



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

NAME of service: <b>Development of an Investment Screening Instrument to Assess and Classify Responsible Business Investments in Viet Nam</b>	DATE: November 10, 2020
	REFERENCE: <b>2-201101</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development of an Investment Screening Instrument to Assess and Classify Responsible Business Investments in Viet Nam**.

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

Proposals may be submitted on or before **Tuesday, November 17, 2020 via email** to the address below:

**United Nations Development Programme**  
**304 Kim Ma Street, Ha Noi, Viet Nam**  
**Ms. Luu Ngoc Diep, Procurement Associate**  
**Luu.ngoc.diep@undp.org**

**Note:**

- Please send separate email (without attachment) to [procurement.vn@undp.org](mailto:procurement.vn@undp.org) notifying that you already submitted proposal and the number of emails submitted. *Notification email indicating the tender's reference number should be sent to this email address by submission deadline or right after you submit proposals.*
- UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.
- Maximum size per email: **30 MB**. Bidders can split proposals into several emails if the file size is large.

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated

above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Tran Thi Hong*  
*Head of Procurement Unit*  
11/10/2020

## Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached TOR
Brief Description of the Required Services <sup>1</sup>	(TOR is attached in this Annex)
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached TOR
Frequency of Reporting	Please refer to the attached TOR
Progress Reporting Requirements	Please refer to the attached TOR
Location of work	<input checked="" type="checkbox"/> Ha Noi, Viet Nam <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	From January 2021 – September 2021
Target start date	1 January 2021
Latest completion date	30 September 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 [pls. specify]
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Vietnamese Dongs
Value Added Tax on Price Proposal <sup>2</sup>	<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

<sup>1</sup> 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.

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals ( <b>Counting from the date of submission deadline</b> )	<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 <sup>3</sup>	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: <b>Within thirty (30) days from the date of meeting the following conditions:</b> 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 <sup>4</sup> <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). <b>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.</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> <b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm (30%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%)

<sup>3</sup> 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.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%)  <b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.  Please refer to the <a href="#">Evaluation Criteria</a> for further details.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> <a href="#">Terms of Reference &amp; Evaluation Criteria</a> (attached to this Annex) <input checked="" type="checkbox"/> <a href="#">Proposal Submission Form (Annex 2)</a> <input checked="" type="checkbox"/> <a href="#">Contract Template &amp; UNDP Contract General Terms and Conditions (GTC) (Annex 3)</a> <input checked="" type="checkbox"/> <a href="#">Submission checklist</a> (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	Luu Ngoc Diep (Ms.) Procurement Associate <a href="mailto:Luu.ngoc.diep@undp.org">Luu.ngoc.diep@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	<b>Bidders are responsible for checking the UNDP website:</b> <a href="https://procurement-notice.undp.org/">https://procurement-notice.undp.org/</a> 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.

<sup>5</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>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</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.

## TERMS OF REFERENCE

### For a Vietnam Based contractor

Service	<b>Development of an Investment Screening Instrument to Assess and Classify Responsible Business Investments in Viet Nam</b>
Duty station:	Hanoi
Expected Duration and Timing	A selected contractor is expected to provide services specified in this TOR from 1 January 2021 to 30 September 2021
Supervision:	The selected contractor will report to the UNDP Viet Nam Governance and Participation Unit

### 1. Background

Viet Nam's development story during the last 30+ years since it launched the free-market economic reform “Đổi mới” in 1986 has been remarkable. With astute long-term economic planning, political stability, and a strong domestic workforce, Viet Nam has become an attractive destination for foreign direct investment (FDI) and a major exporting country to global supply chains, helping to further integrate the country into the global economy. In 2019, the real gross domestic product (GDP) grew by about 7%, which is one of the fastest growth rates in the region.<sup>8</sup>

FDI inflows in Viet Nam are at record levels and growing.<sup>9</sup> As shown in UN Conference on Trade and Development (UNCTAD) data, inward flows of FDI in 2018 were USD 15.5 billion and outward FDI flows were USD 598 million.<sup>10</sup> Announced greenfield investment projects in 2018 totalled USD 29 billion.<sup>11</sup> In 2018, there were around 26,000 FDI projects in Vietnam with a total registered capital of nearly US\$350 billion.<sup>12</sup> In 2016, foreign-owned enterprises accounted for more than 6% of employment, 16% of GDP, and 38% of economic growth.<sup>13</sup>

