



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

Dear Sir / Madam:

We kindly invite National Consultancy institutes/organizations for scanning, mapping, experimentation design, experimentation and policy advocacy for scaling up innovative solutions for socioeconomic development, multidimensional poverty reduction in the new National Targeted Program on Social Economic Development in Ethnic Minority and Mountainous Areas (NTPSEDEMA) in period 2021-2030 (**B-200904**)

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 **13.00 hrs., Friday 25 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><b><u>With subject line: (B-200904) National firm for scaling up innovative solutions for NTP SEDEMA</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-200904) National firm for scaling up innovative solutions for NTP SEDEMA</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.

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*  
9/21/2020

## 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 Consultancy institutes/organizations for scanning, mapping, experimentation design, experimentation and policy advocacy for scaling up innovative solutions for socioeconomic development, multidimensional poverty reduction in the new National Targeted Program on Social Economic Development in Ethnic Minority and Mountainous Areas (NTPSEDEMA) in period 2021-2030
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 02 pilot provinces of Lao Cai, Son La
Expected duration of work	September 2020 – September 2021
Target start date	End September 2020
Latest completion date	30 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
	<input type="checkbox"/> United States Dollars

Currency of Proposal	<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) <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	

### **EVALUATION CRITERIA**

Technical Proposal Evaluation		Max. Points
<b>Form 1: Expertise and Capacity of Firm / Organization submitting proposal</b>		
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"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programs/Projects</li> <li>- Work for UNDP, major multilateral or bilateral Programs</li> </ul>	20
<b>Total (form 1)</b>		<b>150</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>Form 2: Adequacy of the proposed approach, methodology and work - plan responding to the ToR</b>		
2.1	Understanding of the ToR	100
2.2	Soundness of the proposed technical solutions: method	200
2.3	Timeliness and allocation of recourses	100
2.4	Identification of challenges and propose solutions	100
2.5	Quality of the personnel	350
2.5.1	<i>National Team Leader (refer to required Qualifications in Section VII)</i>	<i>100</i>
	- Degree on relevant fields	20
	- Specific technical experience relevant to the assignment	50
	- Experience as a team leader	30
2.5.2	<i>01 National Team member 2 for technical support in Son La province (refer to required Qualifications in Section VII)</i>	<i>75</i>
	- Degree on relevant fields	20
	- Specific technical experience relevant to the assignment	30
	- Experience in working with communities and local groups	25
2.5.3	<i>01 National Team member 3 for technical support in Lao Cai province (refer to required Qualifications in Section VII)</i>	<i>75</i>
	- Degree on relevant fields	20
	- Specific technical experience relevant to the assignment	30
	- Experience in working with communities and local groups	25
2.5.4	<i>National Team member 4 for documentation and communication (refer to required Qualifications in Section VII)</i>	<i>50</i>
	- Degree on relevant fields	15
	- Specific Experience relevant to the assignment	20
	- Experience in working with communities and local groups	15
2.5.5	<i>National Team member 5 for admin supports (refer to required Qualifications in Section VII)</i>	<i>50</i>
	- Degree on relevant fields	15
	- Specific Experience relevant to the assignment	20
	- Experience in working with communities and local groups	15
	<b>Total (form 2)</b>	<b>850</b>
	<b>TOTAL</b>	<b>1,000</b>

## TERMS OF REFERENCE



<b>Title:</b>	Scanning, mapping, experimentation design, experimentation and policy advocacy for scaling up innovative solutions for socioeconomic development, multidimensional poverty reduction in the new National Targeted Program on Social Economic Development in Ethnic Minority and Mountainous Areas (NTPSEDEMA) in period 2021-2030
<b>Duration:</b>	September 2020 – End of September 2021.
<b>Status:</b>	National consultancy firm
<b>Duty Station</b>	Ha Noi and 02 pilot provinces of Lao Cai, Son La.

### I. GENERAL BACKGROUND

In 2016, the Government of Viet Nam (GOVN) launched the National Targeted Program on New Rural Development (NTP-NRD) and National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) for the period of 2016-2020. The two programs have been designed with improvements in terms of promoting decentralization, empowering local communities, and people's participation. These two NTPs - an integral and important part of the 10-year socio-economic development strategies (2011-2020) and 5-year socio-economic development plan (2016-2020) – with substantially large resources from GOVN's budget, offered an important vehicle for achieving the Sustainable Development Goals (SDGs) in Viet Nam.

