coastal communities to climate change related impacts in Vietnam (GCF) |
| Services | Organize 2 training courses for central-level trainers on climate change / disaster risk management to build a professional team of trainers on disaster risk reduction and climate change for 7 target provinces under the GCF project, as a premise to expand training to provinces across the country and to support the National Program on Disaster Risk Management and Decision 1002 on Community-based disaster risk management |
| Type of contract | Firm contract – lumpsum contract with the consultant agency |
| Work location: | Hanoi |
| The contract period: | From April 2020 to April 2021 |
| Report to | UNDP Program Management Specialist, CPMU |
| Technical Supervision | UNDP Technical Consultant, GCF National Advisor on capacity building at CPMU and CBDRM technical staff |

II. BACKGROUND

Vietnam is one of the most vulnerable countries to climate change. The Government of Vietnam has made considerable efforts to cope with climate change, including adopting the National Strategy on Climate Change, the Action Plan to Respond to Climate Change, and the Green Growth Strategy and implementation plan, legal framework, and policies on the prevention of natural disasters. Vietnam is the first country unconditionally committed to reducing greenhouse gases – the country aims to cut greenhouse gas emissions by 8% by 2030, or reduce 25% of the current level with support from the international community.

In 2017, with support from Green Climate Fund, UNDP and the Government of Vietnam began to implement the project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Vietnam” (2017-2022). The project involves the participation of the Ministry of Agriculture and Rural Development (MARD), Ministry of Construction (MOC), Ministry of Planning and Investment (MPI) and 7 provinces: Nam Dinh, Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam, Quang Ngai, and Ca Mau. The project seeks to scale up interventions that are already tested to increase the resilience of vulnerable coastal communities in 28 coastal provinces of Vietnam.

The specific objectives of the project are as follows:

1. **Component 1:** Storm and flood resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes;
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;
3. **Component 3:** Increased access to enhanced climate, damage and loss data for private and public sector application in all 28 coastal provinces of Vietnam.

Component 3 of the project aims to improve the quality and accessibility of climate risk information to strengthen the efficiency of decision-making processes. This goal is consistent with the goal of the Government’s program 1002 on "Raising public awareness and community-based disaster risk management", which aims to reach 70% of the population in at-risk areas to improve knowledge on climate change, disaster awareness, flood control and disaster risk reduction led by VNDMA.

Activity 3.1.3 of the project involves conducting training courses on community-based disaster risk reduction and vulnerability risk assessments, enhancing the established CBDRM methodology in target communes as necessary and collating results to support the 1002 programme (community-based disaster management), which is currently maintained by the Vietnam Disaster Management Authority (VNDMA) of MARD.

Currently, the GCF project plans to carry out training in 520 communes on disaster / climate risk reduction, including risk data collection and analysis, safe houses and mangroves regeneration, applying updated climate change scenarios for Vietnam. In 2018 and 2019, the project had already conducted training in 252 communes and plans to conduct training in the remaining communes in 2021 and 2021. Currently, the training program relies on trainers with years of experience providing training on disaster management and climate change in communities. Many of the trainers come from Red Cross and other international programs, and are regarded as central level trainers.

To ensure the development of a training system that can be expanded to all 28 vulnerable coastal provinces, and support the sustainable implementation of the 1002 program, there is a need to develop and maintain a professional team of trainers at the central level to support training and capacity building.

UNDP, in cooperation with the VNDMA, seeks to recruit a professional institution as the consultant agency to carry out trainings of trainers at the national level, based on standard teaching methodology and strong knowledge of disaster management, climate change and community-based resilience.

A detailed description of the requirement is provided below:

III. OBJECTIVES AND SCOPE OF WORK

1- Overall goal

Establish a well-qualified team of trainers to conduct training courses on disaster risk management and climate change at central, provincial, district and commune levels to strengthen the capacity of the national training system and support Government program 1002.

