



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

Dear Sir / Madam:

We kindly request you to submit proposal for **national** firm/institutes/organizations to **produce four short videos on the labor rights of vulnerable groups in accordance with the 2019 Labor Code (Ref. B-200501)**

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, May 14, 2020** (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><u>With subject line: (B-200501) National firm for videos on the labor rights of vulnerable groups</u></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><u>With envelop subject (B-200501) National firm for videos on the labor rights of vulnerable groups</u></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
5/5/2020

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	National firm to produce four short videos on the labor rights of vulnerable groups in accordance with the 2019 Labor Code.
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 Governance and Participation Unit
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Homebased and Ha Noi
Expected duration of work	May - September 2020
Target start date	May 2020
Latest completion date	September 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 and UNICEF
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	<p>Ms. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@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	

EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	60
1.2	Litigation and Arbitration history	20
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	90
1.4	Working experience with government officials, desirable related to the legal sector	30
Total Section 1		200

Section 2. Adequacy of the Proposed Methodology, Approach and Implementation Plan responding to the TOR		Points obtainable
2.1	Does the suggested research schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	50
2.2	Is the suggested methodology for the research sufficient to address the needs/demands of the TOR?	100
2.3	Does the proposal commit commissioning a strong team of national experts to deliver the expected outputs?	50
2.4	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the research?	100
Total Section 2		300

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.

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Team Leader		350
	Advanced university degree in Communication or equivalent	50	
	Expertise in video production, including script writing, target audience analysis, storyboards, graphic animation; video production, narration, etc;	100	
	Proven experience with one high quality portfolio to be summited	100	
	Experience in using sign language in videos for people with disability or making child-friendly videos for children is an asset.	50	
	Effective communication skills with clients; experience working on legal issues, especially in the field of labor rights, with vulnerable groups, government officers, and international organizations especially in the fields of labor rights is an asset.	50	
	Good writing skills in English language		
3.2 b	Team members		150
	University degree in communication or equivalent	30	
	Having experience on audio-visual recording, editing, and media production;	80	
	Experiences on using different tools and techniques in developing appropriate and quality audio-visual products	40	
Total Section 3			500

Annex 1

TERMS OF REFERENCE

Service	Produce four short videos on the labor rights of vulnerable groups in accordance with the 2019 Labor Code
Consultancy	<ul style="list-style-type: none">- Two national technical consultants- One national media firm
Duty station:	Ha Noi and home based
Expected Duration	From May to September 2020
Supervision:	The national technical consultants and national media firm will work closely with the Program Officer and the Communication Officer in charge in the UNDP Governance and Participation Unit, the Child Protection Specialist of UNICEF and the Legal Department (LD) of the Ministry of Labor, Invalids and Social Affairs (MOLISA)

1. BACKGROUND

Promoting public awareness on rights is an integral component for building a coherent rule of law system in Viet Nam. In the area of employment, the groups of workers that are most vulnerable and often face difficulties in knowing their rights and how to protect them are women, children, persons of ethnic minorities, persons with disabilities, internal migrant and domestic workers. Efforts have been made to provide legal information and raise awareness on rights for these groups. However, not all of them are effective due to the lack of innovative and effective outreach methods that are most suitable to the target audience.

In November 2019, the National Assembly of Vietnam adopted the Labor Code No. 45/2019/QH14 (hereinafter referred to as "2019 Labor Code") which took effect from 1 January 2021. The 2019 Labor Code replaced the previous 2012 Labor Code with many new provisions. Among the new provisions, there are changes that matter significantly to the vulnerable workers, including women, children, persons with disabilities and domestic workers. It is important that members of these vulnerable groups are aware of their entitlements under the new law and how to use them for their advantage.

The recent changes in the law as well as the need for a more innovative and effective approach to legal dissemination for vulnerable groups of workers prompts the need to produce videos that are visually attractive, easy to follow and to remember. With that purpose, under the EU Justice and Legal Empowerment Programme (EU JULE), UNDP and UNICEF Viet Nam support the Legal Department of the Ministry of Labor, Invalids and Social Affairs (MOLISA) to develop four short videos that visualise the major rights of vulnerable workers, including women, children, persons with disabilities (PWDs) and domestic workers. These videos will be distributed via various media platforms, including official websites of MOLISA, UNDP, UNICEF, mass media and social media. The videos will also be employed for public events on workers' rights, such as conferences, workshops, training courses, meetings, communication campaigns, in order to create effective channels for people to access to legal information.

