



## REQUEST FOR QUOTATION (RFQ)

**(From Vietnam based firms/institutes/organizations)**

| NAME OF SERVICE                                                                                                                                                                                                                                                       | Date: <b>29 April 2021</b>     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Conducting three regional Community-based Disaster Risk Management (CBDRM) training workshops (hereafter referred to as TOT) in 3 provinces of Viet Nam, and 21 communal CBDRM training courses (hereafter referred to as TOF) in 21 communes in the provinces</b> | RFQ Reference: <b>N-210401</b> |

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: 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 2: Quotation Submission Form and Annex 3 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: 29 April 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Introduction</b>                             | <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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Deadline for the Submission of Quotation</b> | <p><b>As indicated in eTendering system</b><br/> <b>Note that system time zone is in EST/EDT (New York) time zone.</b></p> <p>PLEASE NOTE:</p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Method of Submission</b>                     | <p>Quotations must be submitted in one of the following methods:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> E-tendering</li> <li><input checked="" type="checkbox"/> Dedicated Email Address</li> <li><input checked="" type="checkbox"/> Courier / Hand delivery</li> <li><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></li> </ul> <p>Bid submission address: <b>bidding.vn@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: pdf, excel, word, zipped files</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>30 MB</b></li> <li>▪ Mandatory subject of email: <b>Conducting 3 TOT and 21 TOF in 21 coastal provinces</b></li> <li>▪ 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.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>• Insert BU Code and Event ID number</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:</p> |

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|                                                     | <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Cost of preparation of quotation</b>             | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Supplier Code of Conduct, Fraud, Corruption,</b> | <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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>                                                                                                                                                                                                                                                                                                               |
| <b>Gifts and Hospitality</b>                        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Conflict of Interest</b>                         | <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> |
| <b>General Conditions of Contract</b>               | <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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Special Conditions of Contract</b>               | <p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Eligibility</b>                                  | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                                 | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Currency of Quotation</b>                    | Quotations shall be quoted in <b>Vietnamese dong (VND)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Joint Venture, Consortium or Association</b> | <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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Only one Bid</b>                             | <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"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul> |
| <b>Duties and taxes</b>                         | <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"> <li><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Language of quotation</b>                    | <p><b>English and/or Vietnamese</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Documents to be submitted</b>                | <p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</li> <li><input checked="" type="checkbox"/> Company Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (<b>optional</b>);</li> <li><input checked="" type="checkbox"/> Business Licenses – Registration Papers, Tax Payment Certification, etc.;</li> <li><input checked="" type="checkbox"/> <b>Detailed technical proposal</b></li> <li><input checked="" type="checkbox"/> <b>Track Record – Range and depth of experience with similar projects/contracts/clients</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                                                            | <input checked="" type="checkbox"/> Assigned team composition with experience with clearly indicating their roles by provision detailed CVs with their experiences and copies of relevant certificates;<br>Click or tap here to enter text.                                                                                                                                                                                                                                                                                         |
| <b>Pre-proposal meeting</b>                                                | Time: <b>2.30 pm</b><br>Date: <b>Thursday, May 06, 2021</b><br>Venue: <b>304 Kim Ma street, Ba Dinh District, Ha Noi</b><br>The UNDP focal point for the arrangement of pre-proposal is:<br>Ms. Nguyen Thuy Nga, Procurement Executive<br>Tel: (+84-24) 38501831<br>E-mail: <a href="mailto:nguyen.thuy.nga@undp.org">nguyen.thuy.nga@undp.org</a><br><br>Kindly contact the above focal point to register for the pre-proposal meeting at least 1 day in advance.                                                                  |
| <b>Quotation validity period</b>                                           | Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of Quotation.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Price variation</b>                                                     | 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.                                                                                                                                                                                                                                                                                                               |
| <b>Partial Quotes</b>                                                      | <input checked="" type="checkbox"/> Not permitted<br><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes                                                                                                                                                                                                                                                                                                                   |
| <b>Alternative Quotes</b>                                                  | <input checked="" type="checkbox"/> Not permitted<br><input type="checkbox"/> Permitted                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Payment Terms</b>                                                       | <input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.<br><input checked="" type="checkbox"/> As indicated in the attached TOR<br><input checked="" type="checkbox"/> Condition for Payment Release: <b><i>Within thirty (30) days from the date of meeting the following conditions:</i></b><br>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of official invoice from the Service Provider. |
| <b>Conditions for Release of Payment</b>                                   | <input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation<br><input type="checkbox"/> Passing all Testing [specify standard, if possible]<br><input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]<br><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements<br><input type="checkbox"/> Others [pls. specify]           |
| <b>Contact Person for correspondence, notifications and clarifications</b> | E-mail address: <a href="mailto:nguyen.thuy.nga@undp.org">nguyen.thuy.nga@undp.org</a><br><br><b>Attention: Proposals shall not be submitted to this address but to the address for proposal submission above. Otherwise, offer shall be disqualified .</b><br><br><b>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.</b>                                        |
| <b>Clarifications</b>                                                      | Requests for clarification from bidders will not be accepted any later than 03 days before the submission deadline. Responses to request for clarification will be communicated through emails by the above-mentioned contact person.                                                                                                                                                                                                                                                                                               |
| <b>Evaluation method</b>                                                   | <input type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer<br><input checked="" type="checkbox"/> The Contract will be awarded to the proposal with Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)                                                                                                                                                                                                                      |

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Evaluation criteria</b>                        | <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1<br><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract<br><input type="checkbox"/> Comprehensiveness of after-sales services<br><input type="checkbox"/> Earliest Delivery /shortest lead time<br><input checked="" type="checkbox"/> Please refer to the <a href="#">Evaluation Criteria</a> for further details. |
| <b>Right not to accept any quotation</b>          | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Right to vary requirement at time of award</b> | 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.                                                                                                                                                                   |
| <b>Type of Contract to be awarded</b>             | <input type="checkbox"/> Purchase Order<br><input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (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.)<br><input type="checkbox"/> <a href="#">Contract for Works</a><br><input type="checkbox"/> Other Type/s of Contract [pls. specify]                  |
| <b>Expected date for contract award.</b>          | <b>15 June 2021</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Publication of Contract Award</b>              | 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.                                                                                                                                                                                                                                                                                                                            |
| <b>Policies and procedures</b>                    | This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>UNGM registration</b>                          | 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 <a href="http://www.ungm.org">www.ungm.org</a> . 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.                 |

## EVALUATION CRITERIA

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

| <b>1- Overall firm competencies</b> |                                                                                                                                                      | <b>Points</b> |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.1                                 | 8 years of experience in DRM and CCA in Vietnam                                                                                                      | 50            |
| 1.2                                 | 2 years of CBDRM/A training organization experience. Working experience in at least 4 out of 7 GCF Project provinces is preferred                    | 50            |
| 1.3                                 | Experience working with governmental agencies, especially MARD, and other relevant stakeholders                                                      | 30            |
| 1.4                                 | 3 years of profound experience in gender equality mainstreaming and experience working with Women's Union and Vietnam Red Cross                      | 40            |
| 1.5                                 | Quality assurance procedures, warranty                                                                                                               | 30            |
| <b>Total</b>                        |                                                                                                                                                      | <b>200</b>    |
| <b>2- Technical Proposal</b>        |                                                                                                                                                      | <b>Points</b> |
| 2.1                                 | Extent to which the Offeror understands the tasks and expected deliverables/outcomes of the ToR                                                      | 40            |
| 2.2                                 | The suggested workplan sufficiently address the tasks/responsibilities expressed in the ToR                                                          | 80            |
| 2.3                                 | The suggested methodologies/approaches outlined sufficient and appropriate to address the needs/demands of the ToR                                   | 80            |
| <b>Total</b>                        |                                                                                                                                                      | <b>200</b>    |
| <b>3- Team Composition</b>          |                                                                                                                                                      | <b>Points</b> |
| <b>3.1</b>                          | <b>01 National team leader, Expert on Climate Change Education and Awareness:</b>                                                                    | <b>160</b>    |
| 3.1.1                               | Bachelor's degree or higher in resource management, environmental science, economics, public policy, agriculture and forestry, and/or related fields | 40            |
| 3.1.2                               | Foreign language proficiency: Overseas Master's degree (in English) or an IELTS 6.0 or equivalency in English certification                          | 40            |
| 3.1.3                               | 10 years of work experience in DRM and CCA                                                                                                           | 40            |
| 3.1.4                               | Experience in providing training courses using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002             | 40            |
| <b>3.2</b>                          | <b>01 National team member, training expert in DRR/CCA:</b>                                                                                          | <b>100</b>    |
| 3.2.1                               | Bachelor's degree or higher in natural resource management, agriculture, forestry, and/or related fields                                             | 20            |
| 3.2.2                               | A certificate granted by the Thuy Loi University under the GCF Project to facilitate training on climate change and CBDRM/A                          | 20            |
| 3.2.3                               | Work experience with governmental agencies and civil society/mass organizations                                                                      | 20            |

