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

NAME of service:
Incubation training services for selected solution winners of the Ending Plastic Pollution Challenge (EPPIC) Project

DATE: May 28, 2020
REFERENCE: 2-200505

Dear Sir / Madam:

We kindly request you to submit your Proposal for Incubation training services for selected solution winners of the Ending Plastic Pollution Challenge (EPPIC) Project.

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

Proposals may be submitted on or before Thursday, June 11, 2020 and via email or courier mail to the address below:

United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
bidding.vn@undp.org

Note:
- For both submission methods, please use separate emails/envelops for technical and financial proposals and indicate the tender’s reference number in the subject.
- 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.
- Maximum size per email: 30 MB. Bidders can split proposals into several emails if the file size is large.
- When submitting hard copy proposals, please submit 1 original + 3 copies + CD ROM containing all contents corresponding to hardcopy in PDF format.

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission deadline.

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:


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:


Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Tran Thi Hong
Head of Procurement Unit
5/28/2020
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Please refer to the attached Terms of Reference (TOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>Please refer to the attached TOR</td>
</tr>
<tr>
<td>Brief Description of the Required Services(^1)</td>
<td>A Vietnam-based firm to provide incubation training services for selected solution winners of the Ending Plastic Pollution Challenge - EPPIC project (TOR is attached in this Annex)</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>Please refer to the TOR</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>Please refer to the attached TOR</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>Please refer to the attached TOR</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>Please refer to the attached TOR</td>
</tr>
</tbody>
</table>
| Location of work | ☒ Ha Long Bay, Viet Nam  
☒ Koh Samui, Thailand  
☒ At Contractor’s Location |
| Expected duration of work | June 2020 – September 2021 |
| Target start date | As soon as possible in June 2020 |
| Latest completion date | 30 September 2021 |
| Travels Expected | Please refer to the attached TOR |
| Special Security Requirements | ☐ Security Clearance from UN prior to travelling  
☐ Completion of UN’s Basic and Advanced Security Training  
☐ Comprehensive Travel Insurance  
☐ Others \(\text{pls. specify}\) |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | ☐ Office space and facilities  
☐ Land Transportation  
☐ Others \(\text{pls. specify}\) |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required  
☐ Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ Required  
☐ Not Required |
| Currency of Proposal | ☒ United States Dollars  
☐ Euro  
☒ Vietnamese Dongs |
| Value Added Tax on Price Proposal\(^2\) | ☒ must be inclusive of VAT and other applicable indirect taxes  
☐ must be exclusive of VAT and other applicable indirect taxes |

\(^1\) 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.

\(^2\) VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.
<table>
<thead>
<tr>
<th>Validity Period of Proposals (<em>Counting from the date of submission deadline</em>)</th>
<th>☐ 60 days</th>
<th>☐ 90 days</th>
<th>☒ 120 days</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Partial Quotes</th>
<th>☒ Not permitted</th>
<th>☐ Permitted</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>☒ As indicated in the attached TOR</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</th>
<th>Please refer to the attached TOR</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Contract to be Signed</th>
<th>☐ Purchase Order</th>
<th>☐ Institutional Contract</th>
<th>☒ Contract for Professional Services</th>
<th>☐ Long-Term Agreement</th>
<th>☐ Other Type of Contract [pls. specify]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Criteria for Contract Award</th>
<th>☒ Lowest Price Quote among technically responsive offers</th>
<th>☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</th>
<th>☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <em>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.</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Criteria for the Assessment of Proposal</th>
<th>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</th>
</tr>
</thead>
</table>

**Weight of technical and financial point:**

**Technical Proposal (70%)**

- ☒ Expertise of the Firm (30%)
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (15%)
- ☒ Management Structure and Qualification of Key Personnel (55%)

**Financial Proposal (30%)**

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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.

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.
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

Please refer to the Evaluation Criteria for further details.