2- Detailed objectives

- 3.2.1 Develop and complete a standard curriculum on community-based disaster / climate risk management nationwide based on existing materials;
- 3.2.2 Conduct an weekly upgrade training course in Hanoi for 15 existing national trainers in disaster risk management; equip them with further knowledge and skills in climate change, adult teaching methods and gender integration based on the new training curriculum; conduct examinations and issue certificates to eligible lecturers; Cost is covered by the GCF fund.
- 3.2.3 Organize an every two month full technical training course in Hanoi for 25 selected future trainers including provincial trainers and graduated students who desire to become trainers in disaster and climate change management; Cost is covered by the GCF fund.
- 3.2.4 Provide annual training courses on an ongoing basis to support continued education of the institution under its own development plan. Size of those training courses will be decided by the contractor firm. Cost under this line is covered by the contractor firm.

3- Scope of work

The consultant agency will perform the following tasks:

- 3.3.1 Study CBDRM documents and GCF project documents with additional information on safe houses, reforestation and gender equality to develop a complete standard curriculum on community-based disaster risk management and climate change for nationwide use;
- 3.3.2 Design 2 specialized training programs (described in 3.2.2 and 3.2.3 above) for climate change and CBDRM, including one upgrade training course for existing national trainers in disaster risk management and one full technical training course for new future trainers;
- 3.3.3 Build the curriculum for TOT courses, including the following contents: (1) Natural disasters and climate change, (2) Community-based risk assessment on disaster / climate change, commune disaster management planning and integration of disaster / climate change into socioeconomic development plans, and (3) methods of adult education / training;
- 3.3.4 Consult with UNDP, VNDMA and other related stakeholders to complete the curriculum;
- 3.3.5 Work with the relevant authorities (Ministry of Education and Training) to obtain legitimate certificates for qualified trainers;
- 3.3.6 Develop criteria for selection of future trainers to participate in training programs;
- 3.3.7 Organize training of trainer courses (described in 3.2.2 and 3.2.3 above) based on approved training program and curriculum, and organize examinations at the end of the training to issue certificates to graduated trainers;
- 3.3.8 Continue to organize self-funded annual training courses (described in 3.2.4 above) based on experiences from the two training models.

4- Key activities

- 3.4.1 Study of CBDRM materials to develop a complete standard curriculum on community-based disaster risk management and climate change for use nationwide:
 - Government documents related to natural disaster prevention law, National Program on Climate Change and Disaster Risk Reduction and documents from the Ministry of Agriculture and Rural Development on CBDRM;
 - GCF project documents with additional information on safe houses, forest regeneration;
 - Documents on gender and gender equality;
 - Domestic and international guidelines on pedagogical practice and training adults;
 - Guidelines for community-based disaster prevention and climate change;
 - Relevant documents of the UN and international organisations.
- 3.4.2 Design 2 specialized training programs for climate change and CBDRM:
 - One upgrade training course (described in 3.2.2 above) for existing national trainers in disaster risk management – this is a one-week training course for carefully selected trainers who are training communities on CBDRM, designed after assessing the capacity of participants to improve shortcomings including knowledge about climate change, pedagogical knowledge for adults in the community, advocacy on gender equality, knowledge about safe houses and carbon index in forest development to minimize the greenhouse effect.
 - One full technical training course for new future trainers (described in 3.2.3 above)– this will be an every two-month training course for those who graduated from technical colleges / universities and have basic scientific knowledge; the course will provide uniform knowledge about disaster risk / climate change and all information needed for graduates to be able to practice training for community facilitators (TOF) locally.
- 3.4.3 Develop the curriculum for TOT courses, including the following contents: (1) Natural disasters and climate change (gender included), (2) Community-based risk assessment on disaster / climate change, commune disaster management planning and integration of disaster / climate change into socioeconomic development plans, and (3) methods of adult education / training.
- 3.4.4 Consult with UNDP, VNDMA and other related stakeholders to complete the curriculum (see implementation and coordination in section IV below).
- 3.4.5 Work with the relevant authorities (Ministry of Education and Training) to obtain legitimate certificates for qualified trainers – this is an important step to institutionalize professional teaching staff on community-based disaster risk reduction. The consultant agency should carry out this step very early to get the official license.
- 3.4.6 Develop criteria for selection of future trainers to participate in training programs, including:
 - Qualifications, basic technical knowledge about disasters, climate change, gender and teaching experience in community;
 - Ability to attend the entire course (at least 7 days for course 1 and 3 months for course 2);
 - Ability to maintain active training in the community (agencies and families able to support the person to devote time and travel for long-term training in the community?);
 - Prioritize women's participation.
- 3.4.7 Organize training of trainer courses based on approved training program and curriculum, and organize examinations at the end of the training to issue certificates to graduated persons.

