



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

Dear Sir / Madam:

We kindly request you to submit proposal for **national** firm/institutes/organizations to provide **service of implementing the work-package assigned for Viet Nam (Ref. B-200802)**

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **17.00hrs Friday, August 21, 2020** (Hanoi time) by the following methods:

<p><b><u>By email: For green environment, this is preferred submission method</u></b></p> <p>E-mail address for proposal submission: <a href="mailto:quach.thuy.ha@undp.org">quach.thuy.ha@undp.org</a></p> <p>Separate emails for technical and financial proposal.</p> <p><b><u>With subject line: (B-200802) Work-package assigned for Viet Nam</u></b></p> <p>Maximum size per email: <b>30 MB</b>. Bidders can split proposal into several emails if the file size is large)</p>	<p><b><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></b></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><b><u>With envelop subject (B-200802) Work-package assigned for Viet Nam</u></b></p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none"><li>1. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143</li><li>2. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200</li></ol> <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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**Note:**

- *For both submission methods, please send separate email (without attachment) to [procurement.vn@undp.org](mailto:procurement.vn@undp.org) notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).*
- *UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.*

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

***Tran Thi Hong***  
*Head, Procurement Unit*  
8/10/2020

### Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	National firm for work-package assigned for Viet Nam.
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	Head of Climate Change and Environment Unit, UNDP
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Ha Noi
Expected duration of work	August – October 2020
Target start date	August 2020
Latest completion date	30 May 2020
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong)

	For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Viet Nam
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. <b>Weight of technical and financial point:</b> <u><b>Technical Proposal (70%)</b></u> <u><b>Financial Proposal (30%)</b></u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <i>See detailed evaluation criteria in the below table.</i>

UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2c: Submission check-list) <input checked="" type="checkbox"/> <a href="#">Contract for Goods/Services</a> (Annex 3) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions de minimis</a> (for contract below \$50k) (Annex 3) <input checked="" type="checkbox"/> or <a href="#">General Terms and Conditions</a> (for contract above \$50k) (Annex 3) <sup>1</sup>
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	Ms. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@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	

### EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise and Capacity of Firm/organization submitting proposal	400
2.	Adequacy of the proposed approach, methodology and work plan responding to the TOR	300
3.	Personnel	300
<b>Total</b>		<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Proven experiences of delivery of good quality services for international development projects, especially for organising high-level events (workshops, policy forums) targeting businesses communities, associations, chambers of commerces, companies in Viet Nam, with preference to those related to DRR work in Viet Nam;	140
1.2	Proven records of similar assignments relating to assignments on MSMEs and natural disasters and COVID-19;	120
1.3	Extensive experience of engaging with national institutions, ministries, DRR Partnership, Central Committee for Natural Disaster Prevention and Control and high-profile international business entities.	140
<b>Total Section 1</b>		<b>400</b>

<sup>1</sup> 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

<sup>2</sup> 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.

<b>Section 2. Adequacy of the Proposed Methodology, Approach and Implementation Plan responding to the TOR</b>		<b>Points obtainable</b>
2.1	To what degree does the Offeror understand the task?	100
2.2	Have the important aspects of the task been addressed in sufficient detail?	100
2.3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
		<b>300</b>

<b>Section 3. Personnel</b>		<b>Points obtainable</b>
<b>3</b>	<b>Team Leader</b>	
	Hold master degree in the fields of Business Management, Economics and Rural Development or related field.	50
	Have experience in policy-level dialogues on natural disaster prevention and control in Viet Nam, with preferences in working directly with natural disaster prevention and control agencies in Viet Nam.	80
	Show understanding of existing social protection policies, policies gaps for MSMEs and business communities, especially in context of COVID-19	80
	Show evidences for organizing policy-level seminars, and ability to engage Government officials into such events.	90
<b>Total Section 3</b>		<b>300</b>

## TERMS OF REFERENCE



Required service	To provide service for implementing the work-package assigned for Viet Nam
Specific work-package:	The work-package comprises of the following activities: <ol style="list-style-type: none"> <li>1. Organise a policy information sharing forum</li> <li>2. Provide human-resource service to promote engagement of private sector into DRR</li> </ol>
Type of contract	Packaged contract (all-inclusive budget)
Working place	Hanoi
Contract period	From 20 August to 30 May 2021
Technical supervision	UNDP DRR Specialist
Reporting to	UNDP Head of CCE Unit

## 1. BACKGROUND INFORMATION

### *The Connecting Business (CBi) initiative*

The Connecting Business initiative (CBi) was launched at the World Humanitarian Summit in May 2016 in Istanbul, Turkey by OCHA, UNDP and partners with the aim of transforming the way the private sector engages before, during and after crises. The CBi improves disaster preparedness, response and recovery by integrating the private sector into national and international disaster management mechanisms and reduces risks and duplication while increasing the resilience of companies and societies. As of 2019, CBi networks had been established in 13 countries.