| <b>1- Overall firm competencies</b> |                                                                                                                                                                                         | <b>Points</b> |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 3.2.4                               | 3 year of work experience in providing training using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002                                         | 40            |
| <b>3.3</b>                          | <b>01 National team member, expert assisting the collection of CBDRA data and local socio-economic data</b>                                                                             | <b>80</b>     |
| 3.3.1                               | Bachelor's degree in environmental resources, development economics, information technology, and/or related fields                                                                      | 20            |
| 3.3.2                               | 5 years of work experience in data collection and management, development of socio-economic and environmental surveys and assessment databases for projects, research assignments, etc. | 20            |
| 3.3.3                               | 3 years of work experience in organizing, facilitating, and supporting localities especially at the commune level - in collecting, surveying, and analysing data                        | 20            |
| 3.3.4                               | Work experience with communities, including participatory discussion facilitation skills, with the participation of vulnerable groups                                                   | 20            |
| <b>3.4</b>                          | <b>Up to 5 National trainers on CBDRM/A (VNM2 group)</b>                                                                                                                                | <b>100</b>    |
| 3.4.1                               | Have a university degree;                                                                                                                                                               | 20            |
| 3.4.2                               | Have 4-6 years of experience in CBRDM/A;                                                                                                                                                | 20            |
| 3.4.3                               | Directly conducted 20+ CBDRM/A trainings; and                                                                                                                                           | 30            |
| 3.4.4                               | Participated in the training for GCF Project will be an asset                                                                                                                           | 30            |
| <b>3.5</b>                          | <b>Up to 5 Provincial level trainers on CBDRM/A (VNM1 group)</b>                                                                                                                        | <b>80</b>     |
| 3.5.1                               | Have a college degree;                                                                                                                                                                  | 20            |
| 3.5.2                               | Have 3-5 years of experience in CBDRM/A;                                                                                                                                                | 20            |
| 3.5.3                               | Directly conducted 10 training classes on CBDRM/A; and                                                                                                                                  | 20            |
| 3.5.4                               | Participated in the GCF Project will be an asset                                                                                                                                        | 20            |
| <b>3.6</b>                          | <b>Up to 5 Facilitators who are selected for CBDRM/A training in communes (UN-EU cost norm for facilitators)</b>                                                                        | <b>80</b>     |
| 3.6.1                               | Have a college degree                                                                                                                                                                   | 20            |
| 3.6.2                               | Experienced with logistic arrangement under DRR/CCA training                                                                                                                            | 30            |
| 3.6.3                               | Have experience in GCF CBDRM/A software will be given priority.                                                                                                                         | 30            |

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation. **Submission obtaining the highest weighted points (70% technical points + 30% financial points) will be selected.**

**Important Notes:**

- Please refer to the [Documents to be submitted](#) for documents to be evaluated.



## ANNEX 1: TERM OF REFERENCE



### TERMS OF REFERENCE for national firm/institution

#### I. GENERAL INFORMATION

|                              |                                                                                                                                                                                                                                                               |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project/Program title</b> | <b><i>Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam</i></b>                                                                                                                                        |
| <b>Assignment</b>            | Organize 3 TOT and 21 TOF in 21 coastal provinces                                                                                                                                                                                                             |
| <b>Activity Code</b>         | <b>3.1.3.3 and 3.1.3.4</b>                                                                                                                                                                                                                                    |
| <b>Contract Type</b>         | Institutional contract (Consultancy firm/Lumpsum contract)                                                                                                                                                                                                    |
| <b>Location</b>              | 21 coastal provinces: Quảng Ninh, Hải Phòng, Thái Bình, Ninh Bình, Nghệ An, Hà Tĩnh, Quảng Trị, Đà Nẵng, Bình Định, Phú Yên, Khánh Hòa, Ninh Thuận, Bình Thuận, Bà Rịa - Vũng Tàu, TP HCM, Tiền Giang, Bến Tre, Trà Vinh, Sóc Trăng, Bạc Liêu, and Kiên Giang |
| <b>Contract Period</b>       | Q2/2021 – Q2/2022                                                                                                                                                                                                                                             |
| <b>Report to</b>             | UNDP Senior Technical Advisor                                                                                                                                                                                                                                 |
| <b>Coordination</b>          | UNDP, VNDMA <sup>1</sup> (Department of Science, Technology and International Cooperation), CPMU, Department of CBDRM, Department of Forestry (under MARD), MoC (Department of Housing and Real Estate Market), and Provincial Project Management Units.      |

#### II. PROJECT DESCRIPTION

UNDP is coordinating with the Ministry of Agriculture and Rural Development (MARD), the Ministry of Construction (MoC), the Ministry of Planning and Investment (MPI), and seven provinces (Nam Định, Thanh Hoa, Thừa Thiên Huế, Quảng Ngãi, Quảng Bình, Quảng Nam, and Cà Mau) in the implementation of the project *Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam* (GCF Project, or the Project).

The Project, funded by the Green Climate Fund (GCF) with co-funding from UNDP and the Government of Vietnam over the course of 2017-2022, consists of 3 key components:

<sup>1</sup> See table of acronym showed in [appendix 4 attached to this document](#)

1. **Component 1:** Storm and flood-resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes;
2. **Component 2:** Regeneration of 4,000 hectares of coastal mangrove storm surge buffer zones using successful evidence-based approaches;
3. **Component 3:** Increased access to enhanced climate, damage, and loss data for private and public sector application in all 28 coastal provinces of Viet Nam

Over the course of 2018-2020, the GCF Project saw to the organization of community-based disaster risk management (CBDRM) training courses in 373 coastal and near-coastal communes. This work included the gradual updating of training materials on community-based disaster risk management, including software that collects information on community-based disaster risk management and assessment (CBDRM/A). Through these courses, commune authorities jointly identified disaster risk reduction (DRR) solutions and action plans to strengthen disaster preparedness and response capacity in their communities.

Having successfully implemented this training program in 7 coastal provinces, the GCF Project - in collaboration with the Viet Nam Disaster Management Authority (VNDMA) through MARD - aims to expand training activities and information sharing to all 28 coastal provinces of Viet Nam. The Project aims to effectively replicate the successful model training program used in the 7 GCF Project provinces. Further, the Project aims to support necessary adjustments to future government policy to increase the resilience of Viet Nam's coastal communities to natural disasters and climate change.

In order to implement this expansion program, the Project proposes to mobilize a consultancy firm with experience in CBDRM to conduct three regional CBDRM training workshops (hereafter referred to as TOT) in 3 provinces of Viet Nam (tentatively the provinces of Ninh Binh, Phu Yen, and Can Tho), and 21 communal CBDRM training courses (hereafter referred to as TOF) in 21 communes in the provinces of: Quang Ninh, Hai Phong, Thai Binh, Ninh Binh, Nghe An, Ha Tinh, Quang Tri, Da Nang, Binh Dinh, Phu Yen, Khanh Hoa, Ninh Thuan, Binh Thuan, Ba Ria - Vung Tau, HCM City, Tien Giang, Ben Tre, Tra Vinh, Soc Trang, Bac Lieu, and Kien Giang (including participation from all 28 coastal provinces)..

This activity will be carried out alongside CBDRM training activities implemented by the VNDMA. The goal of these training activities is to realize the training and capacity-building objectives for all 28 coastal provinces in Viet Nam.

### III. OBJECTIVES AND SCOPE OF WORKS

This Terms of Reference (TOR) is designed to mobilize a national consultancy firm to conduct 3 regional TOT workshops in 3 coastal provinces, and 21 TOF training courses in 21 coastal provinces of Viet Nam.

#### 1. General objectives

The consultancy firm will support UNDP, the GCF Project Management Unit (PMU), and relevant localities in implementing two main sub-activities:

- a) **Sub-Activity A:** Organize 3 provincial TOT workshops to guide the implementation of CBDRM/CBDRA in coastal communities
- b) **Sub-Activity B:** Organize 21 communal TOF training courses on CBDRM/CBDRA in 21 communes of 21 coastal provinces

The implementation will follow two stages, and financial plan will be divided into two batches, calculated based on the implementation stages:

- a) Stage one: organize the first TOT Phu Yen province for central region provinces and 7 TOF/CBDRA in 7 provinces namely: Quang Tri, Da Nang, Binh Dinh, Phu Yen, Khanh Hoa, Ninh Thuan, and Binh

Thuan. After this series of training, the project team will review the activities under stage 1 and decide the next series of training in stage 2

- b) Stage 2: organize the remaining two TOTs representing the North coastal region, the South/Mekong region and the remaining 14 TOF in Quang Ninh, Hai Phong, Thai Binh, Ninh Binh, Nghe An, Ha Tinh (for the North) and (Ba Ria Vung Tau, HCM City, Tien Giang, Ben Tre, Tra Vinh, Soc Trang, Bac Lieu, Kien Giang (for the South/Mekong region).

The consultancy firm will have the responsibility to ensure

- a) Provinces, districts and communes are well notified the training plan in advance and prepared necessary procedures, including selection of districts and communes for the training
- b) Mobilize qualified trainers, facilitators for the 3 TOT and 21 TOF
- c) All related logistic preparation of the events including hiring hotels for TOT, prepare places for TOF at communes and village level, prepare stationary needed for the training courses
- d) All related to participant procedures: invitation, sub-contract proceeding, transport/ travel arrangement, accommodation, documents to read prior to training, etc
- e) Guide trainers to make reports according to training requirement
- f) All required reports as needed

2. Sub-Activity A: Provincial TOT workshops on raising awareness and guiding the implementation of disaster/climate risk assessment in communities

a. Objectives of the training

- Implement the CBDRM training work plan to expand the GCF Project into 28 coastal provinces
- Agree on the TOT training agenda; responsibility of stakeholders; and detailed steps to implement the CBDRM training
- Update disaster/climate change information through the process of community-based disaster risk and climate risk assessment training, incorporating information about forest/mangrove regeneration and resilient housing for key DRM staff at provincial, district and communal levels. Support the process of integrating DRM and CCA into socio-economic development planning (SEDP) and CBDRM activities
- Prepare for the expansion of CBDRM/A trainings, raise public awareness, and collect a climate change and disaster information for coastal provinces

b. Key tasks:

Organize 3 TOT training workshops on updating disaster and climate risk information at the provincial level and for staff of selected communes.