<sup>8</sup> World Bank, ‘The World Bank in Vietnam – Overview’. Retrieve from:

<https://www.worldbank.org/en/country/vietnam/overview..>

<sup>9</sup> Organisation for Economic Co-operation and Development (OECD) (2018), ‘Investment Policy Reviews: Viet Nam 2018’. Page 29. Retrieved from: <https://www.oecd.org/countries/vietnam/oecd-investment-policy-reviews-viet-nam-2017-9789264282957-en.htm>

<sup>10</sup> United Nations Conference on Trade and Development (UNCTAD) (2019), ‘World Investment Report 2019: Special Economic Zones, Country Fact Sheet: Viet Nam’. Retrieved from: <https://unctad.org/en/Pages/DIAE/World%20Investment%20Report/Country-Fact-Sheets.aspx..>

<sup>11</sup> Ibid.

<sup>12</sup> PricewaterhouseCoopers (PwC), ‘Doing Business in Viet Nam: A reference guide for entering the Viet Nam market’. Retrieved from: <https://www.pwc.com/vn/en/publications/2019/pwc-vietnam-dbg-2019.pdf>

<sup>13</sup> Organisation for Economic Co-operation and Development (OECD) (2018), ‘Investment Policy Reviews: Viet Nam 2018’. Page 30. Retrieved from: <https://www.oecd.org/countries/vietnam/oecd-investment-policy-reviews-viet-nam-2017-9789264282957-en.htm>

Similar to other developing countries, rapid economic development in Viet Nam has taken a toll on a wide range of issues, including environmental degradation and corporate abuses of human rights. In 2020, Viet Nam ranked 141 out of 180 countries under the global Environmental Performance Index.<sup>14</sup> According to a report on Viet Nam's State of Environment for the period from 2011 to 2015 issued by the Ministry of Natural Resources and Environment, industry production in Viet Nam is the main cause of environmental pollution that harms citizen health and livelihood.<sup>15</sup> Ensuring corporate respect for environmental law and policy, and enforcing penalties against irresponsible businesses, remains a challenge for Viet Nam. In 2016, the Ministry of Public Security reportedly handled 17,000 business cases violating environment regulations.<sup>16</sup>

With increased industrialization and FDI, labor and worker's rights have been highlighted as areas of concern, a notable one is decent living standards for workers in Viet Nam as the average wage in Viet Nam is only one-seventh that of the average across Asia Pacific.<sup>17</sup> This is partly due to the fact that most Vietnamese manufacturing companies participate in the lowest value-added part of the international production chain, hence, competition in this part of the production chain is based primarily on production costs, especially low wages.<sup>18</sup>

In response to the issues above, UNDP Viet Nam began the Responsible Business Project in 2019, as part of UNDP's project on Business and Human Rights in Asia Pacific. The overall objective of the project in Viet Nam is to advance responsible business practice and implement the UN Guiding Principles on Business and Human Rights, including through responsible investment. Thus, **an investment screening instrument to assess and classify responsible business investments (both domestic and foreign direct investments) in Viet Nam** to support local authorities when making investment decisions is needed. The instrument aims to support national and regional momentum in upholding responsible business practice. To implement the instrument, UNDP are looking for a Viet Nam-based contractor to develop, pilot then finalize the instrument.

## 2. Goals & Objectives

The objectives of this assignment are to:

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<sup>14</sup> Yale Center for Environmental Law & Policy (2020), Environmental Performance Index. Retrieved from <https://epi.yale.edu/epi-results/2020/country/vnm>

<sup>15</sup> Thang Nguyen et al (2018), Environmental disputes, social changes, and distributive justice in Viet Nam: Case studies, comparative analysis, and policy implications. United Nations Development Programme (Viet Nam). Retrieved from [https://www.vn.undp.org/content/vietnam/en/home/library/democratic\\_governance/environmental-disputes--social-changes--and-distributive-justice/](https://www.vn.undp.org/content/vietnam/en/home/library/democratic_governance/environmental-disputes--social-changes--and-distributive-justice/)

