



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

Dear Sir / Madam:

We kindly invite **National institutes/organizations** to submit proposals for **Baseline Survey and Data Collection** to develop a full project document for the GEF-funded project *Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle Approach and Ecolabel* (Ref: **B-200902**)

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 Monday 21 September 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><u>With email subject line:</u> <b>(B-200902) Baseline survey and Data collection for GEF project</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><u>With envelop subject:</u> <b>(B-200902) Baseline survey and Data collection for GEF project</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.

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

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*  
9/8/2020

## 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	<b>National Consulting Firm for Baseline Survey and Data Collection</b> to develop a full project document for the GEF-funded project <i>Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle Approach and Ecolabel</i>
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	UNDP Viet Nam
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 and various provinces (tentatively Vinh Phuc, Hai Duong, Da Nang, Binh Duong and Ho Chi Minh city)
Expected duration of work	September 2020 – September 2021
Target start date	September 2020
Latest completion date	September 2021
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). <b>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.</b>
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) <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>	<p>Ms. Quach Thuy Ha  Procurement Assistant, UNDP Vietnam  Email: quach.thuy.ha@undp.org</p> <p>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.</p>
Other information	<p><b>Bidders are responsible for checking the UNDP website:</b>  <a href="https://procurement-notice.undp.org/">https://procurement-notice.undp.org/</a> under the same notice for any addendum 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 UNDP website frequently prior to submitting their proposal.</p>

### **EVALUATION CRITERIA**

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
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable	Documents to be submitted for assessment
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing <i>At least 5 years' experience in environmental consultant, environmental science/engineering, chemistry and environmental chemistry, environmental policy and management, or a related field.</i>	75	Business Registration and Company profile
1.2	Relevance of specialized knowledge and experience on similar engagements done in the region/country <i>- Excellent knowledge and experience in implementation of surveys and other assessment methodologies;</i>	100	- Company profile - list of relevant contracts

<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.

	- Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the industrial emissions of mercury and POPs/chemistry; - Knowledge of international activities and projects on environment, chemistry,...		
1.3	Quality assurance procedures and risk mitigation measures	75	The internal process on quality assurance procedures and risk mitigation measures in the contracts/activities implementation
1.4	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent	50	ISO Certificates/ Certificates
<b>Total Section 1</b>		<b>300</b>	

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>	<b>Documents to be submitted for assessment</b>
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	Technical proposal: - The proposed methodology and approach - The proposed activities and implementation plan
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	
<b>Total Section 2</b>		<b>400</b>	

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>	<b>Documents to be submitted for assessment</b>
3.1	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?	60	- The team proposal and personnel records of firm
3.2	Qualifications of key National personnel proposed		
3.2 a	Team Leader	120	

	- General Experience: <i>At least Master's degree in a relevant field, such as resource and environmental management, environmental engineering/science, environmental policy and management, or related field</i>	30		Master's degree
	- Specific Experience relevant to the assignment: <i>At least 10 years of experience in environment sector; having experience in formulation of environmental policies and regulations; and experience of analysis and assessment on environment sector and other relevant field</i>	50		Curriculum Vitae
	- Regional/International experience: <i>Prior experience with government (MONRE, MOIT,...), local authorities (DONRE, DOIT, DOH,...), international and domestic organizations/companies will be an asset</i>	30		Curriculum Vitae
	- Language Qualifications: <i>Fluency in Vietnamese and English</i>	10		
3.2 b	Senior Expert: <i>01 Environmental management expert</i>		80	
	- General Experience: <i>At least Master's degree in a relevant field, such as environmental management/engineering/science, environmental policy and management, or related field</i>	10		Master's degree
	- Specific Experience relevant to the assignment: <i>At least 7 years of experience in environmental management and and other relevant field, in formulation of environmental policies, regulations and laws in Vietnam</i>	40		Curriculum Vitae
	- Regional/International experience: <i>Prior experience with government (MONRE, MOIT,...), local authorities (DONRE, DOIT, DOH,...), international and domestic organizations/companies will be an asset</i>	20		Curriculum Vitae
	- Language Qualifications: <i>English speaking, reading and writing skill is encouraged</i>	10		
3.2 c	Junior Expert: <i>01 Environmental expert:</i>		40	
	- General Experience: <i>At least Bachelor's degree in a relevant field, such as environmental technology/management/engineering/science, environmental policy and management, or related field</i>	5		Bachelor degree
	- Specific Experience relevant to the assignment: <i>At least 5 years of experience of carrying out field survey, investigation in environmental and other relevant field</i>	15		Curriculum Vitae
	- Regional/International experience: <i>Prior experience with government (MONRE, MOIT,...), local authorities (DONRE, DOIT, DOH,...), international and domestic organizations/companies will be an asset</i>	10		Curriculum Vitae
	- Language Qualifications: <i>English speaking, reading and writing skill is encouraged</i>	10		
<b>Total Section 3</b>			<b>300</b>	

