



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

NAME of service: National Consultancy firm to support the formulation of the Program for supporting and encouraging private sector enterprises in the 2021-2025 period with a vision to 2030	DATE: July 31, 2020
	REFERENCE: 2-200704

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Formulation of the Program for supporting and encouraging private sector enterprises in the 2021-2025 period with a vision to 2030.**

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

Proposals may be submitted on or before **Thursday, August 13, 2020** and via email to the address below:

**United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
Ms. Luu Ngoc Diep, Procurement Associate
Luu.ngoc.diep@undp.org**

Note:

- Please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. *Notification email indicating the tender's reference number should be sent to this email 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.
- Maximum size per email: **30 MB**. Bidders can split proposals into several emails if the file size is large.

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.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
7/31/2020

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	(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	<input checked="" type="checkbox"/> Ha Noi <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	August 2020 – December 2020
Target start date	As soon as possible in August 2020
Latest completion date	31 December 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 [pls. specify]
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 [pls. specify]
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

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.

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 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
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	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. 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 (40%)

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.

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%) Financial Proposal (30%) 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:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input 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)
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Luu Ngoc Diep (Ms.)</i> <i>Procurement Associate</i> 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]	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.

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.



TERMS OF REFERENCE

Title:	National Consultancy firm to support the formulation of the Program for supporting and encouraging private sector enterprises to move towards sustainable business and inclusive models, cleaner production technologies, efficiently exploit resources and protect the environment in the 2021-2025 period with a vision to 2030
Country of Assignment:	Viet Nam
Duration and timing:	August - December 2020

1) GENERAL BACKGROUND

Viet Nam is a lower middle-income country (LMIC) with a gross domestic product (GDP) per capita of \$2,109. Viet Nam's Millennium Development Goals performance was exceptional, with most targets met in full and many ahead of time. Viet Nam has recently also enjoyed one of the most successful transitions from central planning to a market economy with a GDP growth rate of 6.7 per cent. The Government's Socio-Economic Development Plan (SEDP) 2016-2020 projected that this level of economic growth will be maintained.

Despite these remarkable achievements, development challenges still remain, including an unfinished Millennium Development Goal Agenda. The SEDP aspires to build an inclusive and sustainable development model balancing economic and social and environmental imperatives so that all citizens benefit from this development vision.

United Nations (UN) Member States adopted the 2030 Agenda for Sustainable Development with a set of Sustainable Development Goals (SDGs) at its core at the UN Summit on 25-27 September 2015. Together with other member states, Viet Nam has committed to the 2030 Agenda and the Government of Viet Nam (GoV) has also approved the National Action Plan (NAP) on the Implementation of SDGs issued by Prime Minister's Decision No.622/QĐ-/TTg dated 10 May 2017.

It is widely accepted that the private sector has a crucial role to play in achieving the SDGs as it is the growth engine in most countries, contributing to poverty eradication by creating income and wealth, and directly generating employment, providing affordable goods and services. On average, the private sector accounts for 60 percent of GDP, 80 percent of capital flows, and 90 percent of jobs in developing countries.⁸

⁸ Business Manifesto <http://unsdsn.org/wp-content/uploads/2014/10/Business-manifesto.pdf>.

In this context, Prime Minister has recently issued Decision No. 1362/QĐ-TTg dated 11 October 2019 on the approval of Plan for sustainable development of private sector enterprises to be implemented by 2025, vision toward 2030 (hereafter called Decision 1362).

In Decision 1362, Ministry of Planning and Investment (MPI) is assigned to build up a Program for supporting and encouraging private sector enterprises to use sustainable business models, cleaner production technologies, efficiently exploit resources and protect the environment in the 2021-2025 period with a vision to 2030 (hereafter called Program 1362).