**UNDP will award the contract to:**
- ☒ One and only one Service Provider
- ☐ One or more Service Providers, depending on the following factors:

**Contract General Terms and Conditions**
- ☒ General Terms and Conditions for contracts (goods and/or services)
- ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000)


**Annexes to this RFP**
- ☒ Terms of Reference & Evaluation Criteria (attached to this Annex)
- ☒ Proposal Submission Form (Annex 2)
- ☒ Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3)
- ☒ Submission checklist (Annex 4)

**Pre-proposal meeting**
- Time: **10.30 am**
- Date: **Tuesday, June 02, 2020**
- Venue: 304 Kim Ma street, Ba Dinh District, Ha Noi

The UNDP focal point for the arrangement of pre-proposal is:
Ms. Luu Ngoc Diep, Procurement Associate
Tel: (+84-24) 38500200
E-mail: luu.ngoc.diep@undp.org

Kindly contact the above focal point to register for the pre-proposal meeting at least 1 day in advance.

**Contact Person for Inquiries (Written inquiries only)**
*Luu Ngoc Diep (Ms.)*
*Procurement Associate*
*Luu.ngoc.diep@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 [pls. specify]**
The offer shall be divided into 2 periods: 3 months and the rest 9 months. The first 3-month incubation programme will be contracted first, the second 9-month incubation programme will be signed at a later stage, subject to (i) detailed programme design (to be defined after the

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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.
6 Where the information is available in the web, a URL for the information may simply be provided.
7 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.
first 3-month incubation period) and the contractor’s satisfactory performance for the 1st period. The proposal from firms need to include both the 3-month and 9-month incubation periods.

Bidders are responsible for checking the UNDP website: https://procurement-notices.undp.org/ 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.
TERMS OF REFERENCE

Country: Viet Nam

Project name: Ending Plastic Pollution Innovation Challenge (EPPIC)

Assignment: 01 Vietnam-based firm to deliver the incubation training

Expected duration: June 2020 to September 2021

Duty station: Home-based and Halong Bay/ Koh Samui

Reporting to: Head of Exploration- Accelerator Lab and Inclusive Innovation, Youth Officer- Governance and Participation Unit - UNDP Viet Nam and Programme Officer - Climate Change & Environment Unit, UNDP Viet Nam

A. Consultancy Title
Vietnam-based firm to provide incubation training services for selected solution winners of the Ending Plastic Pollution Challenge (EPPIC) Project

B. Background
If current trends continue, it is estimated that by 2050 there will be more plastic than fish in the ocean. Still, worldwide plastic consumption is expected to triple during this time. Plastic pollution has numerous adverse economic, social, and environmental impacts. In particular, marine plastic pollution costs up to $2.5 billion per year in lost marine ecosystem services. Tackling plastic pollution will require multi-stakeholder collaboration and engagement.

About Ending Plastic Pollution Innovation Challenge (EPPIC)
The project Ending Plastic Pollution Innovation Challenge (EPPIC) seeks to reduce plastic pollution in coastal areas in Viet Nam and Thailand in 2020, followed by Indonesia and the Philippines in 2021, contributing to the achievement of SDG 14 (Life Below Water) and SDG 12 (Responsible Production and Consumption). EPPIC will bring together citizens, local governments, and the private sector to collaborate in establishing effective and innovative solutions. The EPPIC competition is also the opportunity to drive change by raising awareness, collecting lessons learned and trying new approaches to address localized plastic issues. It intends to deliver two outcomes:
§ **OUTCOME 1:** A portfolio of solutions is selected, supported and scaled-up through the EPPIC in four countries (Viet Nam, Thailand, Indonesia, and the Philippines).

§ **OUTCOME 2:** Capacity building in Viet Nam for the prevention and reduction of plastic pollution, and networking and experience sharing in ASEAN countries are strengthened.

The EPPIC project will be officially launched in June 2020. The first challenge will take place in the target localities of Ha Long Bay (Viet Nam) and Koh Samui (Thailand) in 2020. Up to 10-15 innovative solutions to fight plastic pollution will be selected for a first stage of incubation, lasting three months. At the end of the incubation stage, these solutions will compete during an EPPIC Pitch Competition in November 2020. The four most promising solutions, the EPPIC winners, will then be awarded to enter the second stage of the incubation, which will last for additional 9 months. They will also receive 17,000 USD per team in seed-funding.

