



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

Dear Sir / Madam:

We kindly invite **A national consulting firm to conduct soil assessment in two provinces (Nam Dinh and Ca Mau)**

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 **23.59 hrs., Thursday 15 April 2021** (Hanoi time) by the following methods:

By email: For green environment, this is preferred submission method

E-mail address for proposal submission: nguyen.thuy.nga@undp.org

Separate emails for technical and financial proposal.

With subject line: (RFP-N-210401) A national consulting firm to conduct soil assessment in two provinces (Nam Dinh and Ca Mau)

Maximum size per email: **30 MB**. Bidders can split proposal into several emails if the file size is large)

Note:

- *For both submission methods, please send separate email (without attachment) to 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

Thank you and we look forward to receiving your Proposal.

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	to conduct soil assessment in two provinces (Nam Dinh and Ca Mau)
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 Programme Management Specialist for GCF Coastal Resilience Project
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"/> Home-based and travel to two provinces (Nam Dinh and Ca Mau)
Expected duration of work	30 April – 30 November 2021
Target start date	April 2021
Latest completion date	November 2021
Travels Expected	travel to Nam Dinh and Thanh Hoa
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP

	preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Governance and Participation Unit, 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. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</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"/> Contract for Goods/Services (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions de minimis (for contract below \$50k) (Annex 3) <input checked="" type="checkbox"/> or General Terms and Conditions (for contract above \$50k) (Annex 3) ¹
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms. Nguyen Thuy Nga Procurement Executive, UNDP Vietnam Email: nguyen.thuy.nga@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	

¹ 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

² 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
Form 1	Qualifications of the Service Provider
1.1	Profile - describing the nature of business, field of expertise, licenses, certifications/ accreditations (if any)
1.2	10 years of experience in soil analysis techniques, both field and laboratory-based
1.3	Have access to GIS equipment and experience in using GIS-databases. Some experience in developing site maps and performing desktop ASS risk assessments would be an advantage
1.4	Have implemented or participated in at least 7 projects involving coastal environmental assessments within Viet Nam
1.5	Experience working with the MARD system and decision-making processes on forest development and management would be an advantage
Form 2	Proposed Methodology for the Completion of Services
2.1	The detailed plan for site inspection and assessment
2.2	The detailed plan for soil sample collection and analysis in the five provinces
Form 3	Qualifications of Key Personnel: A team with at least 3 positions to be assigned to implement the tasks
3.1	1 Team leader
3.1.1	Postgraduate degree (MSc or PhD) in environmental science, preferably with a specialization in soil science
3.1.2	Substantial relevant experience (5 years) in soil physical and chemical analysis techniques as well as data analysis and interpretation
3.1.3	At least 5 years of experience working in Viet Nam coastal areas with regard to environmental assessment and management. Some experience in using GIS-tools and databases. Some experience on mangroves-livelihood development activities would be an advantage
3.1.4	Proven analytical experience and report writing skills (two report writing samples are to be included in the technical proposal)
3.2	2 Team members
3.2.1	Bachelor's degree (BSc) in environmental sciences, preferably with experience in soil sciences
3.2.2	At least 3 years of experience collecting soil physical and chemical data in the field using a number of sampling techniques
3.2.3	At least 2 years of experience working in Viet Nam coastal areas with regard to environmental assessment and management
Total	

ANNEX 1



TERMS OF REFERENCE

A national firm to conduct mangrove soil assessment for GCF Project in 2021

1. GENERAL INFORMATION

Project/Program Name	Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam
Services Required	A national consulting firm to conduct soil assessment in two provinces (Nam Dinh and Ca Mau)
Type of consultant	National consulting firm
Contract Type	Institutional (lump-sum) contract
Location	Home-based and travel to two provinces (Nam Dinh and Ca Mau)
Contract Period	30 April - 30 November 2021
Reporting to	UNDP Programme Management Specialist
Coordination	UNDP, VNFOREST, PPMUs of Nam Dinh and Ca Mau
Activity code	2.1.3

2. BACKGROUND

Viet Nam is among the countries most vulnerable to climate change. The Government of Viet Nam has made significant efforts in responding to climate change, including the adoption of the National Climate Change Strategy and action plan, the Green Growth Strategy and implementation plan, legal frameworks, and policies on disaster risk reduction. In its Nationally Determined Contribution submitted to the UNFCCC, the country made the first unconditional commitment to reducing greenhouse emissions, setting a target of 8% by 2030, or 25% with international support, compared to business-as-usual.

UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), the Ministry of Construction (MOC), the Ministry of Planning and Investment (MPI, as the National Designated Authority), and seven participating provinces (Nam Định, Thanh Hóa, Quảng Bình, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi, and Cà Mau) to implement the project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” (GCF Project, or the Project) from 2017-2022, financed by the Green Climate Fund (GCF).

The proposed GCF Project seeks to scale up tested interventions to increase the resilience of vulnerable coastal communities to the impacts of climate change. Building on ongoing social protection programmes related to housing for the poor and marginalized communities, the GCF Project will incorporate storm and flood resilient design features in new houses benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to managing flood risks, 4,000 ha 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 both the impact of this Project and future requisite government policy adjustments that strengthen the resilience of coastal communities, resources will be used to systematize climate and economic risk assessments for private and public sector application in all 28 coastal provinces of Viet Nam.

The objective of the Project is to improve the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam. Specifically, the Project has three outcomes:

- 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) Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones; and
- 3) Increased access to enhanced climate loss and damage data for private and public sector application in all 28 coastal provinces of Viet Nam.

Under the Project Outcome 2, UNDP is currently recruiting an eligible national firm to conduct technical soil assessments to inform mangrove regeneration activities.

3. OBJECTIVES OF THE ASSIGNMENT

This TOR requests an **eligible Vietnamese firm** to conduct soil assessments of planned mangrove planting and regeneration sites, as well as participating shrimp-based aquaculture facilities in the two provinces of Nam Định and Cà Mau. The estimated area to be planted and regenerated with mangrove forests in these provinces in 2021 is 581.16 ha (29 ha of new plantation in Nam Định; 69.77 ha of new plantation and 482.39 ha of regeneration in Cà Mau). The objectives of this assignment include:

- *Assess the risk of encountering hazardous acidic sulfate soils (ASS) below planned mangrove planting sites and within aquaculture facilities with planned embankment construction activities before the commencement of any excavations;*
- *Measure and analyse soil nutrients within soils of selected planned mangrove planting sites and existing mangrove areas to detect risks of nutrient deficiency or over-enrichment;*
- *Assess and monitor the sediment load of completed aquaculture facilities into surrounding existing or planned mangrove areas; and*
- *Provide a report on all findings and give recommendations on mitigating any detected risks relating to ASS, nutrients, or sediment loads.*

4. SCOPE OF WORK

The following soil assessment tasks will be implemented under the overall supervision of Viet Nam Administration of Forestry (VNFORD) and UNDP's International consultant, and in close collaboration with the PPMUs of Nam Định and Cà Mau provinces and local technicians:

- Conduct an assessment for ASS based on guidelines from the Government of Western Australia Department of Environmental Regulation. All assessments should be done before any large excavation or movement of soil begins. The assessment should include:
 - A desktop assessment and inspection of all sites, including i) a site description compiled of aerial or photographic maps of the sites; ii) a review of geomorphic and geological maps to determine where ASS is expected to occur; and iii) a visual assessment of the sites. The site inspection should include photographs of the sites as well as adjacent natural mangroves for comparison, where applicable. These photographs should also be used as a time series to compare sedimentation or erosion of restored sites throughout the Project period.
 - Soil sample collection to test for ASS and salinity on all proposed aquaculture facilities and mangrove regeneration sites. The soil collection should occur before mangrove planting or embankment construction. One sample should be selected for every 10 ha (3 samples in ND, 53 in CM). Site selection for sampling should be based on desktop site inspections and ASS risk assessments using geomorphic and geological data to determine where ASS soils are most likely to occur. Additionally, two samples should be taken from each aquaculture facility (only in CM, up to 400 facilities or households); one from the centre of the proposed/existing channel, and one from the centre of the proposed/existing embankment. Each sample should consist of one soil core taken to 1 m depth and divided into four sections. For each section of a sample core, pH and salinity should be measured using standard field meters and potential ASS soils tested for using a 30% hydrogen peroxide test (see Annex 1).
 - If evidence of ASS is detected at any site, further laboratory-based testing should focus on the locality to determine the extent of the potential or active ASS layer. Ten additional samples

should be taken from each affected hectare of the proposed regeneration site, and five samples each from the channels and embankments of an affected aquaculture facility. If ASS is found to be extensive in an area, preventative measures should be outlined in the project's Erosion Control Sediment Plan.

