



REQUEST FOR PROPOSAL (RFP)

(From Vietnamese firms/institutes/organizations)

NAME of service: Strengthen resilience and adaptation of Ethnic Minority Women impacted by COVID 19 in Viet Nam in Bac Kan and Dak Nong provinces by a national consultancy institute/firm/organisation	DATE: August 18, 2020
	REFERENCE: 2-200805

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Strengthen resilience and adaptation of Ethnic Minority Women impacted by COVID 19 in Viet Nam in Bac Kan and Dak Nong provinces**.

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

Proposals may be submitted on or before **Tuesday, August 25, 2020 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
8/18/2020

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 and travels to Bac Kan and Dak Nong <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	From August 2020 - 31 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 <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	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 (15%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (50%)

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 (35%) 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	Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	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 Service to Strengthen resilience and adaptation of Ethnic Minority Women impacted by COVID 19 in Viet Nam in Bac Kan and Dak Nong province (hereinafter called Consultancy Firm)
Estimated Duration:	From August - 31 December 2020
Status:	Institutional contract
Duty Station:	Ha Noi and travel to Bac Kan and Dak Nong.

I. BACKGROUND

Viet Nam like many other countries in the world, has been deeply affected by the COVID-19 pandemic. The pandemic, together with these stringent measures, has had major multidimensional impacts on the lives of all populations in Viet Nam, especially children, ethnic minority women and other vulnerable groups. Economic impact due to shut down of businesses, dampened demands, and supply chain disruptions is serious, which in turn drive many social impacts. The social impact and loss of livelihoods are an immediate primary concern, and no time should be spared to help support vulnerable people.

On April 9th 2020, the Government of Viet Nam (GoV) approved the Resolution No. 42/NQ-CP on support to people who are facing difficulties caused by Covid19 Pandemic (GoV's COVID package). According to the GoV's COVID package, there are six groups of people, including the social assistance (SA) beneficiaries and laid out workers in informal sector who are eligible for the relief payments and will receive cash transfer to mitigate their difficult time. Accordingly, on April 24th 2020, the Prime Minister has approved the Decision No. 15/QD-TTg on implementation of the GoV's COVID package. The Decision No. 15 requests the Ministries, sectors and localities to promote utilization of on-line public services during the implementation. Therefore, the Ministry of Labour – Invalids and Social Affairs (MOLISA) has been assigned to be the focal point to sort out most effective solutions to roll out the Decision No. 15 as required.

To support the GoV in mitigating COVID-19 impacts, at national level, UNDP in Viet Nam has supported the central government agencies, especially the Ministry of Labour – Invalids and Social Affairs (MOLISA) with digital solutions which were adopted in the Prime Minister Decision No. 15 – the GoV's COVID package of short term cash transfer to vulnerable and affected groups of \$2.7 billion. UNDP's support has led to (1) more e-payment options created under the Prime Minister's Decision No. 15 for the beneficiaries to receive the cash transfer of the GoV's COVID package through bank accounts instead of only option of receiving cash during the social distancing period and (2) a nation-wide e-record /e- report portal established and operated for the real time tracking the implementation and dispensing of the COVID package, in stead of using the paper reporting system. At sub-national level, UNDP has supported five provinces, i.e., Nam Dinh, Nghe An, Cao Bang, Quang Ninh and Vinh Phuc in testing the digitalized solutions for acceleration of digital transfer

via e-banking and non-banking e-payment services/e-wallet under the GoV's COVID package. Therefore, instead of long traveling and queuing up at crowded room at the commune centre or post office to receive the cash transfer during the GoV's COVID package, the beneficiaries in these provinces could receive the cash transfer faster and safer through e-pay services. While focusing on supporting the delivery of the GoV's short-term COVID package, UNDP support lays the foundation for accelerating the digital transformation in delivery and management of social protection system in Viet Nam.

