

REQUEST FOR PROPOSAL (RFP)

(From Vietnam based firms/institutes/organizations)

NAME of service: Research and consultation on opportunities to increase access to financial schemes and insurance related products in Viet Nam's high risk coastal areas	DATE: July 1, 2020
	REFERENCE: RFP-N-200701

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Research and consultation on opportunities to increase access to financial schemes and insurance related products in Viet Nam's high risk coastal areas**.

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

Proposals may be submitted on or before **Monday, July 13, 2020** and **via email or courier mail** to the address below:

United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
nguyen.thuy.nga@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:

<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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached TOR
Brief Description of the Required Services ¹	Research and consultation on opportunities to increase access to financial schemes and insurance related products in Viet Nam's high risk coastal areas (TOR is attached in this Annex)
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached TOR
Frequency of Reporting	Please refer to the attached TOR
Progress Reporting Requirements	Please refer to the attached TOR
Location of work	5 selected GCF project provinces in Viet Nam, including: Thanh Hoa, Quang Binh, Quang Nam, Quang Ngai and Ca Mau.
Expected duration of work	July 2020 – November 2020
Target start date	As soon as possible in July 2020
Latest completion date	15 November 2020
Travels Expected	Please refer to the attached TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
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"/> Vietnamese Dongs
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 from the date of submission deadline)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days

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.

	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 ³	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> 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	Please refer to the attached TOR
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 <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>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</p> <p>Weight of technical and financial point: Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (30%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (15%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (55%)</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Please refer to the Evaluation Criteria for further details.</p>

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.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
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) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 2) <input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3) <input checked="" type="checkbox"/> Submission checklist (Annex 4)
Pre-proposal meeting	<i>No</i>
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Nguyen Thuy Nga (Ms.)</i> <i>Procurement Executive</i> <i>Nguyen.thuy.nga@undp.org</i> 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 <i>[pls. specify]</i>	Bidders are responsible for checking the UNDP website: https://procurement-notice.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.

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.

General capacity of the consulting firm		Points
1.1	The consultant agency should be a consultancy firm or research institute with an appropriate research function related to business services, insurance or financial support related sector.	80
1.2	Consulting firm has staff with appropriate experiences (capacity / skills / knowledge) related to business service study, economic development, community-based 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	Have quality assurance system and warranty processes	30
1.5	Have experience working with multi-component project teams and experience working with local communities in Viet Nam	40
1.6	Have experience with Government institutions (Ministries, VCCA, financial service provider, insurance companies) (stated in firm profile)	30
1.7	Work experience related to Viet Nam's disaster management system, and the network of international organizations, ministries, agencies and UN agencies in Viet Nam related to climate change and disaster risk reduction	30
	Sub total	300

Technical proposal		Points
2.1	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 and plan for long-term training after the project ends)	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
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

Personnel requirements		Points
	<ul style="list-style-type: none"> - Master's or higher degree in the field of business services, climate change, disaster risk management, environment, communications or related field; 	40
	<ul style="list-style-type: none"> - At least 10 years of experience in finance and/or insurance sector in Viet Nam; 	50
	<ul style="list-style-type: none"> - At least 10 years of experience in community-based disaster risk management, construction, forestation and livelihood; 	40
	<ul style="list-style-type: none"> - Management experience of similar tasks; experience conducting studies, research and consultations with various stakeholders; 	20
	<ul style="list-style-type: none"> - Working experience related to Viet Nam's disaster management system, with insurance sector and with international organizations, ministries, agencies and UN agencies in Viet Nam related to climate change and insurance; 	30
	<ul style="list-style-type: none"> - Good command of English in reporting. 	20
3.2	National Technical team members with experience in research of finance and insurance in disaster and climate change, construction service and forest services	140
	<ul style="list-style-type: none"> - Having experts with a Master's or higher degree in the field of finance and business support, climate change, disaster risk management, environment, media or related fields; 	30
	<ul style="list-style-type: none"> - Having experts with a Master's or higher degree in the field of civil services construction or forest services.; 	30
	<ul style="list-style-type: none"> - Having experts in gender equality and community development programs; 	30
	<ul style="list-style-type: none"> - Experts with experiences in community consultancy services; 	30
	<ul style="list-style-type: none"> - Ability to write English reports. 	20
3.3	Group of national 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 study facilities, suitable accommodation and transportation; 	20
	<ul style="list-style-type: none"> - Having an accounting team to oversee budgeting, calculating reasonable cost and following the Government's management requirements; 	20
	<ul style="list-style-type: none"> - Having experience in organizing workshops and related tasks. 	20