2. TARGET AUDIENCE

The target audience of the videos include workers, especially the vulnerable workers including women, children, PWDs and domestic workers; employers; government officials at national and subnational levels; labor management and employment agencies, and; relevant associations.

3. OBJECTIVES OF THE ASSIGNMENT

To produce four short videos that are substantively and visually attractive with audible quality aiming at the target audience in order to:

- Raise awareness on the rights of workers, especially the rights of minor workers, persons with disabilities, women and domestic workers, which were regulated in the 2019 Labor Code among the public, employers and relevant association members, labor management and employment agencies;
- Provide guidance for the vulnerable groups of workers on how to invoke their rights and to seek support when needed;

Specific objectives:

3.1. A short video featuring the rights of minor workers by providing legal information on the rights of children, including their entitlements to adequate working conditions (minimum age, hours and conditions of work, restrictions on hazardous work), work classification (formal vs. informal, light vs hazardous work), and protective measures.

Target audience: minor workers, parents, legal guardians, caregivers, local child protection officers, employers, government officials, child protection association, labor management and employment agencies, and the general public.

3.2. A short video that provides an overall picture of the rights and the various labor rights issues faced by PWDs, and useful information and a guidance and for PWDs on how to invoke their rights and to seek support when needed.

Target audience: PWDs, DPOs, trade unions, employers, labor management and employment agencies, and the general public.

3.3. A short video that provides an overall picture of the labor rights of women and various labor right issues faced by this group, that disseminates of the new provisions on the labor rights of women regulated in the Labor Code 2019, and provides useful information and guidance female workers on how to invoke their rights and to seek support when they need it.

Target audience: female workers, trade union, relevant associations, employers, labor management and employment agencies, and the general public.

3.4. A short video featuring labor rights of domestic workers, including domestic workers and the various labor rights issues of this group, which explaining the new provisions on labor rights of domestic workers regulated in the 2019 Labor Code, providing guidance and information for domestic workers on how to invoke their rights and to seek support when they need it.

Target audience: domestic workers, relevant associations, labor management and employment agencies, and the general public.

4. SCOPE OF WORK

The activity will be carried out by two national technical consultants and 1 national media firm hired by UNDP in cooperation with the MOLISA Legal Department and UNICEF.

Each consultant will be responsible to develop two technical papers on:

- Labor rights of (1) minor workers and (2) persons with disabilities; and
- Labor rights of (3) women and (4) domestic workers.

The technical consultants and media firm will work together. The scope of work for this assignment is as follows:

a. National technical consultants to develop content of the videos (13 working days for each consultant):

- Conduct research to develop technical paper on the rights of vulnerable workers, including women, children, PWDs and domestic workers; identifying key issues on the rights of each group; indicating new provisions on their labor rights regulated in the 2019 Labor Code, providing guidance and information supporting them to invoke their rights and how to seek support when they need; share the technical papers timely with UNDP, UNICEF and Legal Department of MOLISA for inputs/comments (4 days)
- After reviewing existing videos which have already been produced, develop an overall creative concept and scenario for each video; share the drafts timely with UNDP, UNICEF and Legal Department of MOLISA and the media firm for inputs/comments (2 days);
- Draft a preliminary script of each video; share the drafts timely with UNDP, UNICEF and Legal Department of MOLISA and the media firm for inputs/comments (3 days);
- Prepare and deliver presentations on the preliminary script of videos that each consultant is responsible for conducting to seek inputs from participants at the 2-half day technical meetings per video organized in Ha Noi by the Legal Department MOLISA (2 days);
- Finalize the script for videos based on the inputs collected from the technical meetings; Work closely with the media firm to ensure that final script for the videos documented are conveyed effectively in the four videos (2 days);
- Display the final videos at the launching workshop.

b. National media firm:

- Create 04 story boards for 04 videos that are visually attractive and with good audible quality based on the video scripts;
- Prepare and deliver presentations on the story boards and a recommended communication strategy to disseminate the videos for each specific group of audience (e.g., channels, appropriate languages, voice, graphics, real life scenarios/examples, etc.);
- Create editorial video contents (e.g. images, graphics, footages, etc.);
- The use of any copyrighted materials (e.g. images, graphics, music, footages, etc.) for the development of all above-mentioned communication products must be legally licensed. The media firm is required to avoid copyright infringements in any way possible; Any legal

disputes over the materials employed by the media firm will be entirely of the firm's responsibility before the law.