To accelerate and scale-up the implementation of the sustainable development of private sector in Viet Nam, UNDP has been working with MPI to promote a sustainable green business in Vietnam by operating the Climate Business Index which is an online-based self-assessment system for companies, developed based on UN Sustainable Development Goals (SDGs) and Vietnam Nationally Determined Commitment (NDC). Using the Climate Business Index, companies self-check how their businesses are aligned with Vietnam NDC and sustainable development and what needs to be improved. The results of this Climate Business Index will be analyzed through this assignment and will be used as input to draft program under the program 1362, the final deliverable of this assignment.

This TOR is designed for a national consulting firm to support MPI to formulate a program under the program 1362.

2) OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to support MPI to formulate a program for supporting and encouraging private sector enterprise to move towards sustainable business and inclusive models, cleaner production technologies, efficiently exploit resources and protect the environment in the 2021-2025 period.

The draft program under the program 1362 should:

- Have clear and concise strategy and road map to implement objectives and targets of the program. The program will be accompanied with specific targets/measures. Each target/measure will be accompanied with policy actions and key detailed projects/pilots. Policy actions cover the legislative changes identified in the process, such as finding ways to streamline, co-ordinate and improve cost efficiency and other administrative prerequisites for achieving the sustainable development of private sector.
- Link its specific targets/measures to the various drivers and barriers that they aim to address as well as elements of technical, political and socio-economic feasibility and cost-effectiveness. Proposed activities should have timeline.
- Present specific program for the following four categories based on international case analysis and domestic policy review: (i) Carbon finance including Clean Development Mechanism (CDM), (ii) circular economy, (iii) inclusive business, and (iv) environment technology.
- Identify monitoring and evaluation indicators for the implementation of the program
- Analyze the roles of integrated management among ministries for sustainable development of private sector
- Propose resource mobilisation strategy for the implementation of the program

The draft program under the program 1362 needs to be developed through a participatory process and fit in the context of sustainable development.

3) SCOPE OF WORK

(1) Analysis of international experience on sustainable and inclusive models of private companies by reviewing concretely how governments, companies, and civil society collaborated through specific measures, specifically:

- Reviewing on the global context, trend on business models toward sustainable development;
 - Review existing international principles, consensus, and direction needed to promote a sustainable business model.
 - Identify and present the type of sustainable business model and the process of changing the business model according to a specific period.
- Reviewing on international experience on legal framework supports to promote business models toward sustainable business;
 - Analyze the examples and advantages and disadvantages of the general legal framework needed to develop a sustainable business and draw implications that can be applied to draft program under the program 1362.
- Analyzing best practices (04 cases), focusing on business models of sustainable development could be (i) Carbon finance including Clean Development Mechanism (CDM), (ii) circular economy, (iii) inclusive business, and (iv) environment technology.
 - Analyze aspects of direction, product & business types, production processes, organization & culture, and infrastructure mentioned in Annex I.
 - Analyze the strengths, weaknesses, opportunities and challenge factors of each best practice, and draw implications that can be applied to draft program under the program 1362.

** When selecting countries, depending on the maturity of sustainable development, cases of various countries, from countries like Vietnam in Asia to countries with highly developed concepts, should be reviewed.*

(2) Analysis of national policies and practices on sustainable and inclusive models development of private companies

- Reviewing Government, MPI and other ministries' policies related to sustainable development of private sector based on close discussions with government ministries in consideration with sustainable business model including inclusive growth;
- Analyzing support activities related to sustainable development of private companies by the United Nations, MDB, donor agencies, VCCI and other NGOs and CSOs within the past three years;

** The assignment analyzes the project/research results of UNDP, such as the Climate Business Index, responsible business reports, and reflect them to be in line with UNDP's recommendations for sustainable business.*

(3) Development of a program under the program 1362

- Develop a draft program under the the Program 1362 that include the programs' objectives, goals, detail activities, a roadmap to implementation schedules, inter-ministerial support and collaboration mechanisms.
 - Develop clear and concise strategy and road map to implement objectives and targets of the program.
 - Identify monitoring and evaluation indicators for the implementation of the program
 - Analyze the roles of integrated management among ministries for sustainable development of private sector
 - Propose resource mobilisation strategy for the implementation of the Program