For national consultancy firm or Vietnam based firm

Research on disaster and climate risk financing and insurance options in Viet Nam's coastal areas

I. GENERAL INFORMATION

Project	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam (GCF project)
Implementation agency	Viet Nam Disaster Management Authority/GCF CPMU and UNDP
Assignment	Research and consultation on opportunities to increase access to financial schemes and insurance related products in Viet Nam's high risk coastal areas
Activity code	3.3.2.
Type of consultant	National Consultancy Firm
Type of contract	Lump-sum Contract
Location	Home-based with travel to 5 selected GCF project provinces in Viet Nam, including: Thanh Hoa, Quang Binh, Quang Nam, Quang Ngai and Ca Mau.
Duration	From July to 15 November 2020
Reporting to	Program Management Specialist, GCF project
Technical Supervision	UNDP Senior Technical Advisor on DRR & CCA; Technical Specialist; Technical Specialist on Housing, Technical Specialist on livelihood, GCF project

II. BACKGROUND

Viet Nam Context

Viet Nam is considered as one of the most vulnerable countries to disasters and climate change. The impact of climate change on Viet Nam is very serious; an existent threat to the goal of poverty reduction and to the implementation of the Sustainable Development Goals by 2030. The Government of Viet Nam 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, the Green

Growth Strategy, and implementation plan, legal framework and policies on the prevention of natural disasters.

Despite significant investments in preparedness and resilience which have reduced loss of life and infrastructure, extreme-weather-related losses and costs to property and natural ecosystems are increasing in Viet Nam. Climate change projections further point to increasing intensity and unpredictability of droughts, floods and storms. Over the last two decades natural disaster losses have reduced GDP growth by more than 1% annually in Viet Nam.

Currently, the Vietnamese government bears the burden of all financial risks associated with extreme disaster events, compensating victims through relief assistance or reconstruction projects. As Viet Nam develops, and investments and assets increase in high risk areas, this model is becoming increasingly expensive and potentially unsustainable for the Government, particularly when government budgets are stretched and the international assistance is shrinking.

UNDP approach

UNDP and the Government of Viet Nam are jointly implementing the GCF funded “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam project” (GCF project). The GCF project is supporting Viet Nam through an integrated approach which aims to build storm and flood resilient housing for poor and vulnerable population, while also regenerating and replanting mangrove buffer zones to mitigate flood and typhoon impacts in coastal areas.

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 Viet Nam.

In 2019, within the framework of the GCF project, an international consultant supported UNDP and Viet Nam Disaster Management Authority (VNDMA) to carry out a review on Innovative Financing for Disaster and Climate Change Impacts in Viet Nam. As part of this review, a report was produced highlighting the importance of developing disaster risk financing tools that will include options for insurance and other financial instruments available to the government that would support Viet Nam’s disaster risk financing strategy. The report focused on:

- Assessing the risks (catastrophic risk modelling);
- Determining the contingent liabilities based on the risks assessed;
- Assessing financial risk sharing options;
- Integrating risk reduction and risk financing;
- Disaster risk financing strategy.

In order to follow up with the recommendations from this review, UNDP and VNDMA have agreed to proceed to the next phase and identify practical solutions for disaster and climate risk financing options that would include insurance and other financial instruments available to support households, communities and Government’s disaster and climate risk financing, in order to reduce the financial burden associated with disaster response and recovery in Viet Nam. The GCF project is therefore

seeking a National Consultant Firm to undertake the research in order to develop practical solutions to strengthen disaster insurance coverage in the country. This effort is expected to promote resilience in coastal areas of Viet Nam and develop feasible insurance schemes for flood and storm resilient housing, and feasible insurance schemes for the stabilization of community-based livelihoods in mangrove regeneration areas.

III. OBJECTIVE AND SCOPE OF WORK

Objectives:

To study and analyze available private, national and international insurance companies working in, or having interest to be involved in, the field of disaster and climate change. Based on the study, develop practical recommendations and solutions to strengthen disaster insurance coverage in Viet Nam, with particular focus on promoting feasible insurance schemes for flood and storm resilient housing, feasible insurance schemes for the stabilization of community-based livelihoods in coastal forest and mangrove regeneration areas, and documenting opportunities to strengthen insurance coverage for public and private assets in all coastal provinces of Viet Nam as an input for a consultation meeting to support dialogue and further action in this area.

