

REQUEST FOR PROPOSAL (RFP)
(From Vietnam based firms/institutes/organizations)

NAME of service: A national firm/organization/institute to conduct 2 meetings at 2 districts and 15 trainings in 3 communes on organic potato production in Thanh Hoa	DATE: October 9, 2020
	REFERENCE: RFP-N-201001

Dear Sir / Madam:

We kindly request you to submit your Proposal for **conducting 2 meetings at 2 districts and 15 trainings in 3 communes on organic potato production in Thanh Hoa.**

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

Proposals may be submitted on or before **Thursday, October 15, 2020** and **via email or courier mail** to the address below:

United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
nguyen.thuy.nga@undp.org

Note:

- For both submission methods, please use separate emails/envelops for technical and financial proposals and indicate the tender's reference number in the subject.
- 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.
- When submitting hard copy proposals, please submit 1 original + 3 copies + CD ROM containing all contents corresponding to hardcopy in PDF format.

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.

Annex 1

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	To conduct 2 meetings at 2 districts and 15 trainings in 3 communes on organic potato production in Thanh Hoa (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	Thanh Hoa
Expected duration of work	15 October 2020 – 30 June 2021
Target start date	As soon as possible in October 2020
Latest completion date	30 June 2021
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 <i>[pls. specify]</i>
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"/> Vietnamese Dongs
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive 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.

	<input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting from the date of submission deadline</i>)	<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: <i>Within thirty (30) days from the date of meeting the following conditions:</i> 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: <u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (30%)

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.

	<p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (15%)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (55%)</p> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Please refer to the Evaluation Criteria for further details.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁵	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<p><input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 2)</p> <p><input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3)</p> <p><input checked="" type="checkbox"/> Submission checklist (Annex 4)</p>
Pre-proposal meeting	<i>No</i>
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Nguyen Thuy Nga (Ms.)</i> <i>Procurement Executive</i> <i>Nguyen.thuy.nga@undp.org</i></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 [pls. specify]	<p>Bidders are responsible for checking the UNDP website: https://procurement-notice.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.</p>

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.

Evaluation Criteria

General capacity of the consulting firm		Points
1	The consulting firm with an appropriate function related to organizing meetings, trainings, field trips with local stakeholders (district, commune and farmer levels)	200
2	Consulting firm has staff with at least 3 years of experiences (capacity/skills/knowledge) in related to organizing meetings, trainings, field trips with local stakeholders (district, commune and farmer levels)	150
3	Has at least 3 years experience working with local communities in Viet Nam	100
4	Has at least 2 staff who are familiar with online communication (proven by submitting email exchanges using “add attachment” function in mailbox)	50
	Sub total	500
Personnel requirements: 1 leader and 1 member		
1 National Leader		
1	Bachelor’s degree in the field of administrative, human resource management, communication or related fields	100
2	At least 5 years of experience in logistic arrangement, organizing meetings, trainings, field trips with local stakeholders (district, commune and farmer levels) is preferred	70
3	At least 3 years of experience working with local communities	50
4	At least 5 years of experience working with online communication proven by submitting email exchanges using “add attachment” function in mailbox)	40
5	At least 3 years preparing financial reports for meetings, trainings, study visits	40
	Sub total	300
1 National Member		
1	Bachelor’s degree in the field of administrative, human resource management, communication or related fields	100
2	At least 3 years of experience in logistic arrangement, organizing meetings, trainings, field trips with local stakeholders (district, commune and farmer levels) is preferred	50
3	At least 2 years of experience working with local communities	30
4	At least 3 years of experience working with email communication (proven by submitting email exchanges using “add attachment” function in mailbox)	20
	Sub total	200
	Total	1,000



TERMS OF REFERENCE

GENERAL INFORMATION

Services Required	A national firm/organization/institute to conduct 2 meetings at 2 districts and 15 trainings in 3 communes on organic potato production in Thanh Hoa
Project/Program Name	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Assignment title	Organize 2 meetings at 2 districts and 15 trainings in 3 communes in Thanh Hoa province
Contract Type	Lump sum contract
Location	Thanh Hoa province
Contract Period	15 October-30 June 2021
Reporting to	UNDP Project Manager, Livelihood consultant
Coordination	UNDP, VNFOREST, Thanh Hoa PPMU

PROJECT DESCRIPTION

Viet Nam is one of the most vulnerable countries to climate change. The Government of Viet Nam (GoV) has launched significant efforts to respond to climate change, including the promulgation of the National Strategy and Action Plan to Respond to Climate Change, Green Growth Strategy and implementation plans, and legal frameworks and policies relating to disaster risk management. Viet Nam is the first country to commit to either an unconditional 8% cut in greenhouse gas emissions or a 25% cut in greenhouse gas emissions with international support.