- The first TOT should be held in May 2021 in Tuy Hoa city of Phu Yen province, with the participation of key DRM staff in 7 central target provinces and cities (Quang Tri, Da Nang, Binh Dinh, Phu Yen, Khanh Hoa, Ninh Thuan, and Binh Thuan), and additional experienced staff from 4 GCF Project provinces (Quang Binh, Thua Thien Hue, Quang Nam, Quang Ngai)
- The second TOT should be held in August 2021 in Ninh Binh province, with the participation of key DRM staff in 6 northern and central target provinces (Quang Ninh, Hai Phong, Thai Binh, Ninh Binh, Nghe An, and Ha Tinh, ), and additional experienced staff from 2 GCF Project provinces (Nam Dinh, Thanh Hoa.)
- The third TOT should be held in September 2021 in Can Tho, with the participation of key DRM staff in 8 southern target provinces and cities (Ba Ria Vung Tau, HCM City, Tien Giang, Ben Tre, Tra Vinh, Soc Trang, Bac Lieu, and Kien Giang), and additional experienced staff from 1 GCF Project province (Ca Mau) and two DRM/CCA staff of Can Tho.

### **c. Participants and Trainers**

- *Participants for TOT 1* in Tuy Hoa, Phu Yen, with 54 people from 11 provinces (including 4 invited provinces) 1 leader and 1 official from the Provincial Committee for NDPC from each of the 7 target provinces (14 people)
- 1 leader and 1 disaster management official from 1 district nominated by the each of the 7 provinces as a pilot (14 people)
- 02 commune members/commune including 01 CPC Chairman/Vice Chairman (Chief of Technical Support Group) and 01 statistic staff (CPC Office). The participants should be nominated by the province and district. (14 people)
- 1 disaster management official from the Provincial project management unit with experiences managing Component 3 of GCF project. (4 people from 4 invited provinces)
- 2 representatives of the selected consultancy firm, 2 delegates from the CPMU, 2 delegates from UNDP, and 2 experienced trainers (8 people)
- *Participants for TOT2* in Ninh Binh province, with 46, people from 8 provinces (including 2 invited provinces) 1 leader and 1 official from the Provincial Committee for NDPC from each of the 6 target provinces (12 people)
- 1 leader and 1 disaster management official from 1 district nominated by the each of the 7 provinces as a pilot (12 people)
- 02 commune members/commune including 01 CPC Chairman/Vice Chairman (Chief of Technical Support Group) and 01 statistic staff (CPC Office). The participants should be nominated by the province and district. (12 people)
- 1 disaster management official from the Provincial project management unit with experiences managing Component 3 of GCF project. (2 people from 2 invited provinces)
- 2 representatives of the selected consultancy firm, 2 delegates from the CPMU, 2 delegates from UNDP, and 2 experienced trainers (8 people)

*Participants for TOT1 in Can Tho with 59, people from 10 provinces (including 2 invited provinces Can Tho and Ca Mau)*

- 1 leader and 1 official from the Provincial Committee for NDPC from each of the 7 target provinces (16 people)
- 1 leader and 1 disaster management official from 1 district nominated by the each of the 7 provinces as a pilot (16 people)
- 02 commune members/commune including 01 CPC Chairman/Vice Chairman (Chief of Technical Support Group) and 01 statistic staff (CPC Office). The participants should be nominated by the province and district. (16 people)
- 1 disaster management official from the Provincial project management unit with experiences managing Component 3 of GCF project from Ca Mau and 2 people from disaster/ climate change management of Can Tho (3 people)

- 2 representatives of the selected consultancy firm, 2 delegates from the CPMU, 2 delegates from UNDP, and 2 experienced trainers (8 people)<sup>2</sup>

#### *Trainers*

*(Details of tasks and selection criteria for trainers is attached in Appendix 3)*

This workshop requires experienced trainers from different disciplines, including: climate change/DRR, risk pack analysis, DRR planning, and the integration of DRR/CCA analysis into SEDP. The consultancy firm will need to mobilize:

- Experienced trainers to facilitate training on climate change and CBDRM/A
- Experienced trainers on risk analysis and the integration of DRR/CCA into SEDP

#### *d. Content of the training workshop*

- Day 1: Introduction of the GCF Project and an overview of DRM; guidance on disaster/climate change risk assessment procedures being implemented by the GCF Project;
- Day 2: Instructions on the usage of CBDRA software and its application in TOF courses in communes. Practice with - CBDRM software; Representatives of participating PPMUs share experience during the implementation of CBDRM activities under GCF project
- Day 3: Introduction to the process of integrating DRR and CCA content into SEDP; and DRR communication activities

*(Detailed draft agenda for the training workshop is attached in Appendix 1)*

#### *e. Main activities*

- Consult with relevant provincial departments to contact districts and communes as part of participant selection process
- Mobilize trainers for the workshop
- Prepare and send invitations to the participants of the training 10 days before the first day of training
- Prepare materials, equipment and facilities for the training workshop
- Coordinate with UNDP, CPMU, and DARD to organize training workshop
- Prepare the detailed schedule for the 21 TOF training courses
- Prepare report on the workshop after its completion

### **3. Description of Sub Activity B: Organize 21 TOF training courses on CBDRM/A in 21 communes of 21 coastal provinces**

#### *a. Objectives*

- Build capacity for coastal leaders and technical staff on community-based disaster/ climate risk management

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<sup>2 2</sup> All the related costs for UNDP and CPMU staff will be covered by the UNDP and CPMU respectively.

- Collect information/data and input to CBDRM software in coastal regions

#### b. Key tasks

- Propose and reach a consensus with the UNDP, the VNDMA, and CPMUs on the implementation plan for CBDRM/A training courses
- Organize CBDRM/A training classes for members of Commune Technical Support Groups and community-based groups in 21 communes using GCF Project-validated and standardized training materials and tools, which build on the Government Program on CBDRM TOF on CBDRM/A can be organized in 3 to 4 provinces at the same time
- Ensure that all members of the Commune Technical Support Groups and community-based groups of the 21 communes:
  - (i) Understand basic knowledge of CBDRM/CCA, resilient housing, forest planting and regeneration, and gender mainstreaming;
  - (ii) Master GCF Project CBDRM software ; and
  - (iii) Continue to support communes in finalizing CBDRA data as required by the Project, and instruct communes to integrate DRR and CCA into local SEDP
- Develop and implement a feedback mechanism from communes to PMUs and the CPMU on the CBDRM/A training process; review and perform quality assessment on communes' CBDRA-CCA reports
- Digitalize the contents of communes' CBDRA reports into the GCF Project CBDRM software under guided procedures; share the reports with CPMU and UNDP.

The schedule for implementing the TOF training courses should be divided into 3 stages according to the series of TOT in central, northern and southern regions.

#### c. Participants/ trainers/ facilitators

##### *Participants for the CBDRM/A class*

The TOF training workshop will require a minimum participation of 25 trainees and maximum participation of 30 trainees. Details are as follows:

- 7-15 members of Commune Technical Support Groups (Representatives of Commune People's Committees [CPCs], commune disaster response taskforces, unions, social organizations, commune office staff, commune land and housing staff, cultural staff, staff from the Red Cross, staff from the Women's Union, staff from the Youth Union, staff from the Fatherland Front, school representatives, etc.). The leader of the training will be the Vice Chairman of the CPC
- 7-15 members of community-based groups (village heads, representatives of mass unions)

It is necessary to ensure that all CBDRM/A trainees will participate fully throughout the courses and practice punctuality each day. Participation should include an average ratio of 50% female trainees.

##### *Participants of community into CBDRA activities*

The CBDRA activities will require a minimum of 60 people and maximum of 80 people. Details are as follows:

- Priority in selection will be given to people living in high-risk villages/hamlets

- Adequate representation and participation of community members from vulnerable groups and women is a requirement (at least 50%)
- Depending on the numbers of villages/hamlets in each commune, the CBDRA activities can be grouped into a maximum of 3 groups of villages/communes for separate meetings and data verifications

#### *Trainers and facilitators*

*(Details of tasks and selection criteria of trainers and facilitators is attached in Appendix 3)*

Each training requires 1 central level trainer, one provincial level trainer and one logistic facilitator. The consultancy firm will need to recruit:

- Up to 5 most experienced trainers with a certificate granted by the Thuy Loi University under the GCF Project to conduct training on CBDRM/A (including 6 days of training).
- Up to 5 provincial level trainers (can be recruited from nearby GCF Project provinces) with experiences to conduct training on CBDRM/A and training of GCF project in 2018 – 2021.
- Logistic facilitators with experience in all logistic preparation for CBDRA training courses the facilitators must follow the training course all the time to make sure logistics arrangement ready, including stationary, banner, speakers etc. and support the trainers in data collection, the facilitator should have skills and experience in using the GCF Project software on CBDRA database collection and analysis and have expertise in assisting in the collection of CBDRA data and local socio-economic data.