Scope of work:

The consultant firm will be responsible for conducting a qualitative research, with an analysis of national and international insurance companies working in Viet Nam, taking particular analysis of available state-run, private, and joint stock companies and other entities participating in financial schemes and insurance in Viet Nam that involve insurance schemes in, or having interested in investment in, the field of disaster and climate change. The consultant firm will further provide list of insurance companies and other entities with details on works and potential schemes and forms of investment they do or can do for disaster and climate change risk reduction in Viet Nam. It will also support organizing a one-day national consultation workshop in Hanoi to present and review options on insurance as a tool to promote resilience in coastal areas planned for the last quarter of 2020 in Hanoi. (UNDP and VNDMA will take the lead in organizing the workshop and workshop costs will be covered by the GCF project)

Products of this consultancy:

- Conduct a survey to identify enterprises (private, state-owned, etc.) that are involved in, or are interested in, disaster risk management and climate change adaptation.
- Develop a list of enterprises and their products, services and ideas of investment in disaster risk reduction, response and rehabilitation and climate change adaptation in Viet Nam.
- Develop research report on business sector engaged in, or are interested to engage in, disaster risk reduction, response and rehabilitation and climate change adaptation; analyze and develop a series of recommendations for specific actions which could be taken forward by the Government with the following specific contents:
 - Analysis of all available enterprises (private, state-owned, etc.) that are already involved, or are interested, in insurance investment for disaster risk management and climate change adaptation and develop recommendations to address disaster insurance coverage in a form suitable to nature of those enterprises. (GCF project component 3)
 - Analysis and recommendations to address disaster insurance coverage of storm/ flood resilient houses in five coastal provinces namely: Thanh Hoa, Quang Binh, Thua Thien-Hue, Quang Nam and Quang Ngai. (GCF project component 1)
 - Analysis and recommendations to address disaster insurance coverage to maintain and support the stabilization of community-based livelihoods in coastal forest/mangrove regeneration areas in 5 provinces: Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai and Ca Mau. (GCF project component 2)

- Documenting opportunities and recommendations to facilitate dialogue to increase access to insurance related products and help the GCF project to support the Government actions in promoting diverse and effective risk transfer and management. (GCF project component 3)
- Support facilitation of a national consultation workshop in Ha noi as mentioned above bringing together Government, insurance and other stakeholders to discuss options for strengthening access to insurance and to agree on the ways forward.

Key tasks

1. Develop a full assessment methodology, mission plan and list of stakeholders to meet during the consultancy, drawing on GCF project knowledge, public sector and the consultant's network and experience in the insurance sector.
2. Conduct interviews with key stakeholders in Hanoi, to collect information on policy, insurance business environment, insurance trend in Viet Nam and stakeholders involved in insurance market.
3. Meet with at least three key insurance companies/ organizations to discuss and analyze pros and cons of companies when joining insurance services in DRR/CCA. Make a suggestion list of possible services for insurance sector to be feasible participating in disaster/ climate change activities. Provide clear and practical recommendations for Government and the insurance sector to participate in this business
4. Conduct interviews in five GCF project provinces, including three provinces having both housing and mangrove regeneration programs (Thanh Hoa, Quang Nam, Quang Ngai), one province having only housing (Quang Binh) and one province having only mangrove regeneration program (Ca Mau) to collect data from households, communes, districts, provincial level financial service providers, provincial government and other stakeholders. (Costs for travel and subsistence to be included in the proposal)
5. Complete desk review of international and national level data, and analysis of data collected through interviews, developing a first full draft of the Technical Report for clearance by UNDP.
6. Develop agenda, speaker and invitee list and summary approach paper and PowerPoint presentation for the national consultation workshop on options for incentivizing access to insurance in coastal areas (which will include presentation and discussion of the technical paper).
7. Produce a PowerPoint presentation on key study points
8. Co-facilitate the one day national consultation workshop in Hanoi with key stakeholders including Government, the private sector and representatives of insurance sector.
9. Finalize Technical Report (including Technical Brief) based on feedback received and draft a concise (10 – 15 page) workshop summary report (excluding annexes).