- Produce and present the draft videos to project beneficiaries and stakeholders at the 2-half day technical meetings per video organized in Ha Noi by Legal Department MOLISA in order to finalize the videos based on feedback provided by the workshop's participants and the UNDP project team;
- For the video on labor rights of PWDs: Produce the final video ready to use with subtitles in Vietnamese and English; sign language, and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image.
- For the videos on labor rights of minor workers, women and domestic workers: Produce three final videos ready to use with subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image.
- Display final videos at the launching workshop

5. METHODOLOGY

The two consultants and the media firm selected for this assignment will work as a team and perform the following indicative tasks:

- Participate in a brainstorming and discussion session to initiate ideas for the 04 videos with the Communication Officer, Program Officer in charge at the UNDP Governance and Participation Unit, the UNICEF Child Protection Specialist and members of the MOLISA Legal Department;
- Present a work plan for the assigned work;
- Review available data and reports to collect media/video material;
- Work together to develop the 04 video scripts in English and Vietnamese under the facilitation of the UNDP team;
- Present the video scripts and the story boards;
- Conduct appropriate short interviews with the Projects' major partners, beneficiaries and stakeholders if necessary;
- Work on the desired products for this consultancy, including high resolution videos.

6. FINAL PRODUCTS

Two consultants and media firm will produce:

- Final videos ready to use with maximum 4 minutes on labor rights of (1) minor workers, (2) women, and (3) domestic workers, mixed with subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video

production and brand image. Among those videos, the one on labor rights of minor workers is expected to be available by 10 June 2020.

- Final video ready to use with maximum 4 minutes on labor rights of PWDs mixed with sign language, subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image.
- A detailed report on all photography and filming locations including the script in digital format, names and contact details of all individuals interviewed (if any), their proof of consent and other persons involved.
- Provision of all the raw video footage (if any).
- Full usage of the rights for ideas, graphics, and music for which copyrights have been granted;

7. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to last approximately 5 months.

The consultants and media firm shall work collaboratively on this assignment and deliver final outputs as described in Section 5 above.

Duty station: Hanoi and home-based

The duration of the consultancy starts from the date both parties signing the consultancy contract. The consultants, in collaboration with the the Legal Department (MOLISA) and UNDP Vietnam, are expected to provide services specified in this TOR from May to September 2020.

8. DEGREE OF EXPERTISE AND QUALIFICATIONS

National technical consultants to create the content of the videos:

- Advanced university degree in law;
- Have technical knowledge on labor law and minimum of 5 years of work experience in the legal field; Knowledge on gender, children, disability related issues is preferable;
- Working experience with government agencies and associations of vulnerable groups, especially on gender, children, disability issues, is an asset;
- Fluent in oral and written English with one English sample provided;
- Proven working experience as a team member of a consultant team with teamwork skills.

Media firm

It is expected that the executing firm has a team with good understanding and a high experience in video production. The firm should possess the following detailed qualifications and experience:

Team leader:

- Advanced university degree in Communication or equivalent;

- Expertise in video production, including script writing, target audience analysis, storyboards, graphic animation; video production, narration, etc; One high quality portfolio to be submitted;
- Experience in using sign language in videos for people with disability or making child-friendly videos for children is an asset;
- Good writing skills in English language;
- Effective communication skills with clients; experience working on legal issues, especially in the field of labor rights, with vulnerable groups, government officers, and international organizations especially in the fields of labor rights is an asset.

Team member(s)

- University degree in communication or equivalent;
- Having experience on audio-visual recording, editing, and media production;
- Clear understanding of the technical aspects of video making process along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products.

9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

All outputs produced in this action shall remain the property of UNDP, UNICEF Vietnam and MOLISA who shall have exclusive rights over their use.

The consultants and media firm may not use, reproduce such works without prior consent from UNDP and UNICEF.

10. REFERENCE DOCUMENTS AND ADMINISTRATIVE SUPPORT

The MOLISA Legal Department will support the consultant team to produce 4 short videos, by providing available data, existing reports and research.