- The first training course will be conducted in May 2020, with entrance examination and formal certification of trainees;
- The second course will begin in the second quarter, 2020.

3.4.8 Continue to organize annual training courses based on experiences from the two training models for continuation as the mission of the institution⁹.

- The next courses will be self-accounting and decided by the school, based on the foundation created by the project (curriculum, experience, long-term needs).

IV. IMPLEMENTATION AND COORDINATION

- 4.2 The consultant agency is required to coordinate and work closely with the UNDP technical person and project management team of the VNDMA to carry out activities described in the TOR;
- 4.3 The consultant agency is required to coordinate closely with the staff of VNDMA to receive the guidance and support necessary to ensure the training will support the project outcome and the Government 1002 program;
- 4.4 The consultant agency is required to consult and coordinate closely with specialized individuals and organizations to carry out their activities, including but not limited to:
- Central and provincial CBDRA / M trainers selected by the GCF project;
 - Specialized agencies in knowledge and education for adults (Pedagogical University);
 - Specialized bodies in terms of knowledge and methods of gender education and gender mainstreaming in training and development (Vietnam Women's Union, UNWOMEN);
 - Specialized agencies with knowledge and experience in disaster risk management (Vietnam Red Cross, International Red Cross and International Red Crescent, non-governmental organizations with extensive experience) and community-based disaster risk management.
- 4.5 The consultant agency is required to send a technical report to UNDP as well as project teams of the CPMU to ensure that the training process meets the full requirements of UNDP / GCF.

V. EXPECTED RESULTS AND PRODUCTS

The consultant agency will implement training programs according to the following timelines:

| STT | REPORTS / PRODUCTS | TIMELINE |
|------------|---|--------------------------------|
| 1 | Inception reports including implementation plan | 15 days after signing contract |
| 2 | Documents and detailed training program | 2 months after contract signed |
| 3 | Report on the organization of specialized training course + list of trainers certified | July 2020 |
| 4 | Report on the organization of the Second training course | December 2020 |
| 5 | Final report | March 2021 |

⁹ The institution is expected to introduce these trainings in their annual training curriculum. This will be done in close collaboration with VNDMA and other relevant partners.

VI. SUPPORT OF ADMINISTRATIVE PROCEDURES

UNDP and the VNDMA will support necessary and relevant administrative procedures throughout the implementation of this service. The contractor should be proactive in arranging their implementation schedule and discussing and consulting with stakeholders.

VII. TIME / DURATION

Expected implementation time of the services is from April 2020 to April 2021.

VIII. QUALIFICATIONS AND SELECTION CRITERIA

The consultant agency to be recruited to perform the tasks based on the following criteria:

| General capacity of the Consulting firm | | Points |
|--|---|---------------|
| 1.1 | The consultant agency should be a university or research institute with an appropriate education and training function related to disaster risk reduction and climate change, capable of issuing training certificates in due time; should have climate change / disaster management mission in statement | 80 |
| 1.2 | Consulting firm has staff with appropriate experience (capacity / skills / knowledge) related to disaster risk reduction and climate change | 60 |
| 1.3 | Experience organizing and coordinating to contribute to the effective implementation of tasks (the ability to access specialized units: contracts, cooperation with organizations to support the effective implementation of projects) | 30 |
| 1.4 | Having ability to ensure quality assurance and warranty processes | 30 |
| 1.5 | Have experience working with multi-component project teams and experience working with local communities in Vietnam | 40 |
| 1.6 | Having experience in designing training curriculum (show in firm profile); | 30 |
| 1.7 | Work experience related to Vietnam's disaster management system, the network of international organizations, ministries, agencies and UN agencies in Vietnam related to change climate and disaster risk reduction; | 30 |
| | Sub total | 300 |

| Technical proposal | | Points |
|---------------------------|---|---------------|
| 2.1 | Level of understanding of the consultation and the tasks / results / products expected as stated in the TOR? | 50 |
| 2.2 | Planning activities have been developed to carry out all the tasks / responsibilities outlined in the TOR? (including certification process) | 80 |
| 2.3 | The methodology / approach proposed sufficient and appropriate to address the requirements / objectives outlined in the TOR? | 100 |
| 2.4 | The presentation was clear? The sequences of operations and the activities planned are reasonable, practical and promise to deliver the outputs effectively? (including selection of trainers and students) | 50 |