**About Impact Aim-UNDP Viet Nam**

Impact Aim Viet Nam is an initiative led by UNDP Viet Nam to provide acceleration/incubation services to impact businesses and innovative solutions. It creates a platform for businesses and organizations to implement and scale up their innovative solutions towards achieving SDGs.

For the first year, Impact Aim Viet Nam will collaborate with EPPIC to provide incubation services for the EPPIC winning teams. In order to carry out this task, UNDP Viet Nam is looking for a Vietnam-based firm to support with the implementation of the incubation component of EPPIC. This ToR specifies the objectives, the scope of work and the tasks required to carry out the assignment by the Contractor firm.

**C. Scope of Work**

The main objective of the Contractor firm is to support the implementation of the incubation component of EPPIC. The scope includes but not limited to the following tasks:

**For the first 3-month incubation period:**

- **Together with Impact Aim team, design the 3-month incubation programme for EPPIC.** The Contractor is expected to work together with the team and contribute inputs to the incubation programme design, including both content (including but not limited to detail for each activity; impact measurement framework for each team; and framework for reporting on each team’s development process) and workplan (including but not limited limited timeline; key milestones; budget; and human resources involved).

- **Deliver the 3-month incubation programme for 10-15 teams.**
  - Find mentors and coordinate online coaching and mentoring sessions during the first incubation period. Coaches will work for 84 days in total (7 days per week for all coaches, meeting 2 teams per day * 4 weeks * 3 months). Mentors will work for 60 days in total, (5 days per week for all mentors, meeting 3 teams per day * 4 weeks * 3 months)
  - Find, coordinate and supervise trainers to provide necessary online training sessions for the teams (this will be further specified during the incubation programme design stage and based on the actual training needs from participants). Trainers will work for 30 days (2.5 days per week for all trainers*4 weeks * 3 months), including time to prepare and deliver the training and consult teams based on their needs.

- **Together with Impact Aim team, arrange the content and coordinate the participants for the 2 field trips, each lasting 3-4 days, to Ha Long Bay (Viet Nam) and Koh Samui (Thailand)**
  - Design and arrange the content of the 2 field trips (ie. activities, agenda, relevant meetings).
  - Coordinate participants during the 2 field trips. The tasks would include supervising the
logistic provider to ensure that transportation, accommodation, meals, airport pick-ups, incidents preparation and other relevant logistic setups.

- **Together with the logistic provider and the Impact Aim team, deliver and coordinate the content of the EPPIC Pitch Competition and EPPIC Bootcamp at the end of the 3-month incubation period (tentatively November 2020) including but not limited to:**
  - Train the teams for pitching.
  - Design, deliver the content, and recruit trainers and speakers for the Bootcamp.
  - Design detailed schedule of the Pitching day.
  - Facilitate the flow of the Competition.
  - Help teams to design and set up their exhibition booths.

- **Support with other administrative tasks in the incubation programme**
  - Arrange meetings between the incubatees and relevant partners.
  - Arrange weekly meetings between the incubator, EPPIC and Impact Aim teams.
  - Report on the development process of each team.
  - If necessary, support with the communication campaign of the incubation period.

- **Other tasks related to the incubation needs as assigned.**

**For the rest 9-month incubation period:**

- **Together with Impact Aim team, design the 9-month incubation programme for EPPIC.** The Contractor is expected to work together with the team and contribute inputs to the incubation programme design, including both content (including but not limited to detail for each activity; impact measurement framework for each team; and framework for reporting on each team’s development process) and workplan (including but not limited timeline; key milestones; budget; and human resources involved).

- **Deliver the 9-month incubation programme for 4 teams.**
  - Find mentors and coordinate coaching and mentoring sessions. Coaches will work 144 days in total (1 day/week/team * 4 weeks* 9 months *4 teams). Mentors will work 72 days in total (0.5 day/week/team * 4 weeks* 9 months *4 teams).
  - Find and coordinate trainers and consultants to provide necessary training and consulting sessions for the teams (this will be further specified during the incubation programme design stage and based on actual training needs from participants). Trainers work 22.5 days in total (2.5 day per month * 9 months), including time to prepare and deliver the training. Consultants work for 180 days in total (1.25 days/week/team * 4 weeks * 9 months *4 teams).