#### d. Content of the training

The CBDRM/A training will span 6 days, and is divided into 2 parts:

- Training program (3 days)

Introduction to basic information on disaster and climate change (causes, impacts and solutions, adaptation and mitigation)

- An overview of CBDRM/A (steps, content and assessment tools)
- Guidance and implementation of 9 assessment tools
- Instructions for conducting GCF Project reporting; guidance on integrating DRM and CCA content into local SEDP
- Community-based climate/disaster risk assessment program (3 days)
  - Identification of high-risk areas on the map
  - Gender analysis performance, and verification of disaster and climate change risk through tools; discussion on potential solutions
  - Evaluation team meeting to finalize reporting
  - Meeting to share assessment results with commune leaders and related departments

The group of trainers, the organizer, and the Technical Support group are to complete all training procedures.

*(Detailed course purpose, objectives, and draft agenda for 6-day training is attached in Appendix 2)*

e. Main activities

TOF on CBDRM/A can be organized in 3 to 4 provinces at the same time. For the TOF training to be successful, the selected consultancy firm must ensure both the timeliness and quality of training, while providing organizational and technology support as follows:

*Before the CBDRM/A training courses (at least 1 day in advance):*

- With administrative and procedural support from UNDP and the VNDMA (the CPMU), the selected consultancy firm will contact CPCs to inform them of scheduled training time and necessary logistics. CPCs should be informed in advance and guided in collecting baseline socio-economic data using project software. If the commune has DRM or SEDP plans, the consultancy firm should collect them in advance of the training start date
- The consultancy firm shall consult CPCs on the establishment of Commune Technical Support Groups to participate in the training. This is to ensure effective participation of representatives from civil society/mass organizations and other local stakeholders, and to ensure that all Project beneficiaries receive necessary technical information for their participation in Project activities

*During the CBDRM/A training (6 days):*

- Collect and collate each communes' existing disaster risk information and provincial disaster maps that serve the commune-level DRM/CCA related decision-making processes. Prepare DRM plans as follows:
  - Support communes in the development of disaster risk maps, apart from maps provided by the Project. The disaster risk maps must show topographical features, storm surges, floods, droughts (if any) and information related to natural disasters, climate forecast, land use, and population
  - Ensure that participants, and especially representatives of the Commune Women's Union, understand high vulnerability/disaster risk areas and jointly agree to reflect them on commune-level disaster risk maps
  - Update and properly apply DRR/CCA software as guided by the existing CBDRM/A processes, and emphasize high disaster/climate change risk areas
  - Digitalize final CBDRA reports and input them into the CBDRM/A Software
- Conduct CBDRM/A training courses in 21 communes, integrating climate change, resilient housing, forest planting and regeneration; ensure the integration of – and association with – on-going local SEDP. Details are as follows:
  - By coordinating with PPMUs and disaster management agencies at the provincial level, the consultancy firm shall prepare CBDRM/A training plans for the 21 communes, integrating resilient housing, forest planting/regeneration, and gender-based analysis
  - During the CBDRM/A training process, there should be communication with local governments to receive updated information on the number and locations of at-risk houses, as well as all forest sites and areas. This information should be reflected in commune disaster risk maps
  - During the implementation of CBDRM/A training courses, the consultancy firm will support the development of commune disaster risk maps and DRM plans, including at-risk houses and forest areas needing attention

*After the CBDRM/A training (2 days):*

- Coordinate with provincial stakeholders in 21 provinces (DARD, Office of the Committee for Disaster Prevention and Control, Search and Rescue/provincial disaster management focal points) to ensure the



integration of DRR/CCA contents into the DRM and SEDP planning processes using information collected in CBDRA sessions:

- Synthesize and record all disaster risk information/data collected during CBDRM/A-CCA training courses in systematic manner
- Systematically collect and input all commune disaster risk data into GCF Project-standardized templates/databases
- Assist the VNDMA and stakeholders/technical agencies in the improvement of data recording/collection methods as required
- Monitor and evaluate the performance of Commune Technical Support Groups and CBDRM training courses:
  - Ensure that data is collected and effectively inputted into the Project's monitoring and evaluation system
  - Develop a feedback mechanism (in writing) for members of Technical Support groups to receive comments and suggestions to improve monitoring and evaluation systems and Project performance
- Provide recommendations to UNDP and MARD on Project implementation systems and methodologies for expansion to 28 provinces
- Develop report activity reports in Vietnamese following the project format
- Collect reports from key trainers following the project format

#### IV. IMPLEMENTATION PLAN

- **Key tasks**

| No      | Task                                                                    | Expected outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Activities                                                                                                                                                                                                                                           |
|---------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stage 1 | Organize the first TOT and 7 TOFs in central coastal regions of Vietnam | <ul style="list-style-type: none"> <li>● The first TOT on CBDRM/A to be organized in Phu Yen for specialized disaster management staff to be able to support disaster risk reduction</li> <li>● The first batch of 7 TOFs for central coastal provinces conducted,</li> <li>● 7 commune CBDRA reports developed and endorsed by people's committee of communes</li> <li>● Reports on training progress and completion, reflecting lessons learned for application of next stage</li> </ul> | <ul style="list-style-type: none"> <li>● Work with provinces in preparation and cooperation</li> <li>● Contract consultant/trainers to carry out the training</li> <li>● Conduct monitoring</li> <li>● Collect data, develop CBDRA report</li> </ul> |

|         |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                    |
|---------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stage 2 | Organize two TOTs and 14 TOFs in the North and South coastal regions of Vietnam | <ul style="list-style-type: none"> <li>• 2 TOTs on CBDRM/A organized in Ninh Binh and Can Tho for specialized disaster management staff to be able to support disaster risk reduction</li> <li>• 14 TOFs for the North and South coastal provinces conducted,</li> <li>• 14 commune CBDRA reports developed and endorsed by people's committee of communes</li> <li>• Final Reports on TOT and TOF, reflecting lessons learned for application of -specific risk data shared for area risk reduction coordination in all 28 coastal provinces</li> </ul> | <ul style="list-style-type: none"> <li>• Work with provinces in preparation and cooperation</li> <li>• Mobilize trainers, facilitators and conduct training</li> <li>• Conduct monitoring</li> <li>• Collect data, develop CBDRA report</li> </ul> |
|---------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

• **Proposed implementation schedule**

|    |                                                           | Time for implementation (Q2,3 and 4, 2021)                   |     |     |     |     |     |     |     |
|----|-----------------------------------------------------------|--------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|
| No | Task                                                      | May                                                          | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 1  | Organize 3 TOTs representing 3 coastal regions of Vietnam | TOT                                                          |     |     | TOT | TOT |     |     |     |
| 2  | Organize 21 TOFs in 21 coastal provinces                  | TOF/ community assessment, data collection, and DRR planning |     |     |     |     |     |     |     |

## V. ROLES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

### 1- For the Provincial training workshop (TOT)

- Mobilize trainers to facilitate technical sections of the workshop
- Collect training materials suitable to the workshop
- Invite relevant participants (taking into account gender considerations), and organize the travel logistics
- Prepare logistics for the workshop, ensuring proper accommodations, facilities, banners, and stationery
- Coordinate detailed activities of the workshop, and solve any problems that arise
- Prepare reports

### 2- For the training courses on CBDRM/A (TOF)

Coordinate trainers to source and use training materials: Training materials have been developed by the GCF Project. The Project has a contingent of trainers at the central and provincial levels, who were trained using up-to-date training materials, and who will be the key trainers at the commune level.

Coordinate, support and guide training: The General Department of Information and Control (PMU/HP3), in coordination with the UNDP, will assist in operating and organizing training courses/seminars (specifically: sending an official letter stating the requirements and criteria for study selection, guiding the

decision to form a technical support group, etc.). The selected consultancy firm will provide the necessary support and coordination to this process, including the selection of local trainers. Further, the firm is expected to ensure that the training is delivered on time, and that the participants fully participate in the course and join in the community-based risk assessment in the villages. The firm should ensure that commune assessment information is fully reflected in the 2021 standard format reports.

Report on the training and assessment of the CBDRA training: The selected consultancy firm is responsible for coordinating with the trainers and the Commune Technical Support Groups to: collect information on the commune's climate change and disaster risk status in the form of prepared tables; ensure the integration of GCF Project forest and safe housing knowledge into training courses and planning processes, employing a gendered analysis throughout; ensure effective participation of vulnerable groups in the implementation process; share information with trainers, the PMU, and other agencies to coordinate training content and progress; and periodically synthesize and share lessons learned in progress reports.

Integrate gender and analysis and ensure accountability: Special attention should be paid to the inclusion of social/civil/mass organizations, and in particular, the Commune Women's Union. These organizations can play a central role in enhancing community participation. The project encourages 50% of trainers and trainees to be women.

Organize and administer the training: Training and evaluation courses should be applied according to the program, content, and method agreed upon by GCF Project. Organizational cost norms are based on the UN-EU Cost Norm 2017 and/or according to Circular 219/2009/TT-BTC dated 19/11/2009 on a number of expenditure norms applicable to projects/program using official development assistance (ODA) and Circular 192/2011/TT-BTC amending Circular 219/2009/TT-BTC.