In 2019, UNDP supported project on "Ethnic Minority Women Economic Empowerment through application of Industry 4.0 technology" (EMWEE) has been supporting Dak Nong and Bak Can provinces. Within 6 months, the EMWEE project, which applied Accelerator Lab approach, has been successful supporting 49 ethnic minority women producer groups and cooperatives involved in partnership with local government agencies, private enterprises, Women's Union, Farmers' Associations and Youth Union in two provinces to implement innovative business models for e-commerce. The EMWEE has established a platform where involved partners realized the 4 M initiative which is to (i) meet, (ii) "match", (iii) "mentor" and (iv) "move" initiative. After six months, the journey has helped the ethnic minority women to be confident in their new business models, improved their position in the markets and change their lives by realizing potentials. The following changes have been observed:

- 49 cooperatives, with 784 ethnic minority women as leaders and members of ethnic minority women cooperatives are directly benefited from the initiative, created 33 new products (bringing total of 131 products) for e-commerce;
- All 49 ethnic minority women cooperatives increased productivity, quality, packaging and e-marketing skills; 16/26 cooperatives in Bac Kan, 14/23 cooperatives in Dak Nong applied energy-efficient technology in dyeing, oil extracting, packing and sell the product in e-commerce platforms;
- 19/49 cooperatives have substantially expanded businesses, increased their turn-over and income by 31-50%;
- Additionally, 2,636 people, 71% of whom are women have increased their production and sell to 49 cooperatives with increased income.
- Eco-system for e-commerce established and function including e-payment, business mentors for e-marketing, branding, professional logistic and financial services developed, government support for product quality registration, government funding for One Commune One Products mobilized. Local authorities and related partners have learned on how to engage stakeholders in problems solving and decision-making process. Local government has decided to reallocate funding from One commune One product (OCOP) to support producer groups furthers.

However, by early 2020, the Covid-19 pandemic outbreak has caused a lot of negative impacts to millions of people around the world, including Viet Nam. The results from UNDP's Rapid Impact Assessment of COVID-19 on 49 EM women led cooperatives shows that "47 of 49 cooperatives experienced revenue reduction from 5% to 100% in the period of January – April 2020; within which 28/49 (57%) cooperatives experienced 60 - 100% revenue reduction, 19/49 (39%) experienced 5-60% reduction. Notably: (i) one cooperative has increased their revenue from 300% - 400%; (ii) at the other end, 3 cooperatives faced very high loss of revenue (80-100%) and are at risk of bankruptcy (facing difficulties in repaying bank loans – capital and interest, while having no recovery plan); (iii) 4-5 cooperatives that made large investments in processing machinery and/or agriculture inputs (such as coffee production in Dak Nong) reported difficulties in loan repayment...".

Built on the lessons learnt and experiences of the above supports, **with supports from CITI Funds**, UNDP is seeking for two technical service provision firms, (i) the Consultancy firm and (ii) E-pay firm. The E-pay firm

will be detailed in other TOR. This TOR is for the Consultancy firm to strengthen resilience and adaptation of Ethnic Minority Women impacted by COVID 19 in Viet Nam in Bac Kan and Dak Nong province and propose recommendations for review/adjustment of national regulations/policies accordingly that support similar local initiatives for sustainable poverty reduction and social economic development as technical inputs for designing and implementing the National Targeted Program on Socioeconomic Development in Ethnic Minority and Mountainous Areas in period 2021 – 2030 (NTPSEDEMA), *with the following specific contents:*

II. OBJECTIVE

Vulnerable Ethnic Minority women, their households, household businesses and cooperatives (that the UNDP-UN Women supported “Assessment of COVID-19 socio-economic impact on vulnerable households and enterprises in Viet Nam” identified as “disproportionately impacted by COVID-19”) are supported to become more resilient and adaptive in the fast-changing COVID-19 context, by ensuring that they can equally access the cash transfer and support needed to protect their livelihoods and build a sustainable and resilient recovery in the new normal of a prolonged health crisis.

III. EXPECTED RESULTS

- Technically facilitated the social cash transfer provided timely and effectively through digital/e-pay services which will be implemented by the e-pay firm to at least 1,300 vulnerable EM women/households (especially women-headed and with People with Disabilities) including new poor households, households with informal workers who are not or under-served by the Government’s COVID-19 social protection package, to cover their essential needs.
- 100 affected EM women cooperatives/household businesses in two provinces of Bac Kan and Dak Nong (including 49 that were supported by UNDP since 2019) developed and tested their sustainable and resilient recovery plans with feasible actions for building sustainable input supplies and logistics, diversifying markets and expanding their businesses in the fast-changing COVID-19 context.