According to the Resolution No. 88/2019/QH14 dated 18th November 2019 by the National Assembly on approval of the Master-plan on social economic development for the ethnic minority and mountainous areas in the period 2021-2030 which assigned the Committee for Ethnic Minority Affairs (CEMA) to develop and implement the national targeted program on social economic development for the ethnic minority and mountainous areas in the period 2021 – 2030 (NTPSEDEMA).

During the first half of 2020, Central Committee for Ethnic Minorities (CEMA) and line ministries have developed the investment proposal for the NTPSEDEMA 2021-2020. UNDP and other development partners in the EMWG have supported this process in various means, including (i) deploying staff and consultants to provide technical assistance to CEMA and line ministries concerned in drafting the NTPSEDEMA investment proposal; (ii) to contribute comments and suggestions at various stages, including working sessions with CEMA and line ministries, meeting with the National Assembly Committees (such as Committees for Social Affairs, Ethnic Council) to share suggestions and best practices from interventions of several initiatives. The National Assembly has approved the investment proposal by the Resolution No. 120/2020/QH14 dated 19 June 2020. Accordingly, the Government was assigned to develop the Feasibility Study (FS) and other associated documents for final approval before the NTPSEDEMA is launched (expected by the end of 2020).

In this context, UNDP continues its technical support for the development of the NTPSEDEMA FS, which requires a detailed design of the NTPSEDEMA rather than the basic design in the investment proposal. UNDP has proposed to CEMA and other line ministries the following recommendations for the FS: (i) consider the Covid-19 impacts with uncertainty, challenges and opportunities; (ii) create an ecosystem and greater space for local innovative solutions for accelerating the socio-economic development in EM areas; (iii) add up budgets

to the targeted communes in order to accelerate poverty reduction, social economic development and narrow the inequality gaps in these communes; (iv) have specific targets of reducing the deprivation of each dimension/basic social service and measure the reduction of each dimension based on the outcome targets (in stead of inputs) and (v) have the designated investment mechanisms, to provide local levels with more space and flexibility to test and apply new ways of doing to create expected outcomes, for example the national targeted program design and management guidelines will shift from an output- and compliance-based approach (with rigid rules) to an outcome-based approach, applying the principle of management by exception. This will create space for local innovation in adapting proven pilot activities to their own specific conditions, context and capacities. At the same time, the mechanism and incentives will be strengthened for the central level to hold the local level accountable for the achievement of outcomes and mechanisms for effective engagement of multi-sectoral stakeholders and inclusive financing mechanisms.

After consultation with CEMA and other development partners, it was requested by CEMA that UNDP to support for scanning, synthesizing and analyzing current innovative solutions for socioeconomic development, multidimensional poverty reduction and policy advocacy for application in the new National Targeted Program on Social Economic Development in Ethnic Minority and Mountainous Areas (NTPSEDEMA) in period 2021-2030, with the following specific contents:

## II. OBJECTIVES

**Provide technical assistance for scanning, mapping, experimentation design and experimentation of innovative solutions for socioeconomic development, multidimensional poverty reduction in two selected provinces of Son La and Lao Cai and policy advocacy for scaling up the tested/refined solutions in the National Targeted Program on Social Economic Development in Ethnic Minority and Mountainous Areas (NTPSEDEMA) in period 2021-2030.**

## III. SCOPE, TASKS AND DELIVERABLES WITH TIMELINES OF CONSULTANCY SERVICE

Under the direct supervision UNDP Program Officer (Poverty Reduction/Social Assistance), in close cooperation with CEMA, Lao Cai and Son La provinces, the consultancy firm will:

**1. Support scene making, mapping and defining locally – sourced and collective intelligence-sourced innovative solutions on socio-economic development and MDP reduction in Ethnic Minority Areas/for EM people, with focus on two selected provinces of Lao Cai and Son La**

a) To conduct desk review the relevant documents to review/assess the existing documents on successful models on PR (UNDP's 4 M initiatives, GREAT's PR/SME models...) based on that develop the Inception report that outlines the methodologies and detailed workplan for the assignment as well as clear division of labour across the consultant team.

***Deliverable 1:*** Inception report that outlines the methodologies and detailed workplan for the assignment as well as clear division of labour across the consultant team.

***Timelines:*** September – Mid-October 2020.

b) To map and define at least 10 innovative/successful solutions/models on socio-economic development and MDP reduction in Ethnic Minority Areas/for EM people and primarily identify the key bottlenecks at each model to answer three questions (i) what made it work, (ii) what prevent it from working more effectively and especially (iii) what prevent them from replication/scaling up?



