



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: B-210404	Date: 27 April 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of:

Website Design and Web-based Application Development for: www.climatelearning.org.vn as detailed in Annex I of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex I-RFQ: Schedule of Requirements

Annex II-RFQ: Quotation Submission Form

Annex III-RFQ: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex II- Quotation Submission Form and Annex III- Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Tran Thi Hong

Title: Head of Procurement Unit

Date: 27 April 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>Tuesday 11 May 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: bid.submission.vn@undp.org</p> <ul style="list-style-type: none"> File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Max. File Size per transmission: 30 MB. Bidders can split proposal into several emails if the file size is large) Mandatory subject of email: B-210404 Website Design and Web-based Application Development for: www.climatelearning.org.vn Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.” It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in Vietnamese dong (VND)

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex II: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex III: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex I <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Proposed Work Plan and Approach <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input checked="" type="checkbox"/> Other as defined in the TORs
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: quach.thuy.ha@undp.org Attention: Quotations shall not be submitted to this address but to the Bid Submission address above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 03 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex I <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others: Evaluation criteria as defined in the TOR.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.

Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	20 May 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

TERMS OF REFERENCE

For a national firm

Service	Website Design and Web-based Application Development for: www.climatelearning.org.vn
Duty station:	Ha Noi
Expected Duration	From 20 May 2021 to 20 August 2022 in three specific phases: The successful Service Contractor will be expected to support the registration for the HTML name www.climatelearning.org.vn as soon as the contract is signed
Report to:	UNDP Climate Change and Environment Unit/Programme Officer on CC & DRR
Coordination:	<ul style="list-style-type: none"> - The Contractor will work under the overall supervision of the UNDP Programme Officer on CC & DRR on the layout and contents on the website. - The contract is expected to coordinate with the UNDP IT focal officer, the learning hub curator and other UNDP colleagues on Climate Change Portfolio.

1. Background

The Government of Viet Nam (GoV) has been active in mainstreaming climate change into national policies, with the promulgation of the National Strategy on Climate Change in 2011, followed by the National Action plan on Climate Change 2012-2020 in 2012. A signatory of the Paris Agreement, the country is currently finalising its revised Nationally Determined Contribution (NDC), while advancing the formulation of its National Adaptation Plan (NAP) and the update of the National Climate Change Strategy since 2020, building on the updated NDC.

UNDP Viet Nam envisions its key mission to support Viet Nam in institutionalization and implementation of the NDC as part of UNDP NDC Global Support Programme with financial support from BMU and the EU. UNDP Viet Nam also supports the advancement of private sector engagement in Agriculture and Energy sectors, as the most prioritized areas to implement Viet Nam climate commitments.

The overall objective of the project is to advance the private sector engagement to finance, support and implement technically sound and financially viable risk-informed mitigation and adaptation actions in Viet Nam NDC. Specifically, the changes are made through delivering of the four expected outcomes

1. Productivity and Competitiveness of Agriculture Sectors and its supply chains are advanced with sustainable, resilient and low emission innovations.

2. Strengthening Platform for Private Sector Innovation and Investments to support technology transfer to track contributions of NDC targets.
3. Sustainable finance mechanisms established to scale up NDC mitigation and adaptation actions.
4. Policies and Incentives created to advance private sector engagement in investment opportunities in national plans.

In 2019, in parallel to the NDC global support programme, UNDP launched the [*Climate Promise*](#), a global programme through which it committed to supporting at least 100 countries in enhancing their NDCs by 2020. Under the *Climate Promise* programme, UNDP will continue to work with the Government of Viet Nam, particularly with the Department of Climate Change (DCC) of the Ministry of Natural Resources and Environment (MONRE), which is the UNFCCC Focal Point, to enhance the capacity and inclusion of the Youth in the NDC planning and implementation process.

In collaboration with MONRE, UNDP recently launched the initiative [*Youth4Climate*](#) in 2020. The initiative aims to strengthen the capacity of existing youth representatives and youth networks in stepping-up their climate actions in different frontlines to advance Viet Nam's NDC. This initiative builds on UNDP's long experience in mobilising and working with Youth and students in Viet Nam, including the 2030 Youth Force Viet Nam and in youth social entrepreneurship.