IV. SCOPE, TASKS AND DELIVERABLES WITH TIMELINES OF CONSULTANCY SERVICE

Under the direct supervision UNDP Programme Officer (Poverty Reduction/Social Assistance), in close cooperation with Bac Kan’s provincial coordination office for New Rural Development (NRD) and Sustainable Poverty Reduction (SPR) and Dak Nong’s Department of Labor, War Invalids and Social Affairs (DOLISA), the consultancy firm will:

1. Support the delivery of cash transfer to most vulnerable EM people/women in Bac Kan and Dak Nong:

1.1. Study the current targeting criteria and process of poverty reduction and social assistance policies, in cooperation with provincial DOLISA, relevant stakeholders and local authorities (commune levels) to design: (i) the criteria and process for identifying (self-registration, local authority’s verification of) the eligible cash transfer beneficiaries who are most vulnerable EM women/households (especially women-headed and with People with Disabilities) including (a) newly became poor households, households with informal workers who are affected by COVID-19 but are not or under-served by the Government’s COVID-19 social protection package (b) those have received the COVID package, but still face extreme hardship;

1.2. Provide technical assistance to, in close cooperation with, the local authorities and close consultation with local people and communities to conduct participatory identification of the eligible beneficiaries for the cash transfers.

Deliverable: Set of criteria and process for identifying and list of eligible beneficiaries agreed by local communities and approved by local authorities and UNDP.

Timeline: End of September 2020.

1.3. Identify e-payment tools that are used/most convenient for the eligible beneficiaries and propose feasible e-payment service providers, and partner with/provide technical support to, e-payment services providers to make cash transfers through e-payment tools.

Based on the approved list of eligible beneficiaries, support and monitor the selected e-pay service providers to make cash transfer to eligible identified beneficiaries through e-pay devices in Bac Kan and Dak Nong provinces (\$100 per household/worker),

While conducting 1.1 and 1.2. it is expected that baseline information and information after the cash transfers will be made will be collected to assess the impact of the cash transfers on the beneficiaries and their families as well as their satisfaction with the cash transfers and e-services.

Deliverables: feasible e-payment solutions and service providers identified for cash transfers to beneficiaries - Early of October 2020; a short assessment paper of the impact of the cash transfers on the beneficiaries and their families as well as their satisfaction with the cash transfers and e-services – end of December 2020.

2. Support to recovery and development of EM women cooperatives

Building on the experience and foundations laid out by the above mentioned UNDP EMWEE project in 2019 and UNDP-led component in the joint UN MPTF Program in Ha Giang province, provide support to at least 100 affected EM women cooperatives/household businesses in two provinces of Bac Kan and Dak Nong (including 49 that were supported by UNDP since 2019) to develop, and 70 out of 100 affected EM women cooperatives to test, their sustainable and resilient recovery plans with feasible actions for building sustainable input supplies and logistics, diversifying markets and expanding their businesses in the fast-changing post-COVID-19 context, with following specific tasks:

2.1. Support related actors, including local authorities, business partners/social enterprises, CSOs, NGOs to work with 100 (including 49 under the EMWEE project) EM women led household businesses and cooperatives in Bac Kan and Dak Nong provinces to (i) identify the key bottlenecks of local businesses that were affected heavily by COVID-19 and experienced slow recovery, (ii) identify the good lessons/practices of local businesses that have demonstrated sound resilience during the lockdowns and recovery after the lifting of social distancing requirements; (iii) facilitate the good lessons/experience sharing and identifications (scanning and mapping) of possible local solutions for resilient recovery in the new normal.

Deliverable: Baseline data/situation analysis report, 02 one day workshops (one in each province with around 60 participants in each event of which 5 people from central, 55 people from local) for identified bottlenecks and mapped/scanned local solutions. Timeline: September 2020.

2.2. Carry out further local solution mapping, facilitate engagement of the stakeholders in developing, tailoring solutions and planning the experimentation (through a series of solution design-rapid experimentation processes, which will involve support/training/coaching activities, and related a learning loop for the stakeholders to draw lessons from the processes) that are tailored to each group; provide technical assistance for the 100 EM women cooperatives in Bac Kan and Dak Nong in preparing their COVID coping strategy and recovery plans.

Deliverable: Report of COVID coping strategy and recovery plans of 100 EM women cooperatives. Timeline: Mid October 2020.

Engage related actors in providing supports, including hands-on mentoring and coaching for 100 EM women led household businesses and cooperatives to (a) develop new sets of solutions, sustainable and resilient recovery plans with feasible actions for building local sustainable input supplies and logistics, diversifying markets, innovative financial services, adjusting business/production process and marketing strategy that

are suitable for the new normal of “safely living with COVID-19”; (b) conduct fast experiments to test the innovative solutions/plans.