** The UNDP team provides the necessary metrics and outlines to determine what the consultancy team will analyze and how it will be analyzed to provide sufficient inputs for draft program under the program 1362 to be developed through this assignment.*

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

The overall timeframe of the assignment: Estimated 60 days during August – December 2020

Duty Station: homebased and Hanoi with regular meetings to be taken place in UNDP or MPI. No travel outside Ha Noi is foreseen. Travel to other locations in Viet Nam if required will be discussed during the assignment. Eligible field travel costs would be covered additionally based on the UN-EU cost norm, if necessary and upon agreement with UNDP

5) FINAL DELIVERABLES AND SCHEDULE

- A review of international experiences (Minimum 15 pages);
- A report on national policies and practices (Minimum 15 Pages);
- A draft program under the program 1362 (Minimum 5 Pages);
- PPT presentation on a draft program under the program 1362 for consultation (Minimum 10 Slides);
- A final program under the program 1362 that address all the comments from the consultation and by MPI, UNDP.

* All outputs mentioned in the report must be provided in both in English and Vietnamese

* All data mentioned in the report must be provided in an editable version.

No.	Activities	Tentative timeline
1	Submission of work plan	Within 3 working days after contract signed
2	A review of international experiences	3rd week of August
3	A report on national policies and practices	August – September
4	Development of specific policy measures and roadmap – a program under the program 1362	End of September
5	One day consultation workshop to get comments from enterprises, experts on the first draft Program. Cost for this workshop to be covered separately by MPI	End of October (tentatively in Hanoi)
6	Consolidating comments and revising the draft Program (second draft program under the Program 1362 submission)	End of November
7	Full Report Production	1st week of December

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The overall assignment will be supervised by UNDP. The report will be reviewed by UNDP and MPI and will be shared with UNDP, MPI and all relevant partners.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant team shall have:

- Excellent track record of at least five years of enterprise development, industry development, sustainable development in Vietnam
- Intensive experiences in working with government, local authorities and institutions, and private sector in Vietnam.
- Strong experience in policy development particularly in promotion of industries;
- its own strong network to conduct interviews and workshops with companies to understand the status of each field.

The team leader should have:

- The team leader takes full responsibility for the outcome of this assignment and maintains the quality and schedule of the output.
- The team leader is responsible for and leads all the schedules and research processes of the members of the team, and the assignment of each section is performed by the consultant in charge, but the schedule and direction of work are all conducted under discussion with the team leader.
- Ph.D degree in business administration, economics, finance, international development and/or relevant field.

- At least 10 years of experience in the enterprise development, industry development, sustainable development in Vietnam. The team leader must also have worked on the management of the project covering all these areas.
- Intensive knowledge and experience in policy system and corporate structure and operation method.
- Intensive experiences in working with government, local authorities and institutions, and private sector in Vietnam.
- Excellent understanding of the state-budget mechanism, especially the budget related to each ministry and the budget and policy direction of international organizations and major donor agencies.
- Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).
- Excellent written and oral English language skills.

The team member(s) should have:

- Team members, with the exception of the team leader, must have a minimum of 4 members, and team members are responsible for one field each and perform assignments in consultation with the team leader.
- Excellent understanding of at least one of the following fields: inclusive models, cleaner production technologies, efficiently exploit resources and environment protection.
- Good knowledge and experience in policy system and corporate structure and operation method.
- Intensive experiences in working with government, local authorities and institutions, and private sector in Vietnam.
- Excellent written and oral English language skills.