## Annex 1



### TERMS OF REFERENCE

<b>Position:</b>	01 <b>National Consulting Firm for Baseline Survey and Data Collection</b> to develop a full project document for the GEF-funded project <i>Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle Approach and Ecolabel</i>
<b>Project:</b>	Preparation phase of the project <i>Reduce the Impact and Release of Mercury and POPs in Vietnam through Lifecycle Approach and Ecolabel</i>
<b>Type of appointment:</b>	Firm
<b>Duty station:</b>	Ha Noi, with possible travel to provinces
<b>Duration:</b>	September 2020 to September 2021
<b>Reporting to:</b>	Head of Climate Change and Environment Unit at UNDP

## GENERAL BACKGROUND

In Viet Nam, a number of regulations exist concerning the phasing out of persistent organic pollutants (POPs), the management of POPs-containing waste, and the maximum allowable concentration of POPs in soil and the food chain. However, technical guidelines for environmental levels of some new POPs such as PBDEs, HBCD, HCBD, PFOS, PFOSF, PFOAs and HBB, as well as mercury, are still missing.

It is likely that a significant amount of POPs is also used in many industries and sectors. In the plastic industry, deca-BDE is contained as a flame retardant in plastics at a level which may exceed 5% of the product's weight. Most plastic recyclers or manufacturers don't have a clear understanding of the identity of the chemical additives used in their processes.

In the building sector, and more precisely in the manufacturing/import of expanded or extruded polystyrene (EPS/XPS) as insulating materials, there were around 110 companies manufacturing XPS and EPS panels/sheets in Viet Nam in 2018, according to a report from BCRC Asia.<sup>3</sup> The average production capacity of the companies was around 100 – 200tons/year. All XPS and EPS materials are imported from Taiwan. Currently, there are no alternatives to HBCD in the manufacturing of EPS, and therefore it is likely that a large part of this material is treated with HBCD. The National Implementation Plan (NIP) estimated that around 100,000 tons of PBDE-contaminated plastics are present in Viet Nam in the electrical and electronic equipment (EEE) and waste EEE sector, with an equivalent amount in the automotive and end-of-life (ELV) sector. As such, it can be concluded that there is a risk that recycling materials from these sectors could represent a health and environmental issue, in the absence of procedures for the verification of POP contamination. This estimation has not yet included the presence of deca-BDE, which was listed under the Annex A of the POPs convention only recently.

Regarding mercury, the existing legislation still does not envisage the phasing out of mercury products, such as medical devices and fluorescent lamps. However, the Vietnamese government has supported the use of light-emitting diode (LED) lighting through two major projects – the *Vietnam Energy Efficient Public Lighting Project* and *Vietnam National Energy Efficiency Programme*. LED technology was first introduced in traffic lights and the

<sup>3</sup> Basel Convention Regional Centre for Asia and the Pacific, 2018. "Sound Management of HBCD in Insulation Products and Wastes from Construction and Demolition in Typical Asia-Pacific Countries." <http://www.pops.int/Portals/0/download.aspx?d=BCRC-China-NPOPS-CASES-HBCD-20180725.English.pdf>



advertisement industry. Across Viet Nam, incandescent bulbs, especially in street lighting, are being replaced with LED bulbs. The LED market in Viet Nam is expected to grow at a compound annual growth rate of 18.2 per cent from 2016-2022, reaching \$729 million by 2022.<sup>4</sup> The lighting sector is expected to make the largest contribution to economic growth due to the entry of large multi-national companies, decreasing LED prices, and industrial development of the Vietnamese market. Many international players have already established factories in the country. Some of the more prominent players in the Viet Nam LED market are Osram, New Light LED Technology Ltd, and Viribright. Based on the above, it is evident that Viet Nam is preparing the shift from CFL to LED which will be further driven by the need to comply with the requirement of the Minamata Convention on Mercury.