Deliverable: 04 one and a half days trainings (two courses in each province) for 100 EM women led household businesses and cooperatives with Progress report with information on the cooperatives’ achievements (as the result of the mentoring support for 70 EM women led household businesses and cooperatives in the innovative solution design – experimentation process) against the baselines.

Timeline: December 2020.

3. Documentation/visualization of the process and improvement

Support stakeholders to engage in an active learning loop (in the Activities 2.1; 2.2 and 2.3 above), including (i) documenting and sharing good practices on the support process, lessons learnt, (ii) developing policy advocacy products, (iii) conducting communication and advocacy activities for replicating/scaling up in the two provinces and into the refining the design of NTPSEDEMA and national social assistance policies and schemes.

Deliverable: Documentation/visualization of the process/related lessons and experience as well as innovative solutions and achievements of the women’s cooperatives after 04 months in the form of communication materials/stories for advocating scaling up in two provinces.

Timeline: August-Dec 2020.

4. Review and sharing lessons learnt for scaling up at National programs on SEDEMA, SPR, NRD (2021 – 2025)

Provide technical support for sharing lesson learnt, advocacy activities in Bac Kan and Dak Nong for their further replication and scaling up the results into the design of NTP-SEDEMA, NTP-SPR and NTP-NRD in the period 2021-2025/2030.

Deliverable: Lessons learnt and results shared at one offline or online workshop at national level subject to the COVID-19 pandemic situation.

Timeline: December 2020.

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

Duration: The service is expected to be carried out from August - December 2020.

Duty station: Hanoi with travels Bac Kan and Dak Nong.

VI. PROVISION OF MONITORING AND PROGRESS CONTROLS

The work of consultancy service will be monitored by UNDP Program Officer based on the key milestones/deliverables and timelines as noted above. Following the first briefing meeting of UNDP and the selected consultancy service provider at the outset of the assignment, the consultancy service provider will start implementation of the first task. The UNDP agreement and endorsement of the deliverables will provide the basis for the consultancy service provider to implement the next tasks.

VII. DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP

UNDP will provide following relevant background documents:

- Draft NTP-SEDEMA document, NTP-SPR document and NTP-NRD document;
- Rapid Impact assessment of COVID on 49 EM women cooperatives;
- Documentation of the activities carried out in 2019 of EMWEE project, as mentioned in part 1 “Background”, above.
- Handbook for effective communication for poverty reduction, including guiding for conducting initiatives to promote sustainable poverty reduction through community-owned economic development.
- Other documents that are relevant and available.

UNDP is not required to provide any physical facility for the work of the consultancy institution, however venues for some technical meetings/consultations can be provided, at the discretion of UNDP as necessary.

VIII. EXPECTED COMPOSITION OF THE CONSULTANCY TEAM AND QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE TEAM MEMBERS:

It is expected that the consultancy team will consist of at least 05 members, including (i) a team leader for overall management; (ii) two national consultant for technical coordination, facilitation, training, mentoring and quality assurance in two provinces; (iii) a team member for documentation and communication work and (iv) a team member of admin supports.

1. Expected qualification of the team leader for overall management: planning, facilitation and quality assurance:

- Master’s degree in informatics, commerce, business administration and/or related fields.
- 10 years of experience in application of information and technology in value-chains, e-commerce, market development, block chains etc.
- 5 years of experience in working with local (Ethnic Minority) business groups and local communities in poor and mountainous provinces in the North and Highlands of Viet Nam.
- At least 03 years of experience in working as a coordinator or working with development support projects funded by DPs (UNDP) for EM people. Experience in supporting similar projects in Bak Can and Dak Nong is an advantage.
- Ability to work independently and manage teamwork;
- Good research methods, report writing and presentation;
- Familiarity with computer software (Word, Excel, Power point...);
- Fluent in English and Vietnamese.

2. Expected qualification of 02 team members for technical coordination, facilitation, training, mentoring and quality assurance in two provinces (one supporting for each province):

- Bachelor’s degree in informatics, commerce, business administration and/or related fields.
- At least 05 years of experience in application of information and technology in value-chains, e-commerce, market development, block chains etc.
- At least 05 years of experience in training, supporting with local (Ethnic Minority) business groups and local communities in poor and mountainous provinces in the North and Highlands of Viet Nam is preferable.
- At least 03 years of experience in working as a coordinator or working with development support projects funded by DPs (UNDP) for EM people. Experience in supporting similar projects in Bak Can and Dak Nong is an

advantage.