Specifically, the *Youth4Climate* initiative will:

1. Raise environmental awareness of the Youth by building on active Youth networks, empower them to be agents of change and take swift actions to implement the climate commitments laid out in Viet Nam's NDC.
2. Listen to Youth's voices to capture the current bottlenecks and opportunities they face in undertaking climate actions.
3. Establish regular platforms for dialogues with the Government and policymakers in delivering the NDC in Viet Nam; and mentor Youth Delegates to contribute to Pre-COP26 Youth Events.

Building on the network of VCCI and MARD Private Sectors and Businesses networks, youth and young entrepreneurs in Viet Nam who are passionate about contributing to the implementation of the NDC, UNDP Viet Nam will launch a dynamic Climate Hub. The Climate Hub aims to promote basic climate-science, and robust and transparent climate information, education and communication materials to the public, targeting youth entrepreneurs and youth in Viet Nam to fast-tracking their climate awareness to support NDC implementation in Viet Nam. The Climate Hub is envisioned as a horizontal learning community where the Youth and Private sector can learn from academics, policy makers and practitioners. The Hub will develop a strong social media component since this channel is often the primary source of information in Viet Nam. Designed as a collaborative learning platform, the Hub will be interdisciplinary and cross-sector.

As such, UNDP is looking for a National firm designing and developing a website to ensure its youth-friendly, mobile-friendly and interactive climate learning hub for Viet Nam.

2. Objectives

Main objective

Develop a youth-friendly, mobile-friendly and interactive website with at least 15 learning modules about climate change, a library of resources and a map of Viet Nam to show profiles of youth-led innovations, youth-led projects in climate mitigation and adaptation across the country.

Specific Objectives

- Interactive, multimedia solutions to help present knowledge from the climate learning modules in a youth-friendly and mobile-friendly way. The indicative web-domain is www.climatelearning.undp.org.vn;
- A library of resources that is easy to access and download for further reading and research on relevant climate topics. See **Annex 1** for a minimum table of contents for the library;
- An interactive map of Viet Nam youth's climate action project/innovation profiles, with clear indication of cities, provinces and islands. The map is a living record of innovations in adapting and mitigating climate change in Viet Nam. It can be updated by users of the website. Specifically, it will be the 2D map of Viet Nam. When clicking on a province/city, users can see youth-led project profiles on climate change. They also can add more information about their own project on this map by selecting 'Add your project' and filling in an application form. After the admin approves the application, the information of the project will be appeared on the map (Please see the content of the form in **Annex 2**). For your reference, please kindly see [here](#);
- Operation and maintenance (O&M) service and O&M 3 trainings for 5 UNDP colleagues working under climate change portfolio (1 year) to manage, upgrade and maintain the website and its datasets;

3. Scope of works and key requirements

The contractor is expected to undertake the following activities:

- Propose and revise the concept ideas for the website after consultation with relevant stakeholders, including the web managers and indicative list of potential web audiences and UNDP;
- Liaise with different stakeholders to propose a set of website interfaces and options;
- Work closely with the UNDP Curator to ensure the accuracy of all the written and visual contents;
- Work closely with the UNDP Communication Consultant to integrate and ensure compliance with all UNDP communication rules and regulation on branding, visibilities, copyrights, layout and linkages to UNDP website and communication tools, etc;
- Develop a guideline and provide training to the web-managers to manage, upgrade and maintain the website and its datasets;
- Update the website if there are any changes to the content due to new data from research;
- Present the website and explain its operation at the website dissemination workshop;

- Develop a prototype of the web, which will be available to youth users in Phase 1. Make adjustments according to comments from youth users about the following:
 - Home Page
 - Introduction Pages
 - Learning Modules (including text, quiz, multimedia materials, user interaction, etc. – that will be presented in **Annex 3**)
 - Community (a forum where users can log in and discuss with others in any topics related to climate change)
 - Innovation map
 - Language (Vietnamese & English)
 - Search
 - Sign in/Sign up
 - Event calendar
 - Data Analysis Pages (internal use)
 - Admin Pages (internal use)

(Names may change)

- Develop web platform which has essential features described in **Annex 4**;
- Provide the O&M services of the website of 24 hours a day, seven days a week for one year; cooperate with UNDP to make necessary O&M adjustment to ensure the full and effective function of the web;
- Final report to UNDP after completion of the training and coaching on the web operation to a group of youth/experts assigned by UNDP. An update monthly report to UNDP on arising issues on web operation and maintenance phase until the end of the contract.