**Deliverables 2:** List of (at least 10) mapped innovative solutions/models in which each solution should answer to three questions (i) what made it work, (ii) what prevent it from working more effectively and especially (iii) what prevent them from replication/scaling up.

**Timelines:** End of October 2020.

## **2. Study, design the combined resolutions and make the action-plans for quick experimentations in two provinces of Son La and Lao Cai**

Building on the selected list of innovative solutions, experience and foundations laid out by the above-mentioned UNDP EMWEE, GREAT and other project models, the firm will:

a) Study, design at least two combined resolutions in each province; carry out further consultation and facilitate engagement of the stakeholders in developing, tailoring solutions and planning the experimentation that are tailored to each group and also engaging them in the learning process while experimenting and refining the selected solutions.

b) Consult with related stakeholders to generate collective knowledge, combining integrated solutions and make the action-plan for quick experimentation.

### **Deliverables 3:**

*A work-plan for experimentation (experimentation design) of at least 04 solutions (02 in each province) in Son La and Lao Cai, including proposed hypothetical solutions (or solutions which have been identified at scanning stage) to address the questions (ii) and (iii) with guaranteed conditions of question (i).*

**Timelines:** November - December 2020.

*Note: the action-plan will be appraised and approved by CEMA, Son La, Lao Cai and UNDP before they are funded by the PIP SEDEMA.*

## **3. Conduct experimentations and refine the experimented solutions based on tested results**

Engage related actors in the experimentation process, including hands-on mentoring and coaching for the beneficiaries/EM women/household businesses/cooperatives/local enterprises to:

a) Survey and get well prepared for testing the sets of sustainable and inclusive multidimensional poverty reduction models with feasible actions;

b) Provide technical assistance (mentoring and monitoring/facilitating services) to conduct fast experimentations of two innovative solutions/plans in each province.

**Deliverable 4:** *Experimentation report on 04 SED and MDP models/solutions experimented/tested in two provinces in which documents the implementation process of the hypothetical/scanned solutions in the fields (with quick time and small scale,...) and then adjusted tested hypotheses in Son La and Lao Cai. The results of this step are: Conditions of question (i) and question (ii) above are maintained and finding out the answers/solutions for questions (ii) and (iii) tested POSITIVE.*

**Timelines:** January 2021 – September 2021.

## **4. Documentation/visualization of the experimentation process and improvement; and sharing them with Government partners, development partners for scaling up in NTPSEDEMA (2021-2025)**

a) Support stakeholders to engage in an active learning loop (in the Activities 2 and 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.

b) Provide technical support for sharing lesson learnt, advocacy activities in Son La, Lao

Cai provinces 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.

**Deliverables 5:**

*Documentation/visualization of the process/related lessons and experiences as well as innovative solutions and achievements of the tested models in the form of communication materials/stories for advocating scaling up in two provinces.*

*Conduction of two provincial one day workshops (each with 100 people, of which 70 people are women), and one national one day workshop in Ha Noi (with 100 people, of which 60 people from provincial levels) to discuss the possibility of application of most feasible and successful models into the NTPSEDEMA.*

**Timelines:** January 2021 – End of September 2021.

#### **IV. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Duration:** The service is expected to be carried out from September 2020 to Octo 2021.

**Duty station:** Hanoi, Son La and Lao Cai.

#### **V. 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.

#### **VI. DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP**

UNDP will provide following relevant background documents to the selected firm:

- 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.

#### **VII. 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 national team leader for overall management; (ii) two national consultant for technical coordination, facilitation, training, mentoring/experimentation and quality assurance in two provinces; (iii) a national team member for documentation and communication work and (iv) a national 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.

**1. 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.

**2. 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.

**3. 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 decree 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.

#### **VIII. PAYMENT TERMS**

Interested consultancy institution should propose the detailed budgets for each deliverable of this TOR, including consultancy fee, travel expenses, 03 consultation/policy advocacy workshops and other related costs.

Milestones for payment:

**First payment of 30%** of the total contract value upon the submission and acceptance of deliverables 1 and 2.

**Second payment of 30%** of the total contract value upon submission and acceptance of deliverables 3.

**Last payment of 40%** of the total contract value upon submission and acceptance of deliverables 4 and 5.

**ANNEX 2-a**

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL<sup>3</sup>**

*(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery<sup>4</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

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

**(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>5</sup>

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

<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:

**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)