In coordination with the Ministry of Agriculture and Rural Development (MARD), the Ministry of Construction (MoC), the Ministry of Planning and Investment (MPI), and seven project provinces (Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Ngãi, Quảng Bình, Quảng Nam, and Cà Mau), UNDP is implementing the Green Climate Fund (GCF)-funded project “*Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam*” from 2017 - 2022.

The project seeks to scale up interventions that are already tested to increase the resilience of vulnerable coastal communities. Building on the government’s on-going social protection program, the project is also addressing housing needs for the poor and marginalized. The project will incorporate storm- and flood-resilient housing design features into the construction of new houses, benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to managing flood and storm risks, 4,000 hectares of mangroves will be rehabilitated and/or planted to function not only as storm surge buffers but also to provide ecosystem resources that can support coastal livelihoods. Moreover, to support and sustain the impact of this project as well as future requisite government policy adjustments for strengthening the resilience of communities, resources will be used to systematize climate and economic risk assessments for private and public utilization in 28 coastal provinces in Viet Nam.

The goal of the project is to increase resilience of vulnerable coastal communities to the effects of climate change in Viet Nam. The specific objectives of the project are as follows:

1. **Component 1:** Storm- and flood-resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes;
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;

3. **Component 3:** Increased access to enhanced climate, damage, and loss data for private and public sector application in all 28 coastal provinces of Viet Nam.

The project, therefore, supports livelihood activities to compensate loss from income generating sources caused by mangrove plantation (under component 2). These livelihood activities are conventionally implemented, which include project's support (financial and technical aspects) and contribution of beneficiaries; then products are sold by farmers themselves (with some recommendations on market from the implementing units or contractors). Currently, aquaculture and poultry raising activities supported by the project have good harvests to farmers. However, farmers might face some risks to their sales due to market fluctuation, price is controlled by buyers or middlemen... as no concrete commitment from business

Institute of Agro-Biology (The Institute) in collaboration with the Orion Vina company has been working with farmers in Thanh Hoa in production of organic potatoes since 2017. To date, the Institute has worked with about 1,000 households and produced about 2,500 tons of potatoes as raw materials to the Orion Vina company for food. The target area included Hoàng Tiến, Hoàng Phong, Hoàng Lưu communes (Hoàng Hóa district), Hà Lĩnh commune (Hà Trung district), Quý Lộc, Định Long communes (Yên Định) ...

In order to implement organic potatoes effectively, farmers should have technical knowledge efficiently and systematically. They also need to work with business for selling products at stable price. Research units should commit to provide good seedlings, standard procedure of planting, tending and harvesting. Business should commit to buy products that meet requirements for farmers. Facilitating to establish a partnership between farmers, research units and business for a better production process in a long run is necessary and important to the project. This process is considered as a new modality of project implementation. UNDP Viet Nam will play a role on facilitating the process of collaboration between farmers, research units and business with facilitation of the project in production of organic potatoes in Thanh Hoa province.

This ToR aims at recruiting a national firm to provide logistic arrangement to 02 meetings at 2 districts and 15 trainings in 3 communes in Thanh Hoa province.

OBJECTIVES AND SCOPE OF WORK

Overall Objectives

- Two meetings with Hau Loc and Nga Son districts to 1) Share information on potential of organic potatoes; 2) Seek for support from authorities on organic potato production, including any co-fund opportunities; 3) Agree on the plan 2020-2021
- 15 trainings for farmers in three communes (Nga Thuy, Hung Loc, Da Loc) with two topics: 1) Technical procedure on production of organic potato seeds with certification, either from original or imported; 2) Technical procedure on production of commercial organic potatoes, including: land preparing, planting, tending, harvesting...