4. Timing, duration of contract, and location

- The Contractor is expected to provide the specified services from **20 May 2021** to **20 August 2021** for the core work (web development) and the O&M services until the end of **20 August 2022**.
- The duty station for this assignment will be Hanoi.

5. Outputs and Deliverables

The Contractor is expected to deliver the products as described below:

Phase	Output	Indicative Schedule
Phase 1	Output 1: A prototype of the climate learning website www.climatelearning.undp.org.vn with new design developed	10 June 2021
Phase 2	Output 2: Website with all functions; 8 learning modules uploaded and an innovation map with at least 30 youth innovations across the country	1 July 2021
	Output 3: Website fully operational with all proposed technical functions operationalized, full learning modules and more than 50 innovations of youth across the country	20 August 2021

Phase 3	Output 4: Website operation and maintenance, server service in 1 year and a Final handover report on the completion of tasks.	After completion and handover to UNDP
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Minimum requirements for website interface:

- A full set of youth-friendly, interactive and mobile-friendly solutions for web interface and design for Climate change learning modules provided by UNDP.
- The indicative list of information is presented in the annex, and the indicative website prototype is: <https://7n4gs.draftium.site/>
- Interactive features presentable on the website should include:
 - + interactive posts and stories
 - + basic flash animations
 - + graphics
 - + videos
 - + quizzes
 - + downloadable materials in shapefiles, pdf, excel, csv, files
- A login system for users to track progress in reading content and interact with other users via a Community section and comment sections
- Website traffic analytics easily accessible to website admins
- Ensure regular web hosting service: data backup, administrative levels, etc.
- Others: Sections organized in a simple-and-easy-to-follow manner for users to find information
- Updates popped up on the front site
- Web security: appropriate security mechanism/solutions integrated into the web in close consultation with UNDP
- Website development shall be done in consultation with related stakeholders, including youths aged 16-35.
- Language: in Vietnamese & English

6. Qualification

Any firm that is interested the bidding is expected to meet the following requirements:

- A well-established Viet Nam-based firm with at least three years practical experience in web designing and development;
- Possessing previous experience in developing user-friendly, visually-attractive, highly-interactive, simple but elegant and clean e-learning websites for different organizations;
- The team leader must have professional qualifications in Information Technology with exposure to multimedia applications, following web design standards and making use of Web 2.0 or later
- Having experience working with UN in Viet Nam and/or UNDP in website design and development

The team leader in charge of the assignment should possess the following technical skills:

- Expert knowledge of modern multimedia, interactive website design techniques (Web 2.0 or later), including graphic designing and web-based application platforms

- Demonstrated experiences in developing web-based applications involving data illustration
- Strong organizational skills and ability to handle multiple tasks under tight deadlines
- Must be able to communicate in both English and Vietnamese
- Preferable if have worked on similar assignments previously

7. Requirements for submission

- Detailed technical elaboration on how the website is to be developed together with a concrete work-plan for the assignment;
- **Interactive real-time simulation** of the proposed 1 technical solution (by sending together with the technical proposal a link to the demonstration site for UNDP's review) – **A MUST**;
- CV's team leader and proposed team must be provided;
- O&M service and training plans;
- Detailed financial proposal for the three phases;

8. Schedule of payment

UNDP Viet Nam shall affect payments to the successful Service Contractor upon UNDP's satisfaction with expected deliverables set forth in Section 5 above.

Payments shall be made in phases by outputs:

Phase	Output	Amount and Payment Schedule
Phase 1	Output 1: First mock-up version at the inception of the project The climate learning website www.climatelearning.org.vn with new design developed (prototype)	20% of total contract value to be paid upon UNDP's satisfaction with Output 1
Phase 2	Output 2: Website with all functions, 8 learning modules and an innovation map with at least 30 innovations of youth across the country	30% of total contract value to be paid upon UNDP's satisfaction with Output 2
	Output 3: Website fully operational with all proposed technical functions operationalized, full learning modules and more than 50 innovations of youth across the country	30% of total contract value to be paid upon UNDP's satisfaction with Output 3
Phase 3	Output 4: Website maintenance and server service in 1 year	20% of total contract value to be paid upon UNDP's satisfaction with Output 4

9. Support from UNDP and reference documents

UNDP will provide the following support where deemed appropriate:

- Substantive inputs in and quality control of deliverables;
- Office space for meetings and working sessions when needed;
- Any other substantive support where deemed appropriate.