Stakeholders for consultation

1. Selected members of the Central Steering Committee for Natural Disaster Prevention and Control, especially VNDMA and MOC
2. Ministry of Finance, MoLISA
3. Representatives from PPCs, DARDs and DoCs
4. Representatives from the United Nations (UNDP, UN Women) in Viet Nam, the World Bank, NGOs, Women's Union and key Government institutes
5. Banks, mortgage providers, micro-finance organizations, insurance and other relevant financial companies with products and services that provide financial products and services relevant to the scale-up of current or future storm resilient housing programs
6. Construction companies working in field of housing

7. Forest service providers and business sector relating to livelihood, forest protection and mangrove sub-products (Such as Agribank, VN Bank for Social Policies, shrimp business production, etc.)
8. Other stakeholders identified by the consultant firm and agreed in the inception report

IV. EXPECTED DELIVERABLES

The consultant firm is expected to submit following deliverables:

#	Deliverables	Deadline
1	Short inception report detailing workplan, list of experts/ organizations to be consulted and documents needed for the survey (to be submitted for initial review and approval by UNDP)	25 July 2020
2	Initial draft of Technical Study and draft agenda for consultation workshop (reviewed and approved by UNDP)	25 September 2020
3	Consultation workshop report and final draft of Technical Report (reviewed and approved by UNDP)	October 2020
4	Final Report and Technical Brief (cleared by UNDP)	15 November 2020

V. SUPPORT OF ADMINISTRATIVE PROCEDURES

UNDP and the Viet Nam Disaster Management Authority will provide administrative support to the consultant firm throughout the implementation of this consultancy service. However, the consultant firm should be proactive in making appointments, organizing discussions and consultation meetings with the national consultants and key stakeholders.

VI. DURATION

The contract duration for this assignment is from contract signing date to 15th November 2020.

Maximum number of working days: 45 days (15 days travel included, 3 days x 5 provinces)

VII. QUALIFICATIONS & SELECTION CRITERIA

The consultant firm to be selected to perform the tasks based on the following criteria:

General capacity of the consulting firm		Points
1.1	The consultant agency should be a consultancy firm or research institute with an appropriate research function related to business services, insurance or financial support related sector.	80
1.2	Consulting firm has staff with appropriate experiences (capacity / skills / knowledge) related to business service study, economic development, community-based 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	Have quality assurance system and warranty processes	30

General capacity of the consulting firm		Points
1.5	Have experience working with multi-component project teams and experience working with local communities in Viet Nam	40
1.6	Have experience with Government institutions (Ministries, VCCA, financial service provider, insurance companies) (stated in firm profile)	30
1.7	Work experience related to Viet Nam's disaster management system, and the network of international organizations, ministries, agencies and UN agencies in Viet Nam related to climate change and disaster risk reduction	30
	Sub total	300

Technical proposal		Points
2.1	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 and plan for long-term training after the project ends)	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
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

Personnel requirements		Points
	- Master's or higher degree in the field of business services, climate change, disaster risk management, environment, communications or related field;	40
	- At least 10 years of experience in finance and/or insurance sector in Viet Nam;	50
	- At least 10 years of experience in community-based disaster risk management, construction, forestation and livelihood;	40
	- Management experience of similar tasks; experience conducting studies, research and consultations with various stakeholders;	20
	- Working experience related to Viet Nam's disaster management system, with insurance sector and with international organizations, ministries, agencies and UN agencies in Viet Nam related to climate change and insurance;	30
	- Good command of English in reporting.	20
3.2	National Technical team members with experience in research of finance and insurance in disaster and climate change, construction service and forest services	140
	- Having experts with a Master's or higher degree in the field of finance and business support, climate change, disaster risk management, environment, media or related fields;	30
	- Having experts with a Master's or higher degree in the field of civil services construction or forest services.;	30
	- Having experts in gender equality and community development programs;	30
	- Experts with experiences in community consultancy services;	30
	- Ability to write English reports.	20
3.3	Group of national administrative, accounting and communication officials	60
	- Having an appropriate administrative staff to carry out statistics and services to ensure study facilities, suitable accommodation and transportation;	20
	- Having an accounting team to oversee budgeting, calculating reasonable cost and following the Government's management requirements;	20
	- Having experience in organizing workshops and related tasks.	20

VIII. TERMS OF PAYMENT

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

IX. 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 Viet Nam's Government.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

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

[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***

	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				

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]

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](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](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)

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 envelopes/emails before or by **Monday, July 13, 2020** (Hanoi time).
- Email and proposal should indicate clearly the reference and 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 the guidelines in Annex 2) with copies/scan of 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			
	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) Proposed Methodology for the Completion of Services			
	g) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are team members			
	h) Detailed CVs of the proposed personnel			
2	Duly signed Price Schedule (pls. use the template in Annex 2)			
3	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.			
4	This duly filled, checked, certified submission checklist to be attached to the submission			

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

[Designation]

[Date]