- Collect samples for nutrient analysis from proposed mangrove regeneration sites for testing for nutrient deficiency or excess nutrient enrichment. The soil collection should occur before mangrove planting or embankment construction, but if these activities have already begun, samples should still be taken. Two samples should be taken for every 100 ha (1 in ND and 5 in CM) of regeneration site across the provinces (one sample on the planting site and one additional sample in an adjacent natural area), analyzing for N, P, Cu, Fe, Zn, and Mn (see Annex 1). Samples should be taken at a depth of 0-20 cm.
- Conduct an assessment of sediment load released from all aquaculture facilities after embankment construction. To minimize the sediment load into surrounding mangrove habitats, aquaculture facilities with constructed embankments are expected to follow protocols. This protocol includes releasing water from the shrimp ponds weekly at a slow rate (~1.67 m³). In order to ensure that these protocols are being followed, total suspended solids should be analyzed using the filtration method from the outflows of all aquaculture farms (see Annex 1). Number of water samples will be dependent on the minimum number of completed aquaculture facilities, however, the minimum number of water samples will be 100. Comparative samples should be collected from adjacent natural mangrove forests or regenerated mangrove sites, where applicable.

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

The total duration of the work is a maximum of 70 days from 30th April to 30th November 2021. The contractor's assigned consultants will be home-based with frequent communication to the GCF Project team and International consultant via face-to-face meetings and emails or skype calls. The contractor is expected to travel at least **once** to each province of Nam Định and Cà Mau.

6. FINAL PRODUCTS

- **Output 1** - An inception report and workplan to implement the assignment reviewed by International Consultant and agreed upon by UNDP and VNFOREST
- **Output 2** - Site descriptions and maps of all sampled sites, including a desktop review of potential ASS sites based on geomorphic and geological data
- **Output 3** - A final report of nutrient, ASS, pH, and salinity soil analyses. Areas that demonstrate adverse conditions for mangrove survival or present a risk of acidic poisoning in the surrounding environment through the exposure to ASS should be highlighted. This report will be technically reviewed by an International Consultant and agreed upon by UNDP and VNFOREST. See Annex 2 for report outline
- **Output 4** - A final report on sediment load analysis from the outflow of participating aquaculture facilities with completed embankment constructions. This report will be technically reviewed by an International Consultant and agreed upon by UNDP and VNFOREST. See Annex 2 for report outline

7. PROVISION OF MONITORING AND PROGRESS CONTROLS

The firm will report to the UNDP Programme Management Specialist and work closely under the supervision of UNDP's International Technical Consultant to deliver the results with the timeline as indicated above. The contractor's assigned consultants are required to coordinate with experts from MARD and MOC (as applicable) who are in charge of the Project, particularly with the VNFOREST.

The firm is expected to produce the following deliverables:

#	Deliverables/ Outputs	Target due dates
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1	Output 1 - An inception report and workplan to implement the assignment reviewed by an International Consultant and agreed upon by UNDP and VNFOREST	10 days after contract signing
2	Output 2 - Site descriptions and maps of all sampled sites, including a desktop review of potential ASS sites based on geomorphic and geological data	15 th June 2021
3	Output 3 - Final report of nutrient, ASS, pH, and salinity soil analyses. Areas that demonstrate adverse conditions for mangrove survival or present a risk of acidic poisoning in the surrounding environment through the exposure of ASS should be highlighted. This report will be technically reviewed by an International Consultant and agreed upon by UNDP and VNFOREST. See Annex 2 for report outline	30 th July 2021
4	Output 4 - Final report on sediment load analysis from the outflow of participating aquaculture facilities with completed embankment constructions. This report will be technically reviewed by an International Consultant and agreed upon by UNDP and VNFOREST. See Annex 2 for report outline	30 th November 2021

8. DEGREE OF EXPERTISE AND QUALIFICATIONS

General requirements for the firm:

- At least 10 years of experience in soil analysis techniques, both field and laboratory based.
- Have access to GIS equipment and experience in using GIS-databases. Some experience in developing site maps and performing desktop ASS risk assessments would be an advantage.
- Have implemented or participated in at least 7 projects involving coastal environmental assessments within Viet Nam.
- Experience working with the MARD system and decision-making processes on forest development and management would be an advantage.