Therefore, the Global Environment Facility (GEF) is supporting Viet Nam through the UNDP project **Reduce the Impact and Release of Mercury and POPs in Vietnam Through Lifecycle Approach and Ecolabel**. The objectives of the project are:

- i. to protect human health and the environment; and
- ii. to promote sustainable production and consumption through the reduction of the use and release of POPs, and mercury throughout the entire lifecycle in key industrial sectors supported by an ecolabel system, green financing, and procurement mechanisms.

## OBJECTIVES OF THE ASSIGNMENT

UNDP Viet Nam is seeking **01 National Consulting Firm for Baseline Survey and Data Collection** to work with the GEF PPG Expert Team Leader and a team of national and international consultants to develop the above project concept into a full-sized UNDP Project Document, along with a CEO Endorsement Request and all mandatory and project-specific annexes and supporting documentation.

## DUTIES AND RESPONSIBILITIES

The National Consulting Firm will be responsible for:

- i. conducting a survey and collecting data to obtain information on industrial baselines;
- ii. conducting a policy gap analysis; and
- iii. developing a demonstration plan for alternative product design to prevent the use of hazardous chemical additives and POPs and phase out mercury-containing medical devices in Viet Nam to support the development of the Project Document.

The National Consulting Firm will work in strict coordination with the PPG development team, under request for data collection and information gathering from different ICs and NCs. The National Consulting Firm will need to liaise with Vietnam Environment Administration (VEA, Ministry of Natural Resources and Environment (MONRE), selected DONREs, the Ministry of Health, and selected DOHs as suggested by ICs and NCs to obtain information.

Under the overall guidance of the GEF PPG Expert Team Leader and the National Technical Specialist, and in close cooperation with other recruited national consultants, the National Consulting Firm will be responsible for the following specific duties and tasks:

- 1) **Preparatory technical studies, reviews and contributions to the formulation of the ProDoc, as agreed with the GEF PPG Team Leaders, including:**

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<sup>4</sup> Infoholio Research, 2016. "Vietnam LEDs Market – Drivers, Opportunities, Trends, and Forecasts: 2015-2022." [https://www.researchandmarkets.com/research/j2x4lt/vietnam\\_light](https://www.researchandmarkets.com/research/j2x4lt/vietnam_light)

Analysis on policy, regulatory framework, operating guidance, and technical regulations on POPs and PTS, POPs and PTS containing products/articles and mercury in products; analysis information on release mercury and U-POPs from industrial sector.

Prepare inputs for the baseline/situational analysis on information to be able to identify at least two key sectors for demonstration;

Develop an identification plan and criteria for the selection of demonstration enterprises for technology transfer and investment;

Prepare inputs for the baseline/situational analysis on information on medical facilities using thermometers, fluorescent lamps, cosmetics for demonstration plan;

Develop an identification plan and criteria for the selection of demonstration medical facilities for prevention of mercury release and replacement of 20,000 mercury thermometers;

Develop an identification plan and criteria for the selection of target waste treatment facilities for recycling technology;

Prepare a promotion and scale-up plans for enterprises after demonstration in dedicated enterprises;

Support to the final review of translation of ProDoc (English and Vietnamese).

## 2) Validation Workshop

- a. Contribute to the preparation and conducting of the project 01 day validation workshop in Hanoi;
- b. Support all necessary revisions that arise during the workshop, as appropriate.

## METHODOLOGY

Before the start of the assignment, the consultant firm will work with a team of international and national consultants to draft a detailed Assignment Plan, discuss it with UNDP and VEA, MONRE and submit the final Assignment Plan for approval by UNDP and VEA.

## DELIVERABLES

All outputs are required in English.

Below is the tentative schedule of outputs.