## VI. EXPECTED OUTPUTS/DELIVERABLES/PRODUCTS

| Stage   | Activities                                                                                                                                                                                                                                                           | Expected product                                 |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Stage 1 | Final plan for the first TOT, including monitoring and evaluation plans developed to ensure the training workshop will achieve assigned objectives                                                                                                                   | 5 days after the contract signing                |
|         | Report on the organization of the first TOT and final training plan for 7 first TOF/CBDRA in Vietnamese and English, including commune CBDRA reports (endorsed by communes) submitted to the UNDP/VNDMA for review, addressing all above-mentioned consultancy tasks | 10 days after the workshop conducted             |
|         | Report on the organization of the 7 TOF/CBDRA in Vietnamese and English submitted to the UNDP/VNDMA for review, addressing all above-mentioned consultancy tasks                                                                                                     | 15 days after the last TOF conducted             |
| Stage 2 | Final plan for the 2 <sup>nd</sup> and 3 <sup>rd</sup> TOTs and 14 remaining TOFs in Vietnamese and English that is approved by UNDP for implementation                                                                                                              | 15 days after the stage 1 completed and reviewed |
|         | Report on the organization of the second TOT and final training plan for 14 remaining TOF/CBDRA in Vietnamese and English submitted to the UNDP/VNDMA for review                                                                                                     | 5 days after the workshop conducted              |
|         | Progress report in Vietnamese and English on the completed 2 TOT and 14 TOF, including commune CBDRA reports (endorsed by                                                                                                                                            | After the 14 TOF conducted                       |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|  | communes) submitted to the UNDP/VNDMA/for review. Ensure that the results of all above mentioned consultancy tasks are fully mentioned in the Report                                                                                                                                                                                                                                                                                                       |                                                                                                |
|  | Final report in Vietnamese and English to review all activities and outcomes of the consultancy, including the 3 training workshops and the 21 training in 21 provinces. The results of all above mentioned consultancy tasks should be fully mentioned, analysed in the report, and included in the recommendations to the UNDP and VNDMA about how to improve these actions in the future, when considering their extension to all 28 coastal provinces. | After the completion of the final CBDRM classes and the summary review meeting with UNDP/VNDMA |

## VII. CONTRACT DURATION/ IMPLEMENTATION ARRANGEMENTS

### 1. Duration of contract

The expected contract implementation schedule for stage 1 is May 2021 to the end September 2021 and stage 2 continued to end of June 2022

### 2. Location of the contract

The location of the contract is in 21 coastal provinces and in Ha Noi.

### 3. Implementation arrangement

*The selected consultancy firm will comply with following implementation arrangements:*

- The consultancy firm will report directly to the UNDP and the National Project Director/Deputy National Project Director on the progress of TOF classes;
- The consultancy firm will work regularly with the UNDP technical consultants and the CPMU Disaster Risk Mitigation Capacity Building Expert to ensure that technical requirements are met;
- The consultancy firm will work closely with the UNDP, VNDMA, the provincial DRM agency/Scheme 1002 focal point, national trainers, and PPMUs to understand the Project, ensure that training contents can be integrated or applied into practical processes, and ensure that they are in line with the Government's program;
- The selected consultancy will arrange necessary logistics for its staff, adopting GCF Project guidelines on training organization and maintaining/close consultation with UNDP and CPMU for any necessary guidance

## VIII. TERMS OF PAYMENT

| Stage   | Tentative products/deliverables                                      | Payment instalment     |
|---------|----------------------------------------------------------------------|------------------------|
| Stage 1 | Final plan for the first TOT                                         | 40% of the first batch |
|         | Report on the organization of the first TOT and plan for 7 first TOF | 40% of the first batch |
|         | Report on the organization of the 7 TOF                              | 20% of the first batch |

|         |                                                                                   |                         |
|---------|-----------------------------------------------------------------------------------|-------------------------|
| Stage 2 | Final plan for the 2 <sup>nd</sup> and 3 <sup>rd</sup> TOTs and 14 remaining TOFs | 40% of the second batch |
|         | Report on the organization of the TOTs in the North and plan for 14 TOFs          | 40% of the second batch |
|         | Report on the completed 2 TOTs and 14 TOF                                         | 20% of the second batch |
|         | Final report with recommendation for extension to all coastal provinces.          |                         |

## IX. QUALIFICATION REQUIREMENTS

The bidder must meet following qualification requirements:

- The selected consultancy firm for the assignment should have at least 8 years of experience in DRM and CCA in Vietnam
- The consultancy should have at least 2 years of CBDRM/A training organization experience. Working experience in at least 4 out of 7 GCF Project provinces is preferred
- The consultancy must have experience working with governmental agencies, especially MARD, and other relevant stakeholders
- The consultancy firm must have 3 years of profound experience in gender equality mainstreaming and experience working with Women's Union and Vietnam Red Cross

### Personnel:

#### • Team Leader

The role of this person is responsible to overview, plan and implement of all contract activity. Below are the required qualifications:

- Bachelor's degree or higher in resource management, environmental science, economics, public policy, agriculture and forestry, and/or related fields
- Foreign language proficiency: Overseas Master's degree (in English) or an IELTS 6.0 or equivalency in English certification
- 10 years of work experience in DRM and CCA
- Priority will be given to those with experience in supporting the implementation of Scheme 1002 on CBDRM-CCA
- Experience in providing training courses using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002
- **Expert Training in Disaster Risk Management and CCA – Team member**

The role of this person is to overview, plan and implement of training activity, including facilitation of some CBDRM/A training when needed. Below are the required qualifications:

- Bachelor's degree or higher in natural resource management, agriculture, forestry, and/or related fields
- A certificate granted by the Thuy Loi University under the GCF Project to facilitate training on climate change and CBDRM/A
- Work experience with governmental agencies and civil society/mass organizations

- 3 year of work experience in providing training courses using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002

- **Expert assisting the collection of CBDRA data and local socio-economic data - Team member**

The role of this person is to help collection and support analysing of CBDRA data and local socio-economic data needed for the training and community-based assessment based on the requirement of the GCF software in CBDRA. Below are the required qualifications:

- Bachelor's degree in environmental resources, development economics, information technology, and/or related fields
- 5 years of work experience in data collection and management, development of socio-economic and environmental surveys and assessment databases for projects, research assignments, etc.
- 3 years of work experience in organizing, facilitating, and supporting localities especially at the commune level - in collecting, surveying, and analysing data
- Work experience with communities, including participatory discussion facilitation skills, with the participation of vulnerable groups

- **Up to 5 Experienced National trainers on CBDRM/A (VNM2 group) (CV in VN and support certificates provided)**

The role of those person is to prepare lessons and carry out the training at TOT and TOF as required by the training program. Those persons also need to guide provincial trainers and facilitators to carry out the training and assessment accordingly (more detail is in Appendix 3 attached to this TOR). Below are the required qualifications:

- Have a university degree;
- Have 4-6 years of experience in CBRDM/A;
- Directly conducted 20+ CBDRM/A trainings; and
- Participated in the training for GCF Project will be an asset

- **Up to 5 Provincial level trainers on CBDRM/A (VNM1 group) (CV in VN and support certificates provided)**

The role of those person is to help key trainers to prepare lessons facilities and support the key trainers to carry out the training at the TOF as required by the training program. Below are the required qualifications:

- Have a college degree;
- Have 3-5 years of experience in CBDRM/A;
- Directly conducted 10 training classes on CBDRM/A; and
- Participated in the GCF Project will be an asset

- **Up to 5 Logistic Facilitators for CBDRM/A training in communes (1 person for each TOF)**

The role of the logistic facilitator is to help key trainers to prepare commune/ village meetings with logistic arrangement, and support the key trainers to collect information for the community assessment as required by the training program. Below are the required qualifications:

- Have a college degree
- Experienced with logistic arrangement under DRR/CCA training
- Have experience in GCF CBDRM/A software will be given priority.

## **X. SELECTION CRITERIA**

The following criteria will be required for the firm to undertake the assignment

| <b>1- Overall firm competencies</b> |                                                                                                                                     | <b>Points</b> |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.1                                 | - 8 years of experience in DRM and CCA in Vietnam                                                                                   | 50            |
| 1.2                                 | - 2 years of CBDRM/A training organization experience. Working experience in at least 4 out of 7 GCF Project provinces is preferred | 50            |
| 1.3                                 | - Experience working with governmental agencies, especially MARD, and other relevant stakeholders                                   | 30            |
| 1.4                                 | - 3 years of profound experience in gender equality mainstreaming and experience working with Women's Union and Vietnam Red Cross   | 40            |
| 1.5                                 | - Quality assurance procedures, warranty                                                                                            | 30            |
| <b>Total</b>                        |                                                                                                                                     | <b>200</b>    |
| <b>2- Technical Proposal</b>        |                                                                                                                                     | <b>Points</b> |
| 2.1                                 | - Extent to which the Offeror understands the tasks and expected deliverables/outcomes of the ToR                                   | 40            |
| 2.2                                 | - The suggested workplan sufficiently address the tasks/responsibilities expressed in the ToR                                       | 80            |
| 2.3                                 | - The suggested methodologies/approaches outlined sufficient and appropriate to address the needs/demands of the ToR                | 80            |
| <b>Total</b>                        |                                                                                                                                     | <b>200</b>    |

| <b>3- Team Composition</b> |                                                                                                                                                        | <b>Points</b> |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 3.1                        | <b>01 National team leader, Expert on Climate Change Education and Awareness:</b>                                                                      | <b>160</b>    |
|                            | - Bachelor's degree or higher in resource management, environmental science, economics, public policy, agriculture and forestry, and/or related fields | 40            |
|                            | - Foreign language proficiency: Overseas Master's degree (in English) or an IELTS 6.0 or equivalency in English certification                          | 40            |
|                            | - 10 years of work experience in DRM and CCA                                                                                                           | 40            |
|                            | - Experience in providing training courses using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002             | 40            |
| 3.2                        | <b>01 National team member, training expert in DRR/CCA:</b>                                                                                            | <b>100</b>    |
|                            | - Bachelor's degree or higher in natural resource management, agriculture, forestry, and/or related fields                                             | 20            |
|                            | A certificate granted by the Thuy Loi University under the GCF Project to facilitate training on climate change and CBDRM/A                            | 20            |
|                            | - Work experience with governmental agencies and civil society/mass organizations                                                                      | 20            |
|                            | - 3 year of work experience in providing training using the developed/updated CBDRM/A guidelines to support the implementation of the Scheme 1002      | 40            |