Specific Activities

Act 1. Organize 2 meetings at 2 districts:

- a. Objectives: 1) Share information on potential of organic potatoes; 2) Seek for support from authorities on organic potato production, including any co-fund opportunities; 3) Agree on the plan 2020-2021
- b. Time: 1 day each, including meeting + field visit, tentatively W3-4 October
- c. Venue: District People Committee Offices

Act 2. Organize up to 15 trainings for farmers in 3 communes:

- a. Objectives for trainings: 1) Enhance the knowledge of farmers on production of organic potatoes seedlings from tissue culture and original potatoes. On that basis, people are familiar

with the new technology of producing organic potato seedlings; 2) Understand on some common disease on potatoes, such as: mildew, viruses, green wilt, aphids, red spiders, thrips, and prevention to minimize loss; 3) Understand some common pesticides and how to use them safely; 4) Understand roles of good seedlings in production; 5) Understand the importance of value chain in production and market for potatoes in processing industry.

- b. Training topics: 1) Procedure on production of organic potato seeds with certification, either from original or imported; 2) Procedure on production of commercial organic potatoes, including: land preparing, planting, tending, harvesting...
- c. Expected results: about 90% of trained households apply production technical procedure adequately
- d. Training methods: 1) Participatory approach; 2) Two-way discussion between trainers and farmers; 3) Use images (big and high resolution) of different growth stages of potatoes; and some common disease
- e. Time for training: Nov 2020 - Feb 2021 (each training lasts for 3 days, the first full day will be in class, the 2 remaining days have mornings in class and afternoons in field, all trainings are within communes)
- f. Venue: Village halls

Participants

2 meetings at districts: Up to 25 people each

- 1 leader and 2 staff the Institute
- 1 leader and 2 staff from Orion Vina company
- 1 GCF/UNDP
- 1 GCF/Thanh Hoa PPMU
- 1 leader of District People Committee
- 1 representative from district DARD
- 1 representative from district extension centre
- 5 members from 5 Collectives
- 5 members from 5 Commune People Committees

Up to 15 trainings for farmers at communes: Up to 40 people each

Roles and responsibilities of the 2-district meeting organizer

- Send invitation letters to participants for meetings 5 days before the meeting day (the Institute and/or UNDP Viet Nam will send the soft file);
- Ensure that all relevant parties send their staff to attend the meeting;
- Prepare hard copies of content for the meeting (the Institute and/or UNDP Viet Nam will send the soft file): up to 50 copies for 2 meetings, 25 each
- Prepare logistics to the meetings:
 - Venue with light, tables/chairs to accommodate 25 people comfortably
 - Tea break: 2 times x 25 sets (40,000vnd/set)
 - Travel expense for participants from 3 communes

- Prepare logistics to field visit to a potatoes site nearby the meeting venue (site, households), the Institute will help to identify sites/households;
- Prepare list of participants and get their signature at meetings (UNDP's National Livelihood Consultant will send soft file);
- Prepare list of participants who will be eligible to receive lunch fee; and make payment for lunch allowance for participants as EU-UN 2017 cost norms, with signatures from participants who receive;
- Collect all necessary invoices/supporting documents to the meetings, with support from UNDP's National Livelihood Consultant (guidance, forms, etc.)

Roles and responsibilities of the training service provider

- Prepare and send invitation letters to participants for training 3 days before the training day (the Institute and/or UNDP Viet Nam will send the soft file);
- Ensure that all invited farmers participate the training courses;
- Prepare hard copies of training handouts (the Institute will send the soft file): 2 sets x 300 farmers = 600 copies;
- Prepare logistics to the trainings:
 - Venue:
 - In-class training: 2 days each x 2 topics x 15 classes with light, tables/chairs, accommodate 40 people comfortably
 - In-field training: 1 day each x 2 topics x 15 times with confirmed households, labor tools and materials (the Institute will inform 3 days in advance for arrangement, no costs occur)
 - Tea break: 3 days x 15 classes x 40 farmers (40,000vnd/person/day)
 - Banner (about 2m x 3m reusable plastic without frame): 2 sets (the Institute will provide content in advance)
- Prepare list of participants who will receive lunch fee; and make payment for lunch allowance for participants as EU-UN 2017 cost norms (98,000vnd/person/lunch), with signatures from participants who receive;
- Collect all necessary invoices/supporting documents to the meetings, with support from UNDP's National Livelihood Consultant (guidance, forms, etc.)