National Team Leader

Postgraduate degree (MSc or PhD) in environmental science, preferably with a specialization in soil science.

- Substantial relevant experience (5 years) in soil physical and chemical analysis techniques as well as data analysis and interpretation.
- Some experience in using GIS-tools and databases. Some experience in developing site maps and performing desktop ASS risk assessments would be an advantage.
- At least 5 years of experience working in Viet Nam coastal areas with regard to environmental assessment and management. Some experience on mangroves-livelihood development activities would be an advantage.
- Proven analytical experience and report writing skills.
- Flexibility and ability to operate in different cultural settings and environmental conditions.

National Team Member

- Bachelor's degree (BSc) in environmental sciences, preferably with experience in soil sciences.
- Relevant experience (minimum 3 years) collecting soil physical and chemical data in the field using a number of sampling techniques.
- At least 2 years of experience working in Viet Nam coastal areas with regard to environmental assessment and management.
- Ability and willingness to work long hours in the field under different environmental conditions.
- Solid analytical experience and report writing skills.

9. ADMIN SUPPORT AND REFERENCE DOCUMENTS

The firm is expected to arrange its administrative support for the fieldwork. MARD/UNDP will provide necessary facilitation and communication to the provinces during the soil assessment plan.

At the provincial level, DARD and PPMU will provide administrative support to the field assessment and consultation.

10. REVIEW TIME REQUIRED AND PAYMENT TERM

UNDP will authorize payments upon review and approval of the following outputs.

Specific payment milestones is detailed below:

Activities and Outputs	Amount (% of contract)
Completion of Output 1 accepted by UNDP	30%
Completion of Outputs 2 & 3 accepted by UNDP	40%
Completion of Output 4 accepted by UNDP	30%

11) EVALUATION CRITERIA

#	Evaluation criteria	Max. points
Form 1	Qualifications of the Service Provider	300
1.1	Profile - describing the nature of business, field of expertise, licenses, certifications/ accreditations (if any)	50
1.2	10 years of experience in soil analysis techniques, both field and laboratory-based	100
1.3	Have access to GIS equipment and experience in using GIS-databases. Some experience in developing site maps and performing desktop ASS risk assessments would be an advantage	50
1.4	Have implemented or participated in at least 7 projects involving coastal environmental assessments within Viet Nam	50
1.5	Experience working with the MARD system and decision-making processes on forest development and management would be an advantage	50
Form 2	Proposed Methodology for the Completion of Services	300
2.1	The detailed plan for site inspection and assessment	150
2.2	The detailed plan for soil sample collection and analysis in the five provinces	150
Form 3	Qualifications of Key Personnel: A team with at least 3 positions to be assigned to implement the tasks	
3.1	1 Team leader	250
3.1.1	Postgraduate degree (MSc or PhD) in environmental science, preferably with a specialization in soil science	50
3.1.2	Substantial relevant experience (5 years) in soil physical and chemical analysis techniques as well as data analysis and interpretation	100
3.1.3	At least 5 years of experience working in Viet Nam coastal areas with regard to environmental assessment and management. Some experience in using GIS-tools and databases. Some experience on mangroves-livelihood development activities would be an advantage	50
3.1.4	Proven analytical experience and report writing skills (two report writing samples are to be included in the technical proposal)	50
3.2	2 Team members	150

#	Evaluation criteria	Max. points
3.2.1	Bachelor's degree (BSc) in environmental sciences, preferably with experience in soil sciences	50
3.2.2	At least 3 years of experience collecting soil physical and chemical data in the field using a number of sampling techniques	50
3.2.3	At least 2 years of experience working in Viet Nam coastal areas with regard to environmental assessment and management	50
Total		1,000

12. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

× NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)***

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

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

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

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

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

(**Note:** Please refer to Form 2 – Evaluation criteria listed under section 1 and 2 for UNDP requirements when preparing this section)

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

(**Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

ANNEX 2-b

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

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*

	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		
	Applicable taxes		
	Total	100%	

B. 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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

III. Other Related Costs				
Applicable taxes				

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)

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equal to or above US\$ 50,000 (Goods *and/or* Services):

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