| <b>3- Team Composition</b> |                                                                                                                                                                                           | <b>Points</b> |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 3.3                        | <b>01 National team member, expert assisting the collection of CBDRA data and local socio-economic data</b>                                                                               | <b>80</b>     |
|                            | - Bachelor's degree in environmental resources, development economics, information technology, and/or related fields                                                                      | 20            |
|                            | - 5 years of work experience in data collection and management, development of socio-economic and environmental surveys and assessment databases for projects, research assignments, etc. | 20            |
|                            | - 3 years of work experience in organizing, facilitating, and supporting localities especially at the commune level - in collecting, surveying, and analysing data                        | 20            |
|                            | - Work experience with communities, including participatory discussion facilitation skills, with the participation of vulnerable groups                                                   | 20            |
| 3.4                        | <b>Up to 5 National trainers on CBDRM/A (VNM2 group)</b>                                                                                                                                  | <b>100</b>    |
|                            | - Have a university degree;                                                                                                                                                               | 20            |
|                            | - Have 4-6 years of experience in CBRDM/A;                                                                                                                                                | 20            |
|                            | - Directly conducted 20+ CBDRM/A trainings; and                                                                                                                                           | 30            |
|                            | - Participated in the training for GCF Project will be an asset                                                                                                                           | 30            |
| 3.5                        | <b>Up to 5 Provincial level trainers on CBDRM/A (VNM1 group)</b>                                                                                                                          | <b>80</b>     |
|                            | - Have a college degree;                                                                                                                                                                  | 20            |
|                            | - Have 3-5 years of experience in CBDRM/A;                                                                                                                                                | 20            |
|                            | - Directly conducted 10 training classes on CBDRM/A; and                                                                                                                                  | 20            |
|                            | - Participated in the GCF Project will be an asset                                                                                                                                        | 20            |
| 3.6                        | <b>Up to 5 Facilitators who are selected for CBDRM/A training in communes (UN-EU cost norm for facilitators)</b>                                                                          | <b>80</b>     |
|                            | - Have a college degree                                                                                                                                                                   | 20            |
|                            | - Experienced with logistic arrangement under DRR/CCA training                                                                                                                            | 30            |
|                            | - Have experience in GCF CBDRM/A software will be given priority.                                                                                                                         | 30            |

CVs of all the above key personnel to be provided with clearly indicating their roles

#### **XI. PROVISION OF MONITORING AND PROGRESS CONTROLS**

Project documents (including relevant reports) will be provided to the contractor at the beginning of the assignment

UNDP will support the contractor to arrange the schedule with related government agencies when going on field trip.



**APPENDIX 1**  
**DRAFT TOT TRAINING WORKSHOP AGENDA**  
**Guiding the implementation of DRR/CCA training/assessment**  
**in 21 coastal provinces**

| TT                   | Time          | Activities                                                                                                                                                                                                                                                                                                            | Performer                              | Logistics                                                          |
|----------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------|
| <b>Day 1</b>         |               |                                                                                                                                                                                                                                                                                                                       |                                        |                                                                    |
| 1                    | 8:30 - 8:45   | <ul style="list-style-type: none"> <li>Registration</li> </ul>                                                                                                                                                                                                                                                        | Organizer                              | List of participants and trainers/facilitators                     |
| 2                    | 8:45 - 9:00   | <ul style="list-style-type: none"> <li>Opening remarks</li> </ul>                                                                                                                                                                                                                                                     | Provincial Representative and UNDP     | Speech/talking points                                              |
| 3                    | 9:00 - 9:30   | <ul style="list-style-type: none"> <li>Introduction with participants</li> <li>Establish rules and expectations for the training</li> <li>Introduce the goal of the course</li> <li>Share participant photos</li> </ul>                                                                                               | Organizers, Trainers, and Participants | Boards, A0 paper, colour cards, markers, tape                      |
| 4                    | 9:30 - 10:00  | <ul style="list-style-type: none"> <li>Introduction to the GCF Project and Component 3 activities</li> <li>Share experiences in implementing the GCF Project</li> </ul>                                                                                                                                               | Trainers and Participants              | Boards, A0 paper, colour cards, markers, tape                      |
| <b>10:00 - 10:15</b> |               | <b>Break</b>                                                                                                                                                                                                                                                                                                          |                                        |                                                                    |
| 5                    | 10:15 - 10:45 | <ul style="list-style-type: none"> <li>Introduce an overview of CBDRM/A and its relevance to the GCF Project</li> </ul>                                                                                                                                                                                               | Trainers and Participants              | A0 paper, colour cards, markers                                    |
| 6                    | 10:45 - 11:30 | <ul style="list-style-type: none"> <li>Introduce the TOF (6-day training and assessment program at the commune level)</li> <li>Questions and answer period about the CBDRM/A implementation process</li> </ul>                                                                                                        | Trainers and Participants              | Boards, A0 paper, colour cards, markers, adhesive tape, projectors |
| <b>11:30 - 13:30</b> |               | <b>Lunch break</b>                                                                                                                                                                                                                                                                                                    |                                        |                                                                    |
| <b>13:30 - 13:45</b> |               | <b>Warm-up - Review</b>                                                                                                                                                                                                                                                                                               |                                        |                                                                    |
| 7                    | 13:45 - 15:45 | <ul style="list-style-type: none"> <li>Introduce methods of community-based disaster risk assessment and data collection (with samples from the GCF Project)</li> </ul>                                                                                                                                               | Trainers and Participants              | Report samples                                                     |
| <b>15:45 - 16:00</b> |               | <b>Break</b>                                                                                                                                                                                                                                                                                                          |                                        |                                                                    |
| 8                    | 16:00 - 17:00 | <ul style="list-style-type: none"> <li>Introduce risk information analysis: purpose, main contents, sample of risk analysis</li> <li>Input from participants</li> </ul>                                                                                                                                               | Trainers                               | Boards, power point slides, and pens                               |
| <b>17:00 - 17:15</b> |               | <b>Review of the day</b>                                                                                                                                                                                                                                                                                              |                                        |                                                                    |
| <b>Day 2</b>         |               |                                                                                                                                                                                                                                                                                                                       |                                        |                                                                    |
| <b>7:30 - 7:45</b>   |               | <b>Warm-up - Review</b>                                                                                                                                                                                                                                                                                               |                                        |                                                                    |
| 9                    | 7:45 - 8:45   | <ul style="list-style-type: none"> <li>Introduction to, and practice with the disaster/climate change risk assessment Tools 1-3 <ul style="list-style-type: none"> <li><b>Tool 1: Available Information</b></li> <li><b>Tool 2: Disaster history</b></li> <li><b>Tool 3: Seasonal Calendar</b></li> </ul> </li> </ul> | Trainers and Participants              | Boards, A0 paper, colour cards, markers, tape                      |

| TT                   | Time          | Activities                                                                                                                                                                                                                                                                                                                                                                                        | Performer                 | Logistics                                                                 |
|----------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------|
|                      |               | <ul style="list-style-type: none"> <li>Question and answer period</li> </ul>                                                                                                                                                                                                                                                                                                                      |                           |                                                                           |
| 10                   | 8:45 - 9:45   | <ul style="list-style-type: none"> <li>Introduction to, and practice with the disaster/climate change risk assessment Tools 4-6               <ul style="list-style-type: none"> <li><b>Tool 4: Disaster risk map</b></li> <li><b>Tool 5: Strengths and weaknesses</b></li> <li><b>Tool 6: Assessment of climate disaster risk</b></li> </ul> </li> <li>Question and answer period</li> </ul>     | Trainers and Participants | Boards, A0 paper, colour cards, markers, tape, projectors                 |
| <b>9:45 - 10:00</b>  |               | <b>Break</b>                                                                                                                                                                                                                                                                                                                                                                                      |                           |                                                                           |
| 11                   | 10:00 - 11:30 | <ul style="list-style-type: none"> <li>Introduction to, and practice with the disaster/climate change risk assessment Tools 7-9               <ul style="list-style-type: none"> <li><b>Tool 7: Ranking</b></li> <li><b>Tool 8: Cause analysis and solution</b></li> <li><b>Tool 9: Solution synthesis and solution implementation</b></li> </ul> </li> <li>Question and answer period</li> </ul> | Trainers and Participants | Boards, A0 paper, colour cards, markers, tape                             |
| <b>11:30 –13:30</b>  |               | <b>Lunch break</b>                                                                                                                                                                                                                                                                                                                                                                                |                           |                                                                           |
| 12                   | 13:30 - 14:30 | <ul style="list-style-type: none"> <li>Introduction to the GCF Project database, and CBDRA software, information collection and synthesis requirements</li> </ul>                                                                                                                                                                                                                                 | Trainers and Participants | Boards, pens, power point slides, and data from part A of commune reports |
| 13                   | 14:30 - 15:15 | <ul style="list-style-type: none"> <li>Representatives of participating PPMUs share experience during the implementation of CBDRM activities under GCF project</li> <li>Question and answer period</li> </ul>                                                                                                                                                                                     |                           |                                                                           |
| <b>15:15 - 15:30</b> |               | <b>Break</b>                                                                                                                                                                                                                                                                                                                                                                                      |                           |                                                                           |
| 14                   | 15:30 - 17:00 | <ul style="list-style-type: none"> <li>Practice with data entry using GCF Project tools</li> <li>Development of CBDRA/M report</li> </ul>                                                                                                                                                                                                                                                         | Trainers and Participants | Report form                                                               |
| <b>Day 3</b>         |               |                                                                                                                                                                                                                                                                                                                                                                                                   |                           |                                                                           |
| 15                   | 7:30 - 8:30   | <ul style="list-style-type: none"> <li>Instructions for the use of risk information package, and it's instruction manual</li> <li>Question and answer period</li> </ul>                                                                                                                                                                                                                           | Trainer                   | Boards, pens, power point slides                                          |
| 16                   | 8:30 - 9:00   | <ul style="list-style-type: none"> <li>Guiding the process of integrating CCA and DRR into SEDP</li> </ul>                                                                                                                                                                                                                                                                                        | Trainer                   | Boards, pens, power point slides                                          |
| <b>9:00 - 9:15</b>   |               | <b>Break</b>                                                                                                                                                                                                                                                                                                                                                                                      |                           |                                                                           |
| 17                   | 9:15 - 10:30  | <ul style="list-style-type: none"> <li>Practice integrating DRR/CCA into the SEDP.</li> </ul>                                                                                                                                                                                                                                                                                                     | Trainers and Participants | Boards, power point slides                                                |
| 18                   | 10:30 - 11:30 | <ul style="list-style-type: none"> <li>Presentations from participants</li> </ul>                                                                                                                                                                                                                                                                                                                 |                           | Boards, power point slides                                                |
| <b>11:30 –13:30</b>  |               | <b>Lunch break</b>                                                                                                                                                                                                                                                                                                                                                                                |                           |                                                                           |