Following are references strongly recommended for potential bidders to learn from:

For the learning modules:

- <https://www.learningfornature.org/en/>
- <https://www.mission1point5learn.org/>

10. Provision of monitoring and progress controls

- The firm shall report to UNDP Programme Officer on Climate Change and Disaster Risk Reduction on the deliverables of their work;
- Upon contract signing, the contractor has to work closely with the UNDP Learning Hub Curator and Communication Consultant to discuss and agree on the task requirements, working methodology;
- The UNDP team and the relevant stakeholders review and comment on the contractor's required outputs in the TOR;
- The contractor reviews the comments and submits the revised outputs/ reports for further review and comments;
- The UNDP colleagues on Climate Change Portfolio will support the UNDP PO in supervising the contractor and ensure a monitoring and progress control will be agreed by UNDP and will be included in the work-plan, stating clear deadlines and verification activities;

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise and Capacity of Firm / Organization	15%	150					
2.	Adequacy of the proposed approach, methodology and work -plan responding to the TOR	65%	650					
3.	Personnel competencies and human resource organization	20%	200					
Total			1000					

Form 1:Expertise and Capacity of Firm / Organization submitting Proposal

Form 2:Adequacy of the proposed approach, methodology and workplan responding to the TOR

Form 3:Personnel competencies

Form 1: Expertise and Capacity of Firm / Organization submitting Proposal

No.	Criteria	Max. point
1.1	A well-established Viet Nam-based firm with at least three years practical experience in web designing and development;	50
1.2	Provision track records of at least three similar contracts and links to its developed websites (3 contracts: 50 points; 4 contracts: 70 points; 5 contracts: 100 points)	100
	Total [Form 1]	150

Form 2: Adequacy of the proposed approach, methodology and workplan responding to the TOR

No.	Criteria	Max. point
2.1	Detailed technical elaboration about how the website to be developed together with a concrete work-plan for the assignment	50
2.2	Interactive simulation of the proposed technical solution that is user-friendly, visually attractive, highly interactive, simple but elegant and clean e-learning websites is a MUST (see Minimum requirements section above).	400
		<i>Sub-score:</i>
2.2.1	- A full set of youth-friendly, interactive and mobile-friendly solutions for web interface and design for Climate change learning modules provided by UNDP.	100
2.2.2	- Overall page design	50
2.2.3	- Interactive features presentable on the website	40
		<i>Sub-score:</i>
	+ interactive posts and stories	10
	+ basic flash animations	10

100

	+ graphics	5
	+ videos	5
	+ quizzes	5
	+ downloadable materials in shapefiles, pdf, excel, csv, files	5
2.2.4	- A login system for users to track progress in reading content and interact with other users via a Community section and comment sections	40
2.2.5	- Website traffic analytics easily accessible to website admins	40
2.2.6	Regular web hosting service: data backup, administrative levels, etc.	50
2.2.7	- Others: Sections organized in a simple-and-easy-to-follow manner for users to find information	10
2.2.8	- Updates popped up on the front site	10
2.2.9	Web security: appropriate security mechanism/solutions integrated into The web in close consultation with UNDP	50
2.2.10	- Language: in Vietnamese & English	10
2.3	A link to the demonstration site for UNDP's review	100
2.4	O&M service plan	50
2.5	O&M training plan	50
	Total [Form 2]	650

Form 3: Personnel competencies (Team composition and Technical Team Leader for overall planning and implementation of the proposed service)

No.	Criteria	Point obtainable
3.1	Team composition:	100
		<i>Sub-score:</i>
3.1.1.	Are the manpower estimates given for each activity of the project realistic?	50
3.1.2.	Does the proposed team cover all areas of expertise required?	50
3.2	National Technical Team Leader	100
		<i>Sub-score:</i>
3.2.1	Expert knowledge of modern multimedia, interactive website design techniques (Web 2.0 or later), including graphic designing and web-based application platforms	50

3.2.2	Demonstrated experiences in developing web-based applications involving data illustration	25
3.2.3	Bachelor's degree or above on web design, computer engineering or related fields	25
	Total [Form 3]	200