| Technical proposal | | Points |
|---------------------------|---|---------------|
| 2.5 | Demonstrate an understanding of gender and gender analysis; this understanding has been considered in the process of developing the training lessons? | 20 |
| | Sub total | 300 |

| Personnel requirements | | Points |
|-------------------------------|--|---------------|
| 3.1 | National Team leader / representative | 200 |
| | <ul style="list-style-type: none"> - Master's or higher degree in the field of climate change, disaster risk management, environment, communications or related field; | 40 |
| | <ul style="list-style-type: none"> - At least 10 years of experience in community-based disaster risk management, education and climate change awareness raising in Vietnam; | 50 |
| | <ul style="list-style-type: none"> - There is a record of experience in teaching and training; | 20 |
| | <ul style="list-style-type: none"> - Management experience of similar tasks, experience conducting field consultations with various stakeholders; | 30 |
| | <ul style="list-style-type: none"> - Working experience related to Vietnam's disaster management system, working with international organizations, ministries, agencies and UN agencies in Vietnam related to climate change and disaster risk reduction; | 30 |
| | <ul style="list-style-type: none"> - Good command of English in reporting. | 30 |
| 3.2 | Technical team members on disaster risk assessment and climate change, with methods of mainstreaming DRR content into SEDP (4 trainers) | 140 |
| | <ul style="list-style-type: none"> - Having experts and lecturers with a Master's degree or higher in the field of climate change, disaster risk management, environment, media or related fields. | 30 |
| | <ul style="list-style-type: none"> - Having experts and lecturers with a Master's degree or higher in the field of pedagogical education for adults; | 30 |
| | <ul style="list-style-type: none"> - Having experts and lecturers with a Master's or higher degree in gender equality, mainstreaming gender in training and community development programs; | 30 |
| | <ul style="list-style-type: none"> - Experts and lecturers with experiences in community capacity building projects; | 20 |
| | <ul style="list-style-type: none"> - Ability to write English reports. | |
| 3.3 | Group of administrative, accounting and communication officials | 60 |
| | <ul style="list-style-type: none"> - Having an appropriate administrative staff to carry out statistics, and services to ensure that the training courses have adequate facilities, study facilities, suitable accommodation and transportation; | 20 |
| | <ul style="list-style-type: none"> - Having an accounting team to oversee budgeting, calculating reasonable cost, and follow the Government's management requirements; | 20 |
| | <ul style="list-style-type: none"> - Having experience in designing and related communication materials; | 20 |

IX. TERMS OF PAYMENT

The costs of the consultant agency will be paid after the Contractor's submission is approved by UNDP for the products specified in the Contract:

- 30% of the contract value will be paid upon receipt and approval of Product 1+ 2
- 20% of the contract value will be paid upon receipt and approval of Product 3.
- 20% of the contract value will be paid upon receipt and approval of Product 4.
- 30% of the remaining contract value will be paid upon receipt and approval of Product 5

X. MONITORING AND CONTROL OF PROGRESS

- UNDP and VNDMA will assist the contractor in arranging meetings and working with relevant government agencies during the implementation process.
- The consultant agency is under the supervision of UNDP officer and the coordinating agency (VNDMA).
- The consultant agency is responsible to follow all laws and regulations of the Vietnam Government.

XI. REFERENCE DOCUMENTS

- Output notes of component 3: (part of GCF project description)
- Decision 1002 of the Government on community-based disaster management

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

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

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

If required by the RFP, 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 if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. 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 | | | |
| | Total | 100% | |

**This shall be the basis of the payment tranches*

E. 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 | | | | |
| 3. Services from Overseas | | | | |
| 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 | | | | |
| III. Other Related Costs | | | | |

*[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 by **Thursday, January 30, 2020** (Hanoi time).
- 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 appropriate supporting documents: | | | |
| | a) Profile (if any) – 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 | | | |
| | 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. | | | |
| | f) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.; | | | |
| | g) Detailed CVs of the proposed personnel (and copies of their relevant certificates) | | | |
| 2 | Dully signed Price Schedule (pls. Refer to template in Annex 2-a) | | | |
| 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]*