### *Establishing the CBi Network in Viet Nam*

Viet Nam's cities, population and economy are highly vulnerable to natural disasters including tropical storms and typhoons, flooding, rising sea levels and saltwater intrusion. An IPCC special report in 2018 on the impacts of global warming of 1.5°C<sup>3</sup> found that Viet Nam is among nine countries worldwide where at least 50 million people will be exposed to impacts of rising sea levels and more powerful storms, among other dangers.

In Viet Nam, the private sector has an established history of contributing to disaster management and response. For example, the Report on Recommendations Sustainable Business Development in the Mid- and Long-Term issued by VCCI and the Viet Nam Business Council for Sustainable Development (VBCSD) in April 2020<sup>4</sup> lists cash and in-kind support

<sup>3</sup> IPCC (2018). Special report in 2018 on the impacts of global warming of 1.5°C <https://www.ipcc.ch/sr15/>

<sup>4</sup> VCCI & VBCSD (2020). Báo cáo Kiến nghị Phát triển bền vững Doanh nghiệp trong trung và dài hạn,



totalling 116 billion VND (around US\$5 million) from 16 large domestic and foreign-invested enterprises that are members of the VBCSD for the national response to COVID-19.

However, less attention has been given to date to the potential roles and contributions, as well as the resilience and preparedness during crises, of micro, small and medium enterprises (MSMEs), which make up more than 98 percent of all enterprises and employ more than 80 percent of the workforce in Viet Nam. The VCCI and VBCSD report emphasizes the need for raising awareness and enhancing the capacity of such enterprises on integrating environmental, social, and corporate governance into their production and business strategies, raising awareness and promoting business integrity, and improving risk management capability.

Based on initial consultations in 2019 by UNDP together with the Viet Nam Disaster Management Authority (VNDMA) and the Viet Nam Chamber of Commerce and Industry (VCCI), Viet Nam is proposed as one of the new countries for the development of a CBI network. UNDP will work with these and other partners in the second half of 2020 to support the establishment of the CBI initiative in Viet Nam.

#### *COVID-19 impacts*

In the first six months of 2020, the COVID-19 pandemic has had a significant impact on Viet Nam's economy, seriously affecting enterprises and workers. In quarter one, key affected sectors included manufacturing, tourism, and transport. The social-distancing policy in March and particularly April required closure of non-essential businesses, causing immediate economic impact on enterprises. A third wave of community transmission emerged in late July 2020, with further disease prevention and control measures applied including impacts on some types of business activities in affected areas.

The current COVID-19 pandemic provides an important opportunity to implement strategic interventions in partnership with Government, business associations and networks and other partners to engage the private sector in Viet Nam, including SMEs, in resilience, response and recovery activities, contributing to a strengthened national response to COVID-19 impacts and to the long-term CBI objective of transforming the way the private sector engages before, during and after crises.

## **2. OBJECTIVE AND SCOPE OF SERVICE**

The service is expected to provide effective support to UNDP in implementing the work-package assigned for Viet Nam, including for successful organisation of a policy information sharing forum and for arrangement of human resource service that helps promote engagement of private sector into DRR.

#### **Scope of work:**

- Establish the Joint Working Group for Private Sector Engagement in DRR, including identification and assignment of members and preparation of the workplan for 2020.
- Organize regular meetings of the Working Group, including preparation of a practical agenda and concise summary of key agreed points from each meeting, including identification of task, timing and responsibilities. Prepare periodic reports on the

activities and results of the Working Group, based on the 2020 Workplan and the tasks and responsibilities agreed in Working Group meetings.

- Hold meetings with private sector companies on innovative approaches to DRR, including humanitarian assistance, and prepare an update report on information sharing between DRR sector and Private sector.
- Establish a business network (including a database of prospective members, core partners, working mechanisms). Organize two meetings on key policy actions for engaging the private sector in Viet Nam in the DRR.
- Prepare the high quality and detailed plan for conducting a Forum on Policy Information Sharing on Engagement of the Private Sector on DRR in Viet Nam, including preparation of the proposed Agenda, Chairing, Participants, venue and logistics, chairing, presenters, interpretation arrangements and resource persons, invitations and confirmations related arrangements and detailed budget and all other aspects for successful organization of the event.
- Organize the Forum according to the agreed plan, including note taking and preparation of a report on the implementation, contents and outputs of the Forum.
- Preparation and dissemination of a high quality, concise and practical policy brief identifying key contents and recommendations of the Forum for Government and other relevant stakeholders.