Annex 1: Minimum Table of contents for the Library

Resources in the library (estimate: 100 directly downloadable resources and 100 links to other external resources) should be easily searchable by author, keyword, and the following topics:

Climate physics
Climate impact
Climate adaptation
Climate mitigation
Natural environments & biodiversity
Built environments
Climate & food
Energy & energy systems
Transportation
Plastic
Circular economy
Alternative materials
International climate negotiations
Viet Nam's climate policy
UN reports
IPCC reports
MONRE reports
Vietnamese university research

Annex 2: The application form for additional information for the map

- The project name
- The project implementation location
- The project implementation time
- The focus sectors
- The brief introduction
- The partners
- The documents (optional)

Annex 3: Learning Hub Module Content

The Youth Climate Learning Hub website will consist of three (03) main categories: (1) Theme-based Information Education Communication (IEC) modules; (2) Library of climate-related resources; (3) Event calendar and (4) Map of youth climate adaptation and mitigation projects.

Theme-based IEC Modules: The theme-based modules will fulfill the Youth Climate Learning Hub's first two objectives, namely that of providing robust and transparent climate information and learning modules from basic to advanced levels with interactive resources on relevant topics.

Type of resources: Each of the IEC module will consist of:

- (Text) a summary of the topic, written by the hub curator based on 3+ different academic papers/reports
- (Multimedia) a set of infographics about the topic, created by the hub curator with the support of UNDP's communication team
- (Multimedia) a video about the topic with interviews of relevant experts and youth leaders
- (Text) a guest article on interesting new perspectives or findings about the topic, curated from Vietnamese experts/youth researchers or international experts/youth researchers with a Viet Nam perspective.
- (Interactive) a simple quiz or challenge for the users to test their understanding of the module
- Links to other resources in Library

Content: *The 15 foundational IEC modules of the Youth Climate Learning Hub will be divided into five (05) main themes as follows:*

Theme	IEC Module 1	IEC Module 2	IEC Module 3	IEC Module 4
1. Climate Science Basics: An overview of the science behind anthropogenic climate change and its impacts	Quintessential climate concepts (Basic): This module aims to provide, in layperson's terms, an overview of the major climate experiments, models and graphs that collectively show the existence of anthropogenic climate change. The module will also	Climate process & Feedback loops (Advanced): This more challenging module for those already familiar with climate science basics will introduce the concept of feedback loops, such as permafrost melting, ocean circulation disruption and rainforest drought.	Climate change impacts (Basic): Another quintessential climate science module, this will provide research from Vietnamese and international scientists showing how various global warming scenarios will affect different regions in Viet	Climate adaptation & mitigation (Intermediate): This module will introduce the concept of climate adaptation and mitigation, and explain why they must both occur simultaneously. Examples of long and short-term solutions as well as their

	briefly outline the history of climate science, how it was developed and where it is heading now, with expert perspectives in Viet Nam and internationally.	An explanation of the hypotheses will be provided, as well as the feedback loops' impact and ongoing areas of research, with a view of what this can mean for Viet Nam.	Nam, Southeast Asia and the world at large. The module will also explain the concept of climate Loss and Damage to human societies, infrastructure and the environment.	implementability in Viet Nam will be examined.
2. Land Use: An overview of land use, land use change and forestry	Natural biomes (Intermediate): This module will introduce the concept of biomes, the various types of biomes on earth, where they exist, how they are affected by climate change as well as how they could play a role in climate mitigation. Emphasis will be placed on the biomes present in Viet Nam (forest, mangroves, freshwater, ocean).	Human environments (Intermediate): The climate impact of urban and rural environments will be explored in this module, as well as the concept of climate mitigation and adaptation through land-use change. Best practices and case studies will be introduced, such as smart city models and their feasibility in the context of Viet Nam.	Climate & food (Intermediate): After gaining an understanding of natural biomes and how they interact with the carbon cycle, youths can explore what this means for agriculture and the food they consume every day. Concepts such as sustainable agriculture will be explored, as well as questions about the climate impact of various diets and foods to help learners make informed choices in their everyday life and start-up ideas.	----
3. Energy Transition:	Energy sources (Basic): What are the	Electricity use (Intermediate): This	Transportation (Intermediate): This	----