- Ability to work independently and in teams to connect stakeholders while organizing communication events is a plus;
- Familiarity with computer software (Word, Excel, Power point...);
- Fluent in English and Vietnamese.

3. Expected qualification of the team member for documentation and communication work:

- Master Degree in development economics and/or related fields.
- 10 years of experience in event organization, training, communication, connection (prioritize experience in job creation, economic development, poverty reduction etc.);
- 10 years of experience in working in poverty reduction and social development with line ministries (particularly MOLISA, MARD, CEMA etc) and provinces;
- At least 03 years of experience in working for development support projects funded by DPs (UNDP) for EM people. Experience in supporting similar projects in Bak Can and Dak Nong is an advantage;
- Ability to work independently and manage teamwork;
- Good research methods, report writing and presentation;
- Familiarity with computer software (Word, Excel, Power point...);
- Fluent in English and Vietnamese.

4. Expected qualification of the team member for responsible for: supporting administrative tasks, arranging/organizing the meetings/workshops and other administrative tasks needed for this assignment:

- Bachelor degree in business administration and/or related field.
- 2-3 years of experience of providing administrative and operational support to, and organizing/making arrangements for consultation meetings/workshops at both central and local levels.
- 02 years of experience in working for development support projects funded by DPs (UNDP) for EM people. Experience in supporting similar projects in Bak Can and Dak Nong is an advantage;
- Familiarity with computer software (Word, Excel, Power point...);
- Fluent in English and Vietnamese.

IX. PAYMENT TERMS

Interested consultancy institution should propose a lumpsum offer for completing all the tasks required in this TOR, including consultancy fee, travel expenses for implementing/participating in project activities, incl. 02 networking events for training/coaching activities, matching community groups with potential partners, cost for documentation of stories...

Milestones for payment:

First payment of 40% of the total contract value upon the submission and acceptance of deliverables under activity 1.1 and 2.1 above.

Second payment of 30% of the total contract value upon submission and acceptance of deliverables under activities .1.2, 1.3, 2.2 and 3 above.

Last payment of 30% of the total contract value upon submission and acceptance of deliverables under activity 4 above.

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	150
2.	Proposed Methodology, Approach and Implementation Plan	500
3.	Management Structure and Key Personnel	350
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff (Competence / Reliability)	50
1.2	Litigation and Arbitration history	20
1.3	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	10
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programmes/Projects - Experience on Projects in the Region - Work for UNDP, major multilateral or bilateral Programmes 	20
Total Section 1		150

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the ToR	100
2.2	Soundness of the proposed technical solutions: method?	200
2.3	Timeliness and allocation of resources	100
2.4	Identification of challenges and propose solutions	100

Total Section 2		500
Section 3. Management Structure and Key Personnel		Points obtainable
3.1	01 Team Leader	100
3.1.1	General Experience	20
3.1.2	Specific technical experience relevant to the assignment	50
3.1.3	Experience as a team leader	30
3.2	01 National Team member (No.2) for technical support in Bak Can province	75
3.2.1	General Experience	20
3.2.2	Specific technical experience relevant to the assignment	30
3.2.3	Experience in working with communities and local groups	25
3.3	01 National Team member (No.3) for technical support in Dak Nong province	75
3.3.1	General Experience	20
3.3.2	Specific technical experience relevant to the assignment	30
3.3.3	Experience in working with communities and local groups	25
3.4	01 National Team member (No.4) for documentation and communication	50
3.4.1	General Experience	15
3.4.2	Specific experience relevant to the assignment	20
3.4.3	Experience in working with communities and local groups	15
3.5	01 National Team member (No.5) for admin supports	50
3.5.1	General Experience	15
3.5.2	Specific experience relevant to the assignment	20
3.5.3	Experience in working with communities and local groups	15
Total Section 3		350

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.**

Important Notes:

- Evaluation will be done separately for each of the proposed key personnel (if applicable) and the total personnel score will be the average.
- Please refer to the Submission checklist (Annex 4) for documents to be submitted for the evaluation

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, 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.

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 emails before or by **Tuesday, August 25, 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 with copies of required certificates			
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]