<sup>16</sup> Tuoitre Online (2016), Xử hơn 17.000 vụ vi phạm pháp luật về môi trường năm 2016 (Settled 17,000+ cases violating environmental laws in 2016). Retrieved from <https://tuoitre.vn/xu-hon-17000-vu-vi-pham-phap-luat-ve-moi-truong-nam-2016-1244032.htm>

<sup>17</sup> VnExpress (2019), Vietnamese salary a seventh of regional median. Retrieved from <https://e.vnexpress.net/news/business/data-speaks/vietnamese-salary-a-seventh-of-regional-median-4030498.html#:~:text=A%20Vietnamese%20worker%20earned%20%24242,among%20Asia%2DPacific%20economies%20studied>

<sup>18</sup> Chi Do (2012), Employee participation in Viet Nam. International Labour Organization (ILO). Retrieved from [https://www.ilo.org/wcmsp5/groups/public/---ed\\_dialogue/---dialogue/documents/publication/wcms\\_194680.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---dialogue/documents/publication/wcms_194680.pdf)



- Design, pilot and finalize an investment screening instrument to assess and classify responsible business investments for local authorities
- Support decision-making processes of local authorities when screening, accepting, extending and rejecting investments.
- Raise awareness about responsible business and responsible investment at local authorities.

### 3. Scope of Work and Procedure

The assignment will adopt a participatory approach to maximize contributions from relevant government authorities, businesses, and related stakeholders to the design, research, pilot implementation, and dissemination of the instrument.

To design the instrument, the contractor will conduct desk research and outline the instrument based on criteria following both Vietnamese and international regulations and standards. All the criteria must ensure responsible business and encompass key issues including but not limited to human rights, environmental protection, industrial relations, and financial accountability.

To ensure the feasibility of the instrument, the contractor should ensure (i) consultation with relevant stakeholders, including those working in government agencies, businesses, business representative organizations, and other organizations; (ii) pilot the instrument at minimum 2 provinces to collect feedback, (iii) organization of launch and other workshop(s) to introduce and guide implementation of the instrument, and (iii) efforts toward institutionalization of the instrument in the regulatory framework.

### 4. Expected Outputs

The contractor, according to the following terms of reference and under the coordination of UNDP Viet Nam, shall deliver the service as described below:

Outputs	Description	Expected Results	Tentative deadline
1.	Research and conduct study visits of three appropriate provinces in the northern, southern and central regions of Viet Nam	A briefing of good practices	03/2021
2.	Develop a practical instrument to screen, assess and classify investments in line with relevant national and international standards	Investment screening instrument and application guidelines for local provincial authorities.  A technical review of relevant national and international regulations/policies.	04/2021
3.	Launch, pilot implementing and institutionalizing the instrument in investment regulations	Workshop(s) and/or consultation meeting(s)	06/2021

4.	Collect comments and feedbacks then finalize the draft instrument through consultations with relevant experts and practitioners working in businesses, government agencies, and other organizations	Consolidated comments and final instrument ready for dissemination of the second phase	08/2021
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## 5. Team Composition and Responsibilities

The team should consist of at least **one national team leader, one senior national expert cum project coordinator, and one national researcher.**

## 6. Timing, duration and location

The contractor shall work independently on this assignment and deliver final outputs as described in Section 3 above.

## 7. Contract payment

UNDP Viet Nam shall pay the contractor upon UNDP Viet Nam's satisfaction with expected deliverables set forth in Section 3 above. Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each output below:

Stage	Expected Outputs	Payment Amount	Tentative Payment Schedule
	Upon project kick-off	20%	15 January 2021
Output 1&2	Upon UNDP's satisfaction with Output 1&2 set forth in Section 4	60%	30 April 2021
Output 3&4	Upon UNDP's satisfaction with Output 3&4 set forth in Section 4	20%	15 September 2021

## 8. Provision of monitoring and progress controls

- The contractor and UNDP Viet Nam shall be responsible for quality control of the outputs.
- The contractor will report directly to UNDP Viet Nam.