### Tentative Schedule of Outputs\*

No.	Deliverable	Due Date
1	Written inputs to the report after the inception workshop (prepared by two team leaders recruited by UNDP)	December 2020
2	Demonstration plan for alternative product design to prevent the use of hazardous chemical additives and POPs and phasing out of mercury-containing medical devices in Viet Nam and appropriate written inputs to Draft Prodoc in English and Vietnamese	May 2021
3	Final documentation of Prodoc	August 2021

\* The above schedule is tentative and will be finalized in the Inception Report.

## DURATION OF ASSIGNMENT AND DUTY STATION

**Duration:** The duration and timing of the assignment will be from September 2020 to September 2021.

**Duty Station:** Ha Noi and various provinces (tentatively Vinh Phuc, Hai Duong, Da Nang, Binh Duong and Ho Chi Minh city)

#### MONITORING AND PROGRESS CONTROL

The assignment will be supervised by UNDP.

In addition to collaboration with stakeholders, concerned provinces and ministries, the consulting firm will also routinely report to the UNDP on progress through bi-monthly meetings. The firm will provide concise information about implemented activities and adjustments to the work plan.

## ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The consulting firm will be provided with the following support:

- Support to the working process with relevant ministries, sectors, and localities (if any).
- Coordination with other programs and projects to maximize results, including training, visitation, and exchange of experience.
- Work with relevant ministries through suggestion of focal points and sending official request letters for the consultants to work or conduct interviews with stakeholders.
- Provision of relevant documents and guidelines to the consultant team upon the commencement of the assignment.
- Arrangement of meetings with stakeholders if necessary.

## QUALIFICATIONS AND WORK EXPERIENCE

- 5 years' experience in environmental consultancy, environmental science/engineering, chemistry and environmental chemistry, environmental policy and management, or a related field;
- Excellent knowledge and experience in implementation of surveys and other assessment methodologies;
- Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the industrial emissions of mercury and POPs/chemistry;
- Employees' demonstrable knowledge of aspects related to environment, the use and management of mercury and mercury devices in the Vietnamese health sector, and the issues associated with the replacement with non-mercury devices, risk assessment of chemical;
- Experience working in collaboration with government (MONRE, MOIT,...), local authorities (DONRE, DOIT, DOH,...), international and domestic organizations/companies;
- Knowledge of international activities and projects on environment, chemistry,...

## PAYMENT TERMS

Payments will be authorized upon approval and acceptance of the contract deliverables by UNDP.

No.	Deliverable	Amount
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<b>1</b>	Written inputs to the report after the inception workshop (prepared by two team leaders)	30%
<b>2</b>	Demonstration plan for alternative product design to prevent the use of hazardous chemical additives and POPs and phasing out of mercury-containing medical devices in Viet Nam and appropriate written input to Draft Prodoc in English and Vietnamese	30%
<b>3</b>	Final documentation of Prodoc	40%

## CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ None

☒ **Partial**

☐ Intermittent

☐ Full-time

## ANNEX: ACRONYMS & ABBREVIATIONS

BCRC	Basel Convention Regional Centre
CER	CEO Endorsement Request
Deca-BDE	Decabromodiphenyl ether
EEE	Electrical & electronic equipment
ELV	End-of-life vehicle
EPS	Expanded polystyrene
ESMF	Environmental and Social Management Framework
FPIC	Free, Prior and Informed Consent
GEF	Global Environment Facility
GRM	Grievance Redress Mechanism
HBB	Hexabromobiphenyl
HBCD	Hexabromocyclododecane
HCBD	Hexachlorobutadiene
IC	International Consultant
LED	Light-emitting diode
M&E	Monitoring & evaluation
MONRE	Ministry of Natural Resources and Environment
NC	National Consultant
NIP	National Implementation Plan
PBDE	Polybrominated diphenyl ether
PFOA	Perfluorooctanoic acid
PFOS	Perfluorooctane sulfonic acid
PFOSF	Perfluorooctane sulfonyl fluoride
PIF	Project Identification Form
PMU	Project Management Unit
POP	Persistent organic pollutant
PPG	Project Preparation Grant
SES	Social & Environmental Safeguards
SESP	Social & Environmental Screening Procedure
UNDP	United Nations Development Programme
U-POP	Unintentionally produced persistent organic pollutant
VEA	Viet Nam Environment Administration
WEEE	Waste electrical & electronic equipment
XPS	Extruded polystyrene

## 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

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

- 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 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:

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**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)

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**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)

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**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)