| TT                   | Time          | Activities                                                                                                           | Performer                          | Logistics                        |
|----------------------|---------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------|
| 19                   | 13:30 - 14:30 | <ul style="list-style-type: none"> <li>Planning for the implementation in communes</li> </ul>                        | Trainers and Participants          | Draft provincial plans           |
| 20                   | 14:30 - 15:30 | <ul style="list-style-type: none"> <li>Group discussion amongst participants on provincial/district plans</li> </ul> | Trainers and Participants          | Slides and exercises             |
| <b>15:30 - 15:45</b> |               | <b>Break</b>                                                                                                         |                                    |                                  |
| 21                   | 15:45 - 16:30 | <ul style="list-style-type: none"> <li>Discussion on ways forward</li> </ul>                                         | Trainers and Participants          | Boards, pens, power point slides |
| 22                   | 16:30 - 16:45 | <ul style="list-style-type: none"> <li>End-of-training evaluation</li> </ul>                                         | Trainers and Participants          | Evaluation form                  |
| 23                   | 16:45 - 17:00 | <ul style="list-style-type: none"> <li>Close</li> </ul>                                                              | Provincial representatives of UNDP |                                  |

**APPENDIX 2**  
**DRAFT TOF TRAINING WORKSHOP AGENDA**  
**Training and community assessment on CBDRM/A in 21 communes of 21 coastal provinces**

**A- 3-DAY TRAINING ON DISASTER RISK MANAGEMENT**

| Time                 | Content                                                                                                                                                                                                                                                                                    | Main implementation            |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Day 1</b>         |                                                                                                                                                                                                                                                                                            |                                |
| 7:30 - 8:00          | <ul style="list-style-type: none"> <li>Registration</li> <li>Training opening</li> </ul>                                                                                                                                                                                                   | Commune leaders                |
| 8:00 - 8:30          | <ul style="list-style-type: none"> <li>Introduction of trainers and participants</li> <li>Development of classes rules</li> <li>Introduction of the goal of the course</li> <li>Knowledge assessment</li> <li>Review of commune data recorded in parts A and B of their reports</li> </ul> | Trainers and participants      |
| 8:30 - 9:30          | <ul style="list-style-type: none"> <li>General introduction to the GCF Project and CBDRM requirements</li> <li>Identification of safe housing, sustainable mangrove forest management, and gender considerations in disaster prevention</li> </ul>                                         | Trainers and participants      |
| <b>9:30 - 9:45</b>   | <b>Break</b>                                                                                                                                                                                                                                                                               |                                |
| 9:45 - 10:45         | <ul style="list-style-type: none"> <li>Introduction to climate change/disaster risk concepts and terminology</li> <li>Introduction of basic information on climate change (causes, expressions, impacts and solutions, adaptation and mitigation)</li> </ul>                               | Trainers and participants      |
| 10:45 - 11:30        | <ul style="list-style-type: none"> <li>An overview of CBDRM assessment (steps, contents, and tools)</li> </ul>                                                                                                                                                                             | Trainers and participants      |
| <b>11:30 - 13:30</b> | <b>Lunch break</b>                                                                                                                                                                                                                                                                         |                                |
| <b>13:30 - 13:45</b> | <b>Review - warm up</b>                                                                                                                                                                                                                                                                    |                                |
| 13:45 - 15:30        | <ul style="list-style-type: none"> <li>Introduction and guidance on CBDRM/A assessment of climate change scenarios (purpose, content of assessment and assessment tools)</li> <li>Instructions on, and practice with the assessment tools</li> </ul>                                       | Trainers, commune team members |

| Time          | Content                                                                                                                                                                                                                                                                                                        | Main implementation       |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 15:30 - 15:45 | <b>Break</b>                                                                                                                                                                                                                                                                                                   |                           |
| 15:45 - 17:00 | <ul style="list-style-type: none"> <li>● Review of <b>Tool 1 and 2: Disaster history</b> that the commune has compiled in parts A and B of their reports (based on information required in Table B1 of the reporting form)</li> </ul>                                                                          | Trainers and participants |
| <b>Day 2</b>  |                                                                                                                                                                                                                                                                                                                |                           |
| 7:30 - 7:45   | <b>Warm-up - Review</b>                                                                                                                                                                                                                                                                                        |                           |
| 7:45 - 8:45   | <ul style="list-style-type: none"> <li>● Guidance and practice with <b>Tool 3: Seasonal Calendar and practices</b></li> </ul>                                                                                                                                                                                  | Trainers and participants |
| 8:45 - 10:00  | <ul style="list-style-type: none"> <li>● Guidance and practice with <b>Tool 4: Disaster risk mapping</b> (identify key areas experiencing natural disasters and climate change according to climate change scenarios)</li> </ul>                                                                               | Trainers and participants |
| 10:00 - 10:15 | <b>Break</b>                                                                                                                                                                                                                                                                                                   |                           |
| 10:15 - 11:30 | <ul style="list-style-type: none"> <li>● Review <b>Tool 5: Strengths and weaknesses</b> in DRR work summarized by the commune in parts A and B of their reports (based on required information in tables B12 and B13 of the report form)</li> </ul>                                                            | Trainers and participants |
| 11:30 - 13:30 | <b>Lunch break</b>                                                                                                                                                                                                                                                                                             |                           |
| 13:30 - 16:00 | <ul style="list-style-type: none"> <li>● Review <b>Tool 6: Disaster Risk and Climate Change Risk Summary</b> (based on part C of the commune reports, tables B15 and B16)</li> </ul>                                                                                                                           | Trainers and participants |
| 16:00 - 17:00 | Questions and answers, sum up activity of the day                                                                                                                                                                                                                                                              |                           |
| <b>Day 3</b>  |                                                                                                                                                                                                                                                                                                                |                           |
| 7:30 - 7:45   | <b>Review - Warm up</b>                                                                                                                                                                                                                                                                                        |                           |
| 7:45 - 8:45   | <ul style="list-style-type: none"> <li>● Guidance and practice with <b>Tool 7: Commune Climate Change and Disaster Risk Ranking</b></li> <li>● Discuss the gender analysis using the dashboard</li> </ul>                                                                                                      | Trainers and participants |
| 8:45 - 9:45   | <ul style="list-style-type: none"> <li>● Guidance and practice with <b>Tool 8: Analysis of the causes and solutions</b> for each commune, and specific solutions for men and women (based on section D1 of the report)</li> </ul>                                                                              | Trainers and participants |
| 9:45 - 10:00  | <b>Break</b>                                                                                                                                                                                                                                                                                                   |                           |
| 10:00 - 11:30 | <ul style="list-style-type: none"> <li>● Instruction and practice of <b>Tool 9: Solution synthesis and solution implementation</b></li> <li>● Synthesis of disaster risk and priority ranking (based on section D2 of the report)</li> <li>● Solution synthesis (based on section D3 of the report)</li> </ul> | Trainers and participants |
| 11:30 - 13:30 | <b>Lunch break</b>                                                                                                                                                                                                                                                                                             |                           |
| 13:30 - 14:30 | <ul style="list-style-type: none"> <li>● Instructions for GCF Project reporting</li> <li>● Introductions of a sample DRR plan</li> <li>● Guidance on integrating DRR content into local SEDP</li> </ul>                                                                                                        | Trainers and participants |
| 14:30 - 15:15 | <ul style="list-style-type: none"> <li>● Revision of knowledge/skills learned</li> <li>● Knowledge evaluation</li> </ul>                                                                                                                                                                                       | Trainers and participants |

| Time          | Content                                                                                                                                                                                                                                                 | Main implementation       |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 15:15 - 15:30 | Break                                                                                                                                                                                                                                                   |                           |
| 15:30 - 17:00 | <ul style="list-style-type: none"> <li>● Agreement on the assessment schedule</li> <li>● Assignment of field assessment tasks and guidance to the commune assessment team</li> <li>● Preparations for taking the assessment into communities</li> </ul> | Trainers and participants |
|               | <b><i>End of 3 days of training</i></b>                                                                                                                                                                                                                 |                           |