Each team members must additionally satisfy the following requirements:

- ❖ At least 1 inclusive model expert
 - Bachelor's degree, preferred Master's degree, in business administration, economics, international development, sociology, social welfares and/or relevant field which is related to the field the team member will perform.
 - At least 5 years of experience in the enterprise development, industry development, sustainable development in Vietnam.
 - Experience in conducting research on domestic and international cases and policies related to inclusive business, or operating a related business
 - Good understanding of policies related to inclusive business in Vietnam
- ❖ At least 1 cleaner production technology expert
 - Bachelor's degree, preferred Master's degree, in business administration, economics, finance, international development, environmental engineering and/or relevant field which is related to the field the team member will perform.
 - At least 5 years of experience in the enterprise development, industry development, sustainable development in Vietnam.
 - Experience in conducting research on domestic and international cases and policies related to cleaner production technology, or operating a related business
 - Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).

- ❖ At least 1 efficiently exploit resource expert
 - Bachelor’s degree, preferred Master’s degree, in business administration, economics, finance, international development, environmental engineering and/or relevant field which is related to the field the team member will perform.
 - At least 5 years of experience in the enterprise development, industry development, sustainable development in Vietnam.
 - Experience in conducting research on domestic and international cases and policies related to efficiently exploit resource, or operating a related business
 - Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).

- ❖ At least 1 environment protection expert
 - Bachelor’s degree, preferred Master’s degree, in business administration, economics, finance, international development, environmental engineering and/or relevant field which is related to the field the team member will perform.
 - At least 5 years of experience in the enterprise development, industry development, sustainable development in Vietnam.
 - Experience in conducting research on domestic and international cases and policies related to environment protection, or operating a related business
 - Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Admin support will be provided by UNDP

References:

1. *Decision 1362/QD-TTg dated 11 October 2019 of the Prime Minister (Program 1362);*
2. *Climate Business Index (<http://cbi.undp.org.vn>)*

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment: Payments will be paid on a deliverable basis as mentioned below, after confirmation of the Climate Change Private Sector Expert and acceptance of Head of Climate Change and Environment Unit of UNDP Vietnam.

Deliverable	Payment
<ul style="list-style-type: none"> • Submission and approval of the work-plan and analysis of international experience, CBI and evaluation of private enterprises 	40%
<ul style="list-style-type: none"> • Submission and approval of the draft Program 	40%
<ul style="list-style-type: none"> • Submission and approval of the final program and all products under the contract 	20%

[Annex I] Possible criteria for Sustainable Business Analytics

Category	Description
1. Direction	
Strategy	<ul style="list-style-type: none"> • Willingness to promote sustainable management • Strategic system and execution capability
2. Product & Business	
Sustainable Product and Service	<ul style="list-style-type: none"> • Production of sustainable products and services
Sustainable New Business Development	<ul style="list-style-type: none"> • Development of new sustainable businesses
3. Process	
Sustainable Impact Management	<ul style="list-style-type: none"> • Management of sustainability impact materials / hazardous substances • Protecting the ecosystem around the workplace
Sustainable/Green Purchase	<ul style="list-style-type: none"> • Purchase green MRO products and raw materials
4. Organization & Culture	
Organizational Framework	<ul style="list-style-type: none"> • Sustainable management organization and decision-making process
Education & Training	<ul style="list-style-type: none"> • Sustainable management education and internal awareness level
Activity Program	<ul style="list-style-type: none"> • Sustainable business activities
Communication	<ul style="list-style-type: none"> • Sustainable business network management and information disclosure
5. Infra	
Performance Management	<ul style="list-style-type: none"> • Sustainable Management Activities and Performance Management
Risk and Opportunity Management	<ul style="list-style-type: none"> • Sustainable Business Risk Management
IT System	<ul style="list-style-type: none"> • Sustainable IT system