### 3. KEY DELIVERABLES

No.	Deliverables	Due date (2020)
<b>1</b>	<b>Policy information sharing forum</b>	
1.1	Detailed plan for conducting the Forum, including the proposed Agenda, Chairing, Participants, related arrangements and detailed budget.	15 September
1.2	One half-day Forum on COVID-19	30 October
1.3	Concise report on the Forum	10 November
1.4	A policy brief developed based on the discussions in the Forum	10 November
<b>2</b>	<b>Human resource service</b>	
2.1	Joint Working Group for Private Sector Engagement in DRR	
2.1.1	One joint workplan for this Working group in 2020 developed	15 September
2.1.2	A list of joint activities in the workplan successfully executed.	30 December

No.	Deliverables	Due date (2020)
2.1.3	Meetings with private sector companies on innovative approaches to DRR, including humanitarian assistance	30 December
2.1.4	An update report on information sharing between DRR sector and Private sector (English and Vietnamese)	30 December
2.2	Support Private Sector Engagement on DRR in Viet Nam	
2.2.1	A business network established/ strengthened (including a database of prospective members, core partners, working mechanisms)	30 November
2.2.2	A policy brief including a list of policy key actions to be advocated for in Viet Nam in DRR sector (3 pages, English and Vietnamese)	30 November
2.2.3	Two meetings on two policy key actions facilitated	30 May 2021

#### 4. LOCATION AND SUPERVISION

Location: The institution team undertakes all activities and tasks at its office, and one team member works in UNDP office on a part-time basis or when required.

Technical supervision: the contract shall be supervised technically by UNDP DRR Specialist

#### 5. DOCUMENTS AND SUPPORT OF UNDP

UNDP will provide limited administrative support to the institution in the implementation of this contract. All documents will be provided after the contract is signed.

The institution has the primary responsibility to actively facilitate discussions, consultations, appointments, meetings, and other tasks with any related organizations and individuals as may be required in order to complete the deliverables.

#### 6. SELECTION CRITERIA (see Annex 2)

##### Profile of the institution:

1. Proven experiences of delivery of good quality services for international development projects, especially for organising high-level events (workshops, policy forums) targeting businesses communities, associations, chambers of commerces, companies in Viet Nam, with preference to those related to DRR work in Viet Nam;
2. Proven records of similar assignments relating to assignments on MSMEs and natural disasters and COVID-19;
3. Extensive experience of engaging with national institutions, ministries, DRR Partnership, Central Committee for Natural Disaster Prevention and Control and high-profile international business entities.

**Qualification of the team leader:**

1. Hold a Master's degree in the fields of Business Management, Economics and Rural Development or related field.
2. Have experience in policy-level dialogues on natural disaster prevention and control in Viet Nam, with preferences in working directly with natural disaster prevention and control agencies in Viet Nam.
3. Show understanding of existing social protection policies, policies gaps for MSMEs and business communities, especially in context of COVID-19
4. Show evidences for organizing policy-level seminars, and ability to engage Government officials into such events.

**7. PAYMENT TERMS AND CONTRACT DURATION**

This contract duration is from 20 August to 30 May 2021.

In the financial proposal, the institution shall quote an all-inclusive budget for the contract. The term “all-inclusive” implies that all costs that could be incurred in completing the assignment are already factored into this all-inclusive budget, such as: PIT tax, professional fees, hotel accommodation and venue, meals for participants, any travel costs for participants, communications, consumables, printing of banners and documents, hiring interpreter, paying for airfares, etc.) UNDP will not cover management and recovery costs.