- **Together with Impact Aim team, arrange content and coordinate the participants for the 2 field trips, each lasting 3-4 days, to Ha Long Bay (Viet Nam) and Koh Samui (Thailand)**
  - Design and arrange the content of the 2 field trips (ie. activities, agenda, relevant people to meet)
  - Coordinate participants during the 2 field trips. The tasks would include supervising the logistic provider to ensure that transportation, accommodation, meals, airport pick-ups, incidents preparation and other relevant logistic setups.

- **Together with the logistic provider and the EPPIC & Impact Aim team, deliver and coordinate the content of the Demo Day at the end of 9 months incubation (tentatively August 2021) including but not limited to:**
  - Train the teams for pitching.
  - Design detailed schedule of the Demo day.
● Create judging criteria & format.
● Facilitate the flow of the Demo day.

● Find investors & scale-up partners for the teams
  ○ Network with different potential investors & scale-up partners for the teams
  ○ Arrange meetings between the teams and relevant investors and partners
  ○ Support the teams in the negotiation process for investment & partnership deals.

● Support with other administrative tasks in the incubation programme
  ○ Arrange meetings between the incubatees and relevant partners.
  ○ Arrange weekly meetings between the incubator, EPPIC and Impact Aim teams.
  ○ Report on the development process of each team.
  ○ If necessary, support with the communication campaign of the incubation period.
  ○ Find relevant events for the teams to attend and find investors and partners. Fund part of the teams’ travel cost (i.e. up to USD 1000 per team to travel and attend relevant events of their choice)
  ○ Help arrange travel and accommodation for the teams if they are from different countries and decide to come and work in Viet Nam or Thailand for the incubation period. Find co-working space in Viet Nam and Thailand for the teams to work in, based on their needs.

● Other tasks related to the incubation needs as assigned.

The offer shall be divided into 2 periods: 3 months and the rest 9 months. The first 3-month incubation programme will be contracted first, the second 9-month incubation programme will be signed at a later stage, subject to (i) detailed programme design (to be defined after the first 3-month incubation period) and the contractor’s satisfactory performance for the 1st period. The proposal from firms need to include both the 3-month and 9-month incubation periods.

D. Expected Outputs and Deliverables

<table>
<thead>
<tr>
<th>Output</th>
<th>Deliverable</th>
<th>Expected results</th>
<th>Indicative schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed incubation programme design</td>
<td>A detailed workplan and content of the incubation programme is built and accepted by the EPPIC &amp; Impact Aim teams</td>
<td>July 2020 for the first 3-month incubation period</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>December 2020 for the 9-month incubation period</td>
</tr>
<tr>
<td>2</td>
<td>Travels for participants are properly arranged</td>
<td>The logistic provider is supervised effectively for the visits in Thailand and Viet Nam. Transportation, accommodation, meals, airport pick-up, incidents preparation and other relevant logistic setups for participants are properly arranged for the visits in Thailand and Viet Nam.</td>
<td>September 2020 for the first 3-month incubation period</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>April 2021 for the 9-month incubation period</td>
</tr>
<tr>
<td>3</td>
<td>Progress report for each of the incubated teams</td>
<td>A monthly progress report for each of the incubation teams is submitted and approved by the EPPIC &amp; Impact Aim teams</td>
<td>By end of each month, starting in July 2020</td>
</tr>
<tr>
<td>4</td>
<td>Bootcamp, Pitch Competition and</td>
<td>● The teams are trained for the pitching.</td>
<td>November 2020 for the first 3-month incubation period</td>
</tr>
</tbody>
</table>
E. Institutional Arrangement

The firm will report to the EPPIC team and Impact Aim team in UNDP Viet Nam.

F. Duration of the assignment

For the first 3-month incubation programme, the Contractor is expected to provide the specified services in from June 2020 to November 2020 (including time for designing, delivering and reporting on the programme). For the rest 9-month incubation programme, the services are expected to be delivered from November 2020 to September 2021 (including time for designing, delivering and reporting on the programme).