11. CONTRACT PAYMENTS

Deliverables	Expected Results	Deadlines	Payment
Contract payments for 2 national consultants			
<ul style="list-style-type: none"> - A detailed workplan for producing 4 videos - An overall creative concept and scenario for each video to be shared with and endorsed by UNDP, UNICEF, the Legal Department MOLISA - Draft technical papers on the rights of vulnerable workers (children, PWDs, women and domestic workers) submitted to 	<ul style="list-style-type: none"> - Approved workplan of producing 4 videos - The overall creative concept and scenario for each video approved - Documentation of the research 	May 2020	30% of the total contract value

UNDP, UNICEF, the Legal Department (MOLISA) and shared with experts at technical meetings for validation.			
Draft of preliminary scripts and presentations in Vietnamese and English to be shared with UNDP, the Legal Department MOLISA and experts at technical meetings	Draft preliminary scripts and presentations in Vietnamese and English	June-July 2020	70% of the total contract value
Finalization of scripts in English and Vietnamese of four short videos (following approval by UNDP and UNICEF)	Scripts in English and Vietnamese finalized	August 2020	
Contract payments for media firm			
First draft of a short video on labor rights of minor workers with subtitles in Vietnamese and English; and voice-over in Vietnamese (following approval by UNDP and UNICEF); First draft of a short video on labor rights of PWDs mixed with sign language, subtitles in Vietnamese and English; and voice-over in Vietnamese (following approval by UNDP and UNICEF);	Draft of 2 videos on labor rights of minor workers and PWDs	May 2020	30% of the total contract value
First draft of two short videos on labor rights of (3) women and (4) domestic workers with subtitles in Vietnamese and English; and voice-over in Vietnamese (following approval by UNDP and UNICEF);	Draft of 2 videos on labor rights of women and domestic workers	June – July 2020	30% of the total contract value

Final video ready to use on labor rights of minor workers with subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image (following approval by UNDP and UNICEF);	Video finalization	June 2020	
<p>Final videos ready to use on labor rights of women and domestic workers with subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image;</p> <p>Final video ready to use on labor rights of PWDs mixed with sign language, subtitles in Vietnamese and English; and voice-over in Vietnamese in line with guidelines of UNDP and UNICEF for audio-video production and brand image;</p> <p>Display the 4 final videos at the launching workshop</p>	Videos finalization	July -August	40% of the total contract value

12. EVALUATION CRITERIA

National consultants to create content of videos:

Consultant(s)' experiences/qualification related to the services		
1.1	Advanced university degree in law	200
1.2	Have technical knowledge on labor law and minimum of 5 years of work experience in legal field; knowledge on gender, children, disability related issues is preferred;	500
1.3	Working experience with government agencies and association of vulnerable groups, especially on gender, children, disability issues, is an asset;	200
1.4	Fluent in oral and written in English with one English sample provided;	100
Total		1000

Media firm

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	60
1.2	Litigation and Arbitration history	20
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	90
1.4	Working experience with government officials, desirable related to the legal sector	30
Total Section 1		200

Section 2. Adequacy of the Proposed Methodology, Approach and Implementation Plan responding to the TOR	Points obtainable
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2.1	Does the suggested research schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	50
2.2	Is the suggested methodology for the research sufficient to address the needs/demands of the TOR?	100
2.3	Does the proposal commit commissioning a strong team of national experts to deliver the expected outputs?	50
2.4	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the research?	100
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Team Leader		350
	Advanced university degree in Communication or equivalent	50	
	Expertise in video production, including script writing, target audience analysis, storyboards, graphic animation; video production, narration, etc;	100	
	Proven experience with one high quality portfolio to be submitted	100	
	Experience in using sign language in videos for people with disability or making child-friendly videos for children is an asset.	50	
	Effective communication skills with clients; experience working on legal issues, especially in the field of labor rights, with vulnerable groups, government officers, and international organizations especially in the fields of labor rights is an asset. Good writing skills in English language	50	
3.2 b	Team members		150
	University degree in communication or equivalent	30	
	Having experience on audio-visual recording, editing, and media production;	80	
	Experiences on using different tools and techniques in developing appropriate and quality audio-visual products	40	
Total Section 3			500

Annex 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

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

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

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

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

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

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

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

(**Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

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

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

[Designation]

[Date]

Annex 2-b

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

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

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

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

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

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

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

A. Cost Breakdown per Deliverable*

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

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

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

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

III. Other Related Costs				
Applicable taxes				

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

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

Annex 2-c**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)