EVALUATION CRITERIA

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, project management controls, extent to which any work would be subcontracted Excellent track record of at least five years of enterprise development, industry development, sustainable development in Vietnam	100
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country: <ul style="list-style-type: none"> • Intensive experiences in working with government, local authorities and institutions, and private sector in Vietnam. • Strong experience in policy development particularly in promotion of industries; • its own strong network to conduct interviews and workshops with companies to understand the status of each field 	90
1.4	Quality assurance procedures and risk mitigation measures	60
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100

2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	<p><i>Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?</i></p> <ul style="list-style-type: none"> • <i>The team leader takes full responsibility for the outcome of this assignment and maintains the quality and schedule of the output.</i> • <i>The team leader is responsible for and leads all the schedules and research processes of the members of the team, and the assignment of each section is performed by the consultant in charge, but the schedule and direction of work are all conducted under discussion with the team leader.</i> • <i>Team members, with the exception of the team leader, must have a minimum of 4 members, and team members are responsible for one field each and perform assignments in consultation with the team leader.</i> <p><i>The team should consist of members having excellent understanding of at least one of the following fields: inclusive models, cleaner production technologies, efficiently exploit resources and environment protection.</i></p>	40
3.2	<i>Qualifications of key personnel proposed</i>	
3.2.1	01 Team Leader	100
	Ph.D degree in business administration, economics, finance, international development and/or relevant field.	10
	At least 10 years of experience in the enterprise development, industry development, sustainable development in Vietnam. The team leader must also have worked on the management of the project covering all these areas.	30
	Intensive knowledge and experience in policy system and corporate structure and operation method and intensive experiences in working with government, local authorities and institutions, and private sector in Vietnam	30
	Excellent understanding of the state-budget mechanism, especially the budget related to each ministry and the budget and policy direction of international organizations and major donor agencies	10
	Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).	10

	Excellent written and oral English language skills.	10	
3.2.2	01 National Inclusive Model Expert		40
	Bachelor's degree, preferred Master's degree, in business administration, economics, finance, international development, environmental engineering and/or relevant field which is related to the field the team member will perform	10	
	At least 5 years of experience in the enterprise development, industry development, sustainable development in Vietnam	10	
	Experience in conducting research on domestic and international cases and policies related to cleaner production technology, or operating a related business	10	
	Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).	5	
	Excellent written and oral English language skills.	5	
3.2.3	01 National Cleaner Production Technology Expert		40
	Bachelor's degree, preferred Master's degree, in business administration, economics, finance, international development, environmental engineering and/or relevant field which is related to the field the team member will perform	10	
	At least 5 years of experience in the enterprise development, industry development, sustainable development in Vietnam	10	
	Experience in conducting research on domestic and international cases and policies related to cleaner production technology, or operating a related business	10	
	Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).	5	
	Excellent written and oral English language skills.	5	
3.2.4	01 National Efficiently Exploit Resource Expert		40
	Bachelor's degree, preferred Master's degree, in business administration, economics, finance, international development, environmental engineering and/or relevant field which is related to the field the team member will perform	10	
	At least 5 years of experience in the enterprise development, industry development, sustainable development in Vietnam	10	
	Experience in conducting research on domestic and international cases and policies related to efficiently exploit resource, or operating a related business	10	
	Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).	5	
	Excellent written and oral English language skills	5	
3.2.5	01 National Environment Protection Expert		40
	Bachelor's degree, preferred Master's degree, in business administration, economics, finance, international development, environmental engineering and/or relevant field which is related to the field the team member will perform	10	
	At least 5 years of experience in the enterprise development, industry development, sustainable development in Vietnam	10	

	Experience in conducting research on domestic and international cases and policies related to environment protection, or operating a related business	10	
	Good understanding of Vietnamese environment and climate change field with concrete knowledge on the Vietnamese Nationally Determined Commitment (NDC).	5	
	Excellent written and oral English language skills.	5	
Total Section 3			300

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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ 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 emails before or by **Thursday, August 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 supporting, etc.;			
	h) Detailed CVs of the proposed personnel			
	i) Copies of required certifications 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			
5	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.			

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