G. Qualifications of the Successful Contractor

- Firm has at least 3 years of experience in incubation/acceleration
- Have helped raise venture capital (VC) investment for at least 10 companies
- Strong network & relationship with the domestic innovation & entrepreneurship ecosystem
- Strong network & relationship with the ASEAN innovation & entrepreneurship ecosystem

H. Qualifications of the team

1) **01 Team leader:**
• Estimated 40 working days including travelling for the first 3-month incubation period (2.5 days * 4 weeks * 4 months)
• Estimated 76 working days including travelling for the 9-month incubation period (2 days * 4 weeks * 9.5 months)

**a) Qualifications**
- Firm’s manager (who is in charge of this project) has at least 3 years of experience in leading incubation/acceleration programmes
- Has successfully helped raise VC investment for at least 5 companies
- Good understanding of Vietnamese and regional innovation and entrepreneurship ecosystem
- Excellent written and spoken English

**b) Tasks**
- Together with the Impact Aim & EPPIC teams, design the detailed incubation programme.
- Recruit necessary mentors, trainers and consultants for the incubation needs. For mentors, have at least 3 years of experience in entrepreneurship/development field. For trainers and consultants, have at least 5 years of relevant experience for the incubation training (including but not limited to legal, IT, marketing, product development, impact measurement, innovation & entrepreneurship).
- Coordinate the coaching, mentoring and training sessions for the incubated teams.
- Coordinate to deliver the Pitch Competition and Bootcamp for the 3-month incubation period and the Demo Day for the 9-month incubation period.
- Actively look for and connect with potential partners/investors for the incubated teams.
- Prepare required reports.
- Other administrative tasks.

2) **Team member 1 (coach 1):**
- Estimated 42 working days including the field work in the first 3-month incubation period (working 3.5 days per week, meeting 2-3 teams per day * 4 weeks * 3 months)
- Estimated 72 working days including the field work in the 9-month period incubation period (working 1 day/week/team * 4 weeks* 9 months *2 teams)

**a) Qualifications**
- Have at least 3 years of experience in coaching young businesses
- Have coached at least 5 companies
- Good understanding of Vietnamese & regional innovation & entrepreneurship ecosystem
- Excellent written and spoken English

**b) Tasks**
- Coach the assigned teams during incubation period
- Contribute to the final report

3) **Team member 2 (coach 2):**
- Estimated 42 working days including the field work for all coaches in the first 3-month incubation period (working 3.5 days per week, meeting 2-3 teams per day * 4 weeks * 3 months)
- Estimated 72 working days including the field work for all coaches in the 9-month period incubation period (working 1 day/week/team * 4 weeks* 9 months *2 teams)
a) **Qualifications**

- Have at least 3 years of experience in supporting the development of impact projects
- Have supported the development of at least 05 impact projects for organizations such as government agencies, NGOs and businesses.
- Good understanding of Vietnamese and regional innovation and entrepreneurship ecosystem
- Excellent written and spoken English

b) **Tasks**

- Coach the assigned teams during incubation period
- Contribute to the final report

I. **Scope of Price Proposal and Schedule of Payments**

*All deliverables will be submitted in English*

<table>
<thead>
<tr>
<th>Tranches</th>
<th>Target Outputs/ Deliverables</th>
<th>Due date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Incubation programme design accepted by UNDP</td>
<td>30 Jul 2020</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>2 visits organized</td>
<td>30 Sep 2020</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>Final report submitted and accepted by UNDP</td>
<td>15 Nov 2020</td>
<td>30%</td>
</tr>
</tbody>
</table>
The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

### Summary of Technical Proposal Evaluation Forms

<table>
<thead>
<tr>
<th>Section</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bidder’s qualification, capacity and experience</td>
<td>300</td>
</tr>
<tr>
<td>2. Proposed Methodology, Approach and Implementation Plan</td>
<td>150</td>
</tr>
<tr>
<td>3. Management Structure and Key Personnel</td>
<td>550</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