Training activities and agenda

- a. Topic 1: Technical procedure on production of organic potato seedlings with certification, either from original or imported
- b. Topic 2: Commercial organic potato production techniques
(Detailed training program is attached)

Training results

- 100% of participated farmers understand well the procedure on production of organic potato seedlings with certification, either from original or imported; and Commercial organic potato production techniques; and can apply what they learn to reality;
- Agreed monitoring plan between the Institute; Orion Vina and farmers to ensure the implementation is effective.

EXPECTED DELIVERABLES

The firm is expected to submit following deliverables:

No.	Deliverables	Deadline
1	The specific plan for 2 district meetings + The specific plan for 15 trainings for 2 topics (3 training days each)	22 Oct 2020
2	Reports on 2 district meetings and first 2 days of 15 trainings, including results, list of participants with signatures, all invoices for consumables, and supporting documents	10 Dec 2020
3	Reports on the 3 rd day of 15 trainings, including results, list of participants with signatures, all invoices for consumables, and supporting documents	10 Feb 2021

CONTRACT DURATION AND IMPLEMENTATION ARRANGEMENTS

Contract duration

The contract implementation duration is expected to be from 15 Oct 2020 - 30 June 2021.

Locations

The working locations of the abovementioned activities are in Nga Lộc + Hậu Lộc DPC, Nga Thủy commune (Nga Lộc district), Hung Lộc + Đa Lộc communes (Hậu Lộc district).

Implementation arrangements

The firm will comply with the following implementation arrangements:

- Report directly to the UNDP's National Livelihood Consultant on the organization of 2-district meetings and 15 technical trainings;
- The firm will work closely with 3 communes (with facilitation from UNDP's National Livelihood Consultant and Thanh Hoa PPMU) on: sending invitations to participants for district meetings and 300 households for trainings;
- The firm will arrange necessary logistics for district meetings, costs are in line with regulations where possible

UNDP Viet Nam will provide administrative support to the consultant firm throughout the implementation of this consultancy service. However, the consultant unit should be proactive in implementing activities with the relevant stakeholders.

TERMS OF PAYMENT

- 70% of the contract value will be paid upon receipt and approval of Product 1
- 20% of the contract value will be paid upon receipt and approval of Product 2
- 10% of the contract value will be paid upon receipt and approval of Product 3

QUALIFICATIONS & SELECTION CRITERIA

The consultant firm to be selected to perform the tasks based on the following criteria:

General capacity of the consulting firm		Points
1	The consulting firm with an appropriate function related to organizing meetings, trainings, field trips with local stakeholders (district, commune and farmer levels)	200
2	Consulting firm has staff with at least 3 years of experiences (capacity/skills/knowledge) in related to organizing meetings, trainings, field trips with local stakeholders (district, commune and farmer levels)	150

General capacity of the consulting firm		Points
3	Has at least 3 years experience working with local communities in Viet Nam	100
4	Has at least 2 staff who are familiar with online communication (proven by submitting email exchanges using “add attachment” function in mailbox)	50
	Sub total	500
Personnel requirements: 1 leader and 1 member		
1 National Leader		
1	Bachelor’s degree in the field of administrative, human resource management, communication or related fields	100
2	At least 5 years of experience in logistic arrangement, organizing meetings, trainings, field trips with local stakeholders (district, commune and farmer levels) is preferred	70
3	At least 3 years of experience working with local communities	50
4	At least 5 years of experience working with online communication proven by submitting email exchanges using “add attachment” function in mailbox)	40
5	At least 3 years preparing financial reports for meetings, trainings, study visits	40
	Sub total	300
1 National Member		
1	Bachelor’s degree in the field of administrative, human resource management, communication or related fields	100
2	At least 3 years of experience in logistic arrangement, organizing meetings, trainings, field trips with local stakeholders (district, commune and farmer levels) is preferred	50
3	At least 2 years of experience working with local communities	30
4	At least 3 years of experience working with email communication (proven by submitting email exchanges using “add attachment” function in mailbox)	20
	Sub total	200
	Total	1,000

MONITORING AND CONTROL OF PROGRESS

- UNDP and PPMU Thanh Hoa will assist the contractor in arranging meetings and trainings during the implementation process
- The consultant agency is under the supervision of UNDP officer
- The consultant agency is responsible to follow all laws and regulations of the Viet Nam’s Government.