An overview of energy sources, energy uses and options for an energy transition	<p>main types of fossil fuels and renewable energy? What are their pros, cons and GHG emissions? What are some available technologies that could mitigate the climate impact of each energy source? These are the questions that will be answered in this module, with a forward emphasis on Viet Nam's energy development under PDP8.</p>	<p>module will provide an overview of how electricity is used by individuals and industry as well as the associated carbon emissions of each activity. Grid systems and grid efficiency will also be explored, alongside electricity monitoring and saving for individual households and small businesses. Users will obtain a good grasp of theoretical and practical knowledge on climate mitigation via more efficient electricity use.</p>	<p>module will explore the other major destination of energy in human society: transportation. The current carbon footprint of various modes of transportation will be discussed, as well as mitigating innovations for individual vehicles and transportation systems. Questions to consider include the possibility of greater electric vehicles (EVs) and public transport presence in Viet Nam.</p>	
4. Materials: An overview of various materials, their extraction, production, consumption and waste management	<p>Plastics (Basic): Plastics is commonly understood by youths to be harmful to the environment, but its contribution to GHG emissions and climate change may be less clear. This module provides a comprehensive overview of the carbon emissions associated with each phase of the plastic lifecycle, as well as how policies,</p>	<p>Circular economy (Intermediate): Although circular economy is becoming a common buzzword, there is a need for greater understanding of the concept, how it differs from a linear economy and how it can be implemented in real life. This understanding is what the module aims to provide, via a summary of the history, science and</p>	<p>Alternative materials (Intermediate): This module considers nature based or biodegradable alternatives to plastic, metals and other materials, with an emphasis on those available in Viet Nam and how they can be better utilized. Ongoing research, best practices and case studies are also</p>	----

	campaigns and technological interventions can contribute to lowering this.	economics behind the concept of “circular economy” and its potential implementation in Viet Nam.	presented that will be of interest to the individual youth as well as youth start-ups.	
5. Climate Policy: An overview of climate policy on a regional, national and international scale	International climate negotiations (Intermediate): This module provides an overall history of the international climate negotiation process, their achievements and shortcomings, with a focus on major players, negotiation groups and Viet Nam’s participation in the process. ●	Climate policy in Viet Nam (Intermediate): After youths gain a broad understanding of international climate negotiations and policies, this module will give them a deep dive into Viet Nam’s climate policies, initiatives and relevant legal frameworks on a national and regional level.	----	----

Library of climate-related resources: The library section will fulfill the third aim of the learning hub, providing a bibliography of 200+ resources from 50+ thought leaders in climate science and climate policy in Viet Nam or internationally. Organized alphabetically and by topic, the library will provide:

- downloadable files or links to relevant resources
- translations (if appropriate)
- overview of an author’s history, field of research and mentorship availability
- author contact information (if available).

Example for the library:

<https://www.goodreads.com/genres>

Event calendar: The event calendar will fulfill the fourth and final aim of the learning hub, of curating online and offline events as well as other opportunities for youths to engage with leading authors, prominent scientists and policymakers. Aside from meet-ups organized by the Youth Climate Learning Hub curator, the calendar will also feature events hosted by relevant organizations such as UN agencies, other development

agencies and civil society organizations that might be of Vietnamese interest to youth climate leaders and entrepreneurs.

Map of youth projects: An interactive map of youth climate adaptation and mitigation projects across Viet Nam for users to update information about their work, obtain relevant knowledge and connect with relevant stakeholders.

Annex 4:

Category	Requirements
User account	- Only one account per email
	- Users need to provide some personal information to sign up such as name, age, hometown, email, link to LinkedIn or Facebook, etc.
Login system	- Remember account - Create new password by email
Notification	Deliver notification to user's email (including status updates, comments, new learning module, new discussion topic, etc
Data privacy	The web system/platform development and/or maintenance teams have no access to users' profiles and discussion thread

Annex 5: Sample of a learning module (in Vietnamese)

Refer to this prototype: <https://7n4gs.draftium.site/khoa-hoc-khi-hau-101/thong-tin-them-1>

ANNEX II-FRQ: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex III: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX III-RFQ: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex II Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the required submitted documents as per instructed in Section 2 (RFQ Instructions and Data) and according to the Evaluation Criteria.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			

Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.