## **EVALUATION CRITERIA**

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
1	Bidder's qualification, capacity and experience	300
2	Proposed Methodology, Approach and Implementation Plan	400
3	Proposed Methodology, Approach and Implementation Plan	300
	<b>Total</b>	<b>1000</b>

<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	Reputation of organisation (Competence/Reliability)	70
1.2	General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	50
1.3	Relevance of practical experience from similar project management, especially research and analysis, survey design and management, focus group discussion/consultation meeting organization and facilitation, report writing, information dissemination, and event/workshop organization	50
1.4	Demonstrated strong public policy advocacy capacity and connections to local and central authorities (having relevant mandate on investment, economic management, and business environment reform), business representative organizations, as well as businesses.	50
1.5	Knowledge and advisory experience in responsible investment, private sector development, business environment reforms, business and human rights: understanding of international standards and guidelines on responsible investments, ESG (environmental, social, and governance), business and human rights, responsible business practice, corporate responsibility and sustainability, etc.	50

1.6	Previously similar experience in working with UN/UNDP or other international organizations and non-government organizations in conducting empirical research on enterprise relevant studies	30
<b>Total Section 1</b>		<b>300</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Does the suggested schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	100
2.2	Is the suggested methodology for the research and activities sufficient and elaborated to address the needs/demands of the TOR?	150
2.3	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the research?	150
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
<b>3.1</b>	<b><i>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?</i></b>		<b>40</b>
<b>3.2</b>	<b><i>Qualifications of key personnel proposed</i></b>		<b>260</b>
3.2.1	National Team Leader		120
	<i>Qualification of post-graduate degree in law, economics, business or political science with 10-15 years of research experience in Viet Nam</i>	40	
	<i>Knowledge and expertise on stakeholder/private sector engagement and development, public policy advocacy, business investment, business climate, responsible business, corporate responsibility, human rights, business administration, or similar fields</i>	30	
	<i>Proven experience in research and analysis, focus group interviews, consultation meeting facilitation</i>	30	
	<i>Proven leadership skills (i.e. being team leader of empirical research)</i>	10	

	<i>Excellent report writing in English language by provision of 1-2 report samples</i>	10	
3.2.2	Senior National Expert and Project Coordinator		70
	<i>Qualification of post-graduate degree in economics, business, law or political science with 5-10 years of research experience in Viet Nam</i>	20	
	<i>Knowledge and expertise on stakeholder/private sector engagement and development, public policy advocacy, business investment, business climate, responsible business, corporate responsibility, human rights, business administration, or similar fields</i>	20	
	<i>Experience in project management and coordination, and/or research and analysis, survey design and development, focus group interviews</i>	20	
	<i>Good report writing in the English language by provision of 1 report sample</i>	10	
3.4.3	National researcher(s)		70
	<i>Qualification of degree or equivalent in economics, business, law or political science with at least 3-5 years of research experience</i>	20	
	<i>Knowledge and expertise on stakeholder/private sector engagement and development, public policy advocacy, business investment, business climate, responsible business, corporate responsibility, human rights, business administration, or similar fields</i>	20	
	<i>Experience in research and analysis, collection and analysis of data</i>	20	
	<i>Experience in reporting in both English and Vietnamese languages by provision of 1 report sample</i>	10	
<b>Total Section 3</b>			<b>300</b>

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.  
**Submission obtaining the highest weighted points (technical points + financial points) will be selected.**

**Important Notes:**

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

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>19</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>20</sup>)*

[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, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

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

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

<sup>19</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>20</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown per Deliverable\***

	<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	....		
	Total	100%	

*\*This shall be the basis of the payment tranches*

E. **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				
3. Services from Overseas				
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				
<b>III. Other Related Costs</b>				

**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 emails before or by **Tuesday, November 17, 2020** (Hanoi time).
- Email and proposal should indicate clearly the reference and name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to the guidelines in Annex 2) with copies/scan of appropriate supporting documents:			
	a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
	b) Business Licenses – Registration Papers, Tax Payment Certification, etc.			
	c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references			
	d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)			
	e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.			
	f) Proposed Methodology for the Completion of Services			
	g) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	h) <b>Detailed CVs of the proposed personnel with copies of required certificates</b>			
2	Duly signed Price Schedule (pls. use the template in Annex 2)			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			

4	This duly filled, checked, certified submission checklist to be attached to the submission			
5	Send email ( <b>without attachment</b> ) to <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> notifying that you already submitted proposal and the number of emails submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.			

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