Payment schedule will be as follows:

<i>No</i>	<i>Deliverables</i>	<i>Percentage</i>
1 <sup>st</sup> payment	- 1.1	50%
2 <sup>nd</sup> payment	- 1.2; 1.3; 1.4; - 2.1.1; 2.2.1; 2.2.2	30%
Final payment	- 2.1.2; 2.1.3; 2.1.4	20%

**8. PRESENCE REQUIRED FOR ONE TEAM MEMBER ON UNDP OFFICE**

- NONE
  PARTIAL
  INTERMITTENT
  FULL-TIME

## **Annex 1: Specific tasks and requirements for each deliverable**

### **Activity 1: Organise a policy information sharing forum**

#### **1.1 Function:**

The key function of the forum will be:

1. To facilitate two-way communications between VCCI, Government (relevant ministries and national-level agencies) enterprises including SMEs, and other related stakeholders, to share information on:
  - challenges and needs of SMEs and cooperatives under the impact of COVID-19;
  - needs for, availability and effectiveness of available Government policy support for SMEs and cooperatives, including identifying any key gaps;
  - examples of SME effective responses, including digital transformation.
2. To raise awareness of Government, enterprises, business associations and other stakeholders and promote effective approaches and models on risk and business continuity planning for SMEs and cooperatives on COVID-19 and other natural disasters, climate emergencies and external shocks.
3. To lay the foundations for engaging enterprises including SMEs, cooperatives and business associations and networks in the long-term objective of the CBI network in Viet Nam to transform the way the private sector engages before, during and after crises.

It is expected that a policy brief will be developed based on the discussions in the Forum and containing key points and recommendations to the appropriate Government agencies, with a view to initiating/strengthening long-term support programs to assist the micro enterprises on recovery and 'building forward better' from COVID-19.

#### **1.2 Key tasks:**

- 1) Develop the detailed workplan for the Forum, including the proposed objectives, chairing, participants, detailed agenda, speakers and presenters, and other arrangements (backdrop, interpretation, etc.), as well as the detailed budget and proposed options for the Forum venue.
- 2) Prepare the invitation list and implement timely issuing of invitations to Chairpersons, Presenters, Participants and Resource Persons, and follow up to confirm their participation/arrange alternates where needed.
- 3) Implement the Forum according to the plan.
- 4) Prepare the Report on the Forum.
- 5) Prepare the Policy Brief summarizing key contents of the presentations and discussions during the Forum, highlighting relevant recommendations to Government, enterprises including SMEs, business associations and other relevant stakeholders.

#### **1.3 Specific outputs:**

- 1) Detailed plan for conducting the Forum, including the proposed Agenda, Chairing, Participants, related arrangements and detailed budget.

- 2) One half-day Forum on COVID-19 key impacts on micro enterprises, the Gov support packages and any key gaps, prospects of their business in 2020-2021, best-practices on business continuity planning / contingency planning, and ultimately their survival and recovery plan (a half-day for about 40-50 people)
- 3) Concise report on the Forum, summarizing the key contents of the presentations, discussions and recommendations (30 pages max, English and Vietnamese languages).
- 4) A policy brief developed based on the discussions in the Forum and containing key points and recommendations to the appropriate Government agencies, enterprises including SMEs, business associations and other key stakeholders, with a view to initiating/strengthening long-term support programs to assist the micro enterprises on recovery and 'building forward better' from COVID-19. (3 pages, both English and Vietnamese languages)

#### **1.4 Timing and venue**

The Forum is expected to be organized within Q3, 2020.

Venue is at least a 4 star hotel in Hanoi.

#### **1.5 Chairing and Expected Participants**

The forum will be co-chaired by VCCI and UNDP. Forum participants are about 40-50 people, and will include representatives of the following initial agencies:

- VCCI and VBCSD
- VNDMA
- AED-MPI
- VINASME and other SME associations
- Representatives of SMEs
- Representatives of cooperatives
- Enterprise promotion departments of MOIT and other ministries
- Representatives of foreign chambers of commerces in Viet Nam
- Viet Nam Cooperative Association
- Media agencies

#### **Activity 2: Provide human resource service**

##### **2.1 Function:**

The key aim of the service will be to provide human resource support, either through a dedicated person or through a team to strengthen Viet Nam's private sector engagement in disaster risk management, support greater private sector involvement in Viet Nam's national disaster risk management systems and processes and strengthened public-private partnership.

##### **2.2 Key tasks:**

1. Support the establishment of the national Joint Working Group for Private Sector Engagement in DRR for Viet Nam co-led by UNDP Viet Nam and VNDMA

- a. Foster better information sharing and coordination between the private sector (enterprises, business associations, business representing agencies) and the DRR sector (VNDMA, UN Agencies and other relevant actors).
  - Develop a joint workplan for this Working group in 2020.
  - Facilitate cooperation between VNDMA, Business networks, UN Agencies and other key actors to execute activities of this workplan.
  - Lead/ participate/ co-organize joint capacity building activities for DRR, disaster response or recovery with relevant actors, if needed.
  - Support the participation of private sector in relevant disaster risk management/ coordination meetings in Viet Nam.
  - Implement information sharing processes among the private sector and with Government, UN and NGO stakeholders to ensure that DRR, humanitarian and recovery-related information is shared before, during and after emergencies.
  