### Section 1. Bidder’s qualification, capacity and experience

<table>
<thead>
<tr>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Firm has at least 3 years of experience in incubation/acceleration</td>
</tr>
<tr>
<td>1.2 Have successfully helped raise venture capital (VC) investment for at least 10 companies</td>
</tr>
<tr>
<td>1.3 Strong network &amp; relationship with the domestic innovation &amp; entrepreneurship ecosystem</td>
</tr>
<tr>
<td>1.4 Strong network &amp; relation with the ASEAN innovation &amp; entrepreneurship ecosystem</td>
</tr>
<tr>
<td><strong>Total Section 1</strong></td>
</tr>
</tbody>
</table>

### Section 2. Proposed Methodology, Approach and Implementation Plan

<table>
<thead>
<tr>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Good understanding of the project</td>
</tr>
<tr>
<td>2.2 Reasonable approach</td>
</tr>
<tr>
<td>2.3 Sound workplan</td>
</tr>
<tr>
<td><strong>Total Section 2</strong></td>
</tr>
</tbody>
</table>

### Section 3. Management Structure and Key Personnel

<table>
<thead>
<tr>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 <strong>01 Team Leader</strong></td>
</tr>
<tr>
<td>3.1.1 Firm’s manager (who is in charge of this project) has at least 3 years of experience in leading incubation/acceleration programmes</td>
</tr>
<tr>
<td>3.1.2 Have successfully helped raised VC investment for at least 5 companies</td>
</tr>
<tr>
<td>Section</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>3.1.3</td>
</tr>
<tr>
<td>3.1.4</td>
</tr>
<tr>
<td><strong>3.2</strong></td>
</tr>
<tr>
<td>3.2.1</td>
</tr>
<tr>
<td>3.2.2</td>
</tr>
<tr>
<td>3.2.3</td>
</tr>
<tr>
<td>3.2.4</td>
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<tr>
<td><strong>3.3</strong></td>
</tr>
<tr>
<td>3.3.1</td>
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<tr>
<td>3.3.2</td>
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<tr>
<td>3.3.3</td>
</tr>
<tr>
<td>3.3.4</td>
</tr>
<tr>
<td><strong>Total Section 3</strong></td>
</tr>
</tbody>
</table>

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation. **Submission obtaining the highest weighted points (technical points + financial points) will be selected.**
Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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, contact 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.

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

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*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 ....</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches

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

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Services from Home Office</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b. Expertise 2</td>
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<tr>
<td>2. Services from Field Offices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Expertise 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. Services from Overseas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Expertise 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>II. Out of Pocket Expenses</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1. Travel Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Daily Allowance</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3. Communications</td>
<td></td>
<td></td>
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<tr>
<td>4. Reproduction</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5. Equipment Lease</td>
<td></td>
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</tr>
<tr>
<td>6. Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Other Related Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We confirm our full acceptance of the UNDP Contract General Terms and Conditions and 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 3

Contract Templates and General Terms and Conditions

1. 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

2. 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

☐ 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

☐ 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
CHECKLIST 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 envelops/emails before or by **Thursday, June 11, 2020** (Hanoi time).
- Email and proposal should indicate clearly the reference and name of tender.

<table>
<thead>
<tr>
<th>Item</th>
<th>Documents</th>
<th>To be completed by bidders</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Doc submitted</td>
</tr>
<tr>
<td>1</td>
<td>Fully filled Technical proposal <em>(pls. refer to the guidelines in Annex 2)</em> with copies/scan of appropriate supporting documents:</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>b) Business Licenses – Registration Papers, Tax Payment Certification, etc.</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>f) Proposed Methodology for the Completion of Services</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>g) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are team members</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>h) Detailed CVs of the proposed personnel</td>
<td>Y/N</td>
</tr>
<tr>
<td>2</td>
<td>Duly signed Price Schedule <em>(pls. use the template in Annex 2)</em></td>
<td>Y/N</td>
</tr>
<tr>
<td>3</td>
<td>Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.</td>
<td>Y/N</td>
</tr>
<tr>
<td>4</td>
<td>This duly filled, checked, certified submission checklist to be attached to the submission</td>
<td>Y/N</td>
</tr>
</tbody>
</table>
[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]