Annex 1. Training agendas

TOPIC 1: TECHNICAL PROCEDURE ON PRODUCTION OF O POTATO SEEDS

Time	Content	Notes/Roles
Day 1: General information (in-class sessions)		
7h30 - 7h40	Introduction of program	The Institute
7h40-9h40	Roles of seeds Techniques on breeding of potatoes in Viet Nam and the world Usages of potatoes in Viet Nam and the world	The Institute
9h40-10h05	Break	
10h5- 11h30	Techniques on preparation of seeds before planting	The Institute
11h30-13h30	Lunch	
13h30-15h30	Technical procedure on producing potato seeds	Orion Vina
15h30 - 16h30	Practices on identifying Biophysical age of seedlings	Orion Vina
16h30-17h30	Questions and Answers Closing	The Institute and Orion Vina
Day 2: Planting and tending (10 days later), morning in class and afternoon in field		
7h30 - 7h40	General information	The Institute
7h40-9h40	Selection of standard seeds Techniques on keeping seeds Techniques on defining density, spacing, covering seeds after planting Land preparation, making beds Application of original fertilizer	The Institute and Orion Vina
9h40-10h00	Break	
10h00-11h30	Application of additional fertilizer Trimming Techniques on earthing up and watering	The Institute and Orion Vina
11h30-13h30	Lunch	
13h30-17h	Practices in the field	The Institute and Orion Vina

Day 3: Cleanse and harvest (40 and 80 days later, respectively), morning in class and afternoon in field		
7h30 - 7h40	General information	The Institute
7h40-9h40	Application of 2 nd additional fertilizer Pest prevention and control How to recognize pesticides How to identify the main pests and insects/disease How to cleanse field	The Institute and Orion Vina
9h40-10h00	Break	
10h00-11h30	How to cut plant before harvesting Harvesting techniques How to collect potatoes correctly for high quality How to do packaging and transport products	The Institute and Orion Vina
11h30-13h30	Lunch	
13h30-17h00	Practices in the field	The Institute and Orion Vina

Notes: In order to have quality potatoes as defined at MARD's criteria (52-11/BNNPTNT), it's required to do cleansing the field twice (40 and 80 days after planting). This is one of significant differences between seed production and commercial product.

TOPIC 2: TECHNICAL PROCEDURE ON PRODUCTION OF COMMERCIAL POTATO

Time	Content	Notes/Roles
Day 1: General information (in-class sessions)		
7h30 - 7h40	Introduction of program	The Institute
7h40-9h40	Introduction on how to prepare seeds before planting	The Institute
9h40-10h00	Break	
10h00- 11h30	Techniques on to plant potatoes	The Institute
11h30- 13h30	Lunch	
13h30-15h30	Techniques on to plant potatoes (cont.)	Orion Vina
15h30-15h45	Break	
15h45-17h00	Questions and Answers Closing	The Institute and Orion Vina
Day 2: Planting and tending (15 days later), morning in class and afternoon in field		
7h30 - 7h40	General information	The Institute

7h40-9h40	Selection of standard seeds Techniques on keeping seeds Techniques on defining density, spacing, covering seeds after planting Land preparation, making beds Application of original fertilizer	The Institute and Orion Vina
9h40-10h00	Break	
10h00-11h30	Application of additional fertilizer Trimming Techniques on earthing up and watering	The Institute and Orion Vina
11h30- 13h30	Lunch	
13h30-17h00	Practices in the field	The Institute and Orion Vina
Day 3: Cleanse and harvest (80 days later), morning in class and afternoon in field		
7h30 - 7h40	General information	The Institute
7h40-9h40	Application of 2 nd additional fertilizer Pest prevention and control How to recognize pesticides How to identify the main pests and insects/disease How to cleanse field	The Institute and Orion Vina
9h40-10h00	Break	
10h00-11h30	How to cut plant before harvesting Harvesting techniques How to collect potatoes correctly for high quality How to do packaging and transport products	The Institute and Orion Vina
11h30-13h30	Lunch	
13h30-17h00	Practices in the field	The Institute and Orion Vina

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

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

the work.

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:

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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)

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 envelopes/emails before or by **Thursday, October 15, 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 team members			
	h) Detailed CVs of the proposed personnel			
	i) two similar sample writing each in English and Vietnamese from the assigned team			
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			

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