- b. Design and implement a communication plan
  - Design a communication plan for the government and other partners and the private sector in Viet Nam.
  - Support the implementation of the communication activities. These include newsletters or alerts and the quarterly production and dissemination of communication products or fact sheets on private sector engagement.
  - Produce a report on lessons learned and leading practice.
  - Assist in maintaining the social media platform, and a dedicated website for the private sector engagement in DRR in Viet Nam.
  
2. Support Private Sector Engagement on DRR in Viet Nam through strategic national and local-level events. Pilot/initiate a network of businesses who are willing and interested to act collectively in building PS resilience at local level (example: in Da Nang or in the Mekong Delta - Can Tho city)
  - a. Support the membership of the Joint Working Group for Private Sector Engagement in DRR to set up or to strengthen an existing governance structure of the network.
    - Governance
      - i. Review existing coordination models for private sector networks which are undertaking similar activities
      - ii. Make recommendations to UNDP on strengthening the governance of the network for Viet Nam.
    - Sustainability
      - i. Build and maintain a database of prospective members and engagement plan for the Joint Working Group for Private Sector Engagement in DRR and other partners.
      - ii. Broaden the membership bases of the Joint Working Group for Private Sector Engagement in DRR;
      - iii. Identify and mobilize core partners (e.g. Chambers of Commerce and Industry, employer's organizations, relevant government ministries

- other private sector-led initiatives), champions and members for the networks.
    - iv. Identify and pursue resource mobilization opportunities for the networks, including preparing a funding proposal.
- b. Support embedding the private sector into national disaster risk management system and processes of Viet Nam through the Joint Working Group for Private Sector Engagement in DRR
  - Identify a list of key actions to better engage the private sector in national disaster risk management processes, policies, structures and strategies.
  - Identify two policy areas for private sector input on disaster risk management; engage the membership of the Joint Working Group for Private Sector Engagement in DRR and partners to support advocacy in these two policy areas.
  - Work the membership of the Joint Working Group for Private Sector Engagement in DRR to appoint focal points for relevant coordination structures in Viet Nam.
- c. Design, organize and/or facilitate at least two (2) training sessions, strategic event and/or other capacity building activities
  - Identify priority topics and target audiences for capacity building and training (i.e. business continuity planning, crisis management, public-private partnerships, engaging with humanitarian coordination mechanisms during emergencies, etc.)
  - Identify potential partners who could provide training on the priority topics and develop a training schedule for 2020.
  - Facilitate at least two training sessions for members and non-members of the Joint Working Group for Private Sector Engagement in DRR on an identified priority area.

### 2.3 Specific outputs:

- 1) Joint Working Group for Private Sector Engagement in DRR
  - a. One joint workplan for this Working group in 2020
  - b. A list of joint activities in the workplan successfully executed.
  - c. Meetings with private sector companies on innovative approaches to DRR, including humanitarian assistance
  - d. An update report on information sharing between DRR sector and Private sector (English and Vietnamese)
- 2) Support Private Sector Engagement on DRR in Viet Nam
  - a. A business network established/ strengthened (including a database of prospective members, core partners, working mechanisms)
  - b. A policy brief including a list of policy key actions to be advocated for in Viet Nam in DRR sector (3 pages, English and Vietnamese)
  - c. Two meetings on two policy key actions facilitated



## **2.4 Timing and venue**

The timeframe is from August 2020 until March 2021.

The location of service is in Hanoi, with part-time presence at UNDP office.

**Annex 2-a**

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL<sup>5</sup>**

*(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery<sup>6</sup>)*

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

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

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

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

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

**B. Proposed Methodology for the Completion of Services**

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

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

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

**C. Qualifications of Key Personnel**

The Service Provider must provide:

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

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

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

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

**Annex 2-b**

**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>7</sup>**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

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

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

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

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

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

**A. Cost Breakdown per Deliverable\***

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

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

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

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<b>III. Other Related Costs</b>				
<b>Applicable taxes</b>				

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

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

Annex 2-c

**CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS**

**Note:**

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 30 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. company profile, company registration certificate, CVs of experts...			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

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

## Annex 3

### Contract templates and General Terms and Conditions

Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

Please find below link to the General Terms and Conditions:

**below US\$ 50,000 (Services only):**

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

**below US\$ 50,000 (Goods or Goods and Services):**

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

**equal to or above US\$ 50,000 (Goods and/or Services):**

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)