### B- 3-DAY PROGRAM TO ASSESS DISASTER RISK AND CLIMATE CHANGE

| Time          | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Main implementation                                                           |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Day 1</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                               |
| 7:30 - 11:00  | <b>VILLAGE CLUSTER 1</b> <ul style="list-style-type: none"> <li>● Introduction to GCF Project and objectives</li> <li>● Discussion to identify high risk areas for each type of disaster on the map and verify Table 1</li> <li>● Introduction to climate change (screening of climate change video provided by the Project) <ul style="list-style-type: none"> <li>○ Discussion on the manifestation of climate change, the causes of climate change, and adaptation solutions</li> </ul> </li> <li>● Use the climate change scenario maps to identify areas of potential risk under the climate change scenarios, and verify Table 2 (Summary of information on the commune Climate Change scenario)</li> <li>● Conduct climate change risk and disaster risk rankings (Tool 7) and engage in gender analysis validation discussion</li> <li>● Divide group into 4 sub-groups to practice application of tools</li> <li>● Resume 1 large group to verify the information and discuss any additions of relevant information to Tool 3</li> <li>● Divide into 3 groups to perform a cause analysis and discuss solutions (Tool 8)</li> <li>* Training leaders to evaluate group meetings for future experience</li> </ul> | Assessment team, trainer and facilitators<br>And members of village cluster 1 |
| 11:30 - 13:30 | <b>Lunch break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                               |
| 13:30 - 17:00 | <b>VILLAGE CLUSTER 2:</b> Repetition of activities performed for village cluster 2 (Assessment team, trainer and facilitators and members of village cluster 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Assessment team.                                                              |
| <b>Day 2</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                               |
| 7:30 - 17:30  | <ul style="list-style-type: none"> <li>*Technical support group to synthesize information for draft report</li> <li>● Compare and review information from sessions with village clusters 1 and 2. If there are data differences, discuss with commune leaders to agree on corrections</li> <li>● Synthesize the seasonal calendar tool and map of disaster risk and climate change risk (including the opinions of villagers of clusters 1 and 2)</li> <li>● Synthesize information from Tool 6 (C1-C16 of the report)</li> <li>● Create a summary of disaster and climate change risks (compiled from the Technical Assistance Group, village cluster 1, and village cluster 2)</li> <li>● Synthesize the gender analysis with verified additional information from village cluster 1 and village cluster 2</li> <li>● Synthesize information from Tool 8 (Table D1), including additional information from village cluster 1 and village cluster 2</li> </ul>                                                                                                                                                                                                                                                           | Assessment team, trainer and facilitators                                     |

| Time          | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Main implementation                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
|               | <ul style="list-style-type: none"> <li>● Combine information on high-ranked disaster and climate change risks and solutions</li> <li>● Grade and rank solutions according to their priority order (Table D2)</li> <li>● Discuss solution implementation activities (Table D3)</li> <li>● Review Excel table and draft report on disaster risk assessment and climate change risks according to the GCF Project form (Word table)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                           |
| <b>Day 3</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                           |
| 7:30 - 11:30  | <p>*The Technical Support team to complete the report to submit to commune leaders and related departments</p> <ul style="list-style-type: none"> <li>● Approve the draft report with the entire evaluation team (Review parts A-D of the report)</li> <li>● Prepare documents for the meeting with the commune leader: <ul style="list-style-type: none"> <li>• Presentation of the 6-day activity in the commune (with photos)</li> <li>• Summary of the evaluation report</li> <li>• Print results of Tables D1, D2 (Tools 8 and 9) and send to commune leaders to review in advance of the afternoon's meeting</li> </ul> </li> <li>● Continue to finalize the report (Excel and Word documents) after consulting with the group</li> <li>● Continue to improve the evaluation toolset to include in as a report appendix</li> <li>● Review the commune DRR plan</li> <li>● Review the SEDP plan (with incorporated DRR content)</li> </ul> | Assessment team, trainer and facilitators |
| 13:30 - 17:00 | <p>* The Technical Support team to report the results to the commune leaders</p> <ul style="list-style-type: none"> <li>● Introduce the composition and purpose (Commune Technical Assistant [TA] Team Leader)</li> <li>● Present the results of the 6-day activities in communes (Trainers)</li> <li>● Briefly present the assessment report, with special emphasis on risk reduction solutions that need to be included in the commune SEDP plan (Team Leaders)</li> <li>● Engage in group discussion</li> <li>● Conclusion of the exercise (Commune Leaders)</li> <li>● Close</li> </ul>                                                                                                                                                                                                                                                                                                                                                     | Assessment team, trainer and facilitators |

### APPENDIX 3 TASKS OF THE TRAINERS

*Task of the key TOT and TOF trainers*

The trainer will perform the following tasks / activities:

- Review project reports for lessons learned and recommendations from previous years;
- Cooperate with provincial trainer and facilitator in working with provincial and commune officials to collect basic data using the assessment report form (Sections A, B), and to identify types of disaster risk maps and commune background information prior to implementing the training on CBDRM and community-based assessment;
- Propose specific training plans for each commune, including information on training contents, required training, and preparation contents;
- Cooperate with provincial trainer and facilitator to liaise with the Commune People's Committee and the Commune Technical Support Group to arrange and organize training courses planned by UNDP and the respective province;
- Conduct TOT and TOF training courses as assigned by the consultancy firm;
- Report and update the consultancy firm on difficulties, issues, and necessary solutions to ensure successful commune training courses in a timely manner;
- Provide technical assistance to the support team and the community group following the GCF Project implementation process, during the training on CBDRM/A, and through the process of preparing reports on disaster risk assessment in communes;
- Draft and develop a complete CBDRA report on CBDRA software;
- Finalize the report based on the comments of the consultancy firm and UNDP;
- Participate in meetings with the UNDP, and provincial, district, and commune representatives and the consultancy firm to discuss the training results, information packages, and results of commune database information collection;
  - Make necessary recommendations as needed;
  - Discuss with the locality on the replication of these activities with the provincial trainers in the following years;
- Participate in regular technical meetings (directly or online) with the consultancy firm and UNDP team to share difficulties throughout the training process, and potential solutions.

#### *Training and assessment methods*

The approach to community training must adhere to the social requirements and the objectives of the Project, including but not limited to the following:

- Gender requirement: trainings should be composed of up to 50% of female trainees and community participants
- Comprehensive rights-based approach: training courses need strong participation and/or consultation with vulnerable groups such as the poor, people with disabilities, children, the elderly, and ethnic minorities
- Environmental and cultural considerations: training should consider Indigenous cultural factors and experiences, and promote principles of environmental protection and a respect for natural resources



## APPENDIX 4

### List of Acronyms

|         |                                                     |
|---------|-----------------------------------------------------|
| CCA     | Climate Change Adaptation                           |
| CBDRA   | Community-based Disaster Risk Assessment            |
| CBDRM/A | Community-based Disaster Risk Management/Assessment |
| CPC     | Communal People Committee                           |
| CPMU    | Central Project Management Units                    |
| DARD    | Department of Agriculture and Rural Development     |
| DMWG    | Disaster Management Working Group                   |
| DRM     | Disaster Risk Management                            |
| DRR     | Disaster Risk Reduction                             |
| GCF     | Green Climate Fund                                  |
| MARD    | Ministry of Agriculture and Rural Development       |
| MONRE   | Ministry of Natural Resource and Environment        |
| MoC     | Ministry of Construction                            |
| MOU     | Memorandum of Understanding                         |
| MPI     | Ministry of Planning and Investment                 |
| NDPC    | Natural Disaster Prevention and Control             |
| PPMUs   | Provincial Project Management Units                 |
| SEDP    | Socio-economic development plan                     |
| UNDP    | United Nations Development Program                  |
| TOR     | Term of Reference                                   |
| TOT     | Training of Trainers                                |
| TOF     | Training of Facilitators                            |
| VNDMA   | Viet Nam Disaster Management Authority              |
| VNRC    | Vietnam Red Cross                                   |
| WB      | World Bank                                          |
| WU      | Women Union                                         |

## ANNEX 2: 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 3: 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 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 type="checkbox"/> Yes <input type="checkbox"/> No                                        |
| Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)                                                                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No                                        |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy) | <input type="checkbox"/> Yes <input type="checkbox"/> No                                        |

|                                                   |                                                                                                                                                                                                                                                                                                       |                |                    |                                |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|--------------------------------|
| Is your company a member of the UN Global Compact | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                              |                |                    |                                |
| Bank Information                                  | Bank Name: Click or tap here to enter text.<br>Bank Address: Click or tap here to enter text.<br>IBAN: Click or tap here to enter text.<br>SWIFT/BIC: Click or tap here to enter text.<br>Account Currency: Click or tap here to enter text.<br>Bank Account Number: Click or tap here to enter text. |                |                    |                                |
| Previous relevant experience: 2 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"/> | <b>Requirements and Terms and Conditions:</b> 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"/> | <b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Conflict of interest:</b> 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"/> | <b>Prohibitions, Sanctions:</b> 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"/> | <b>Bankruptcy:</b> 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.                                                                                                                                                                                                                                                                                                                                        |

| Yes                      | No                       |                                                                                                                                                                                      |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Offer Validity Period:</b> 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 3: 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 2 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 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.

Currency of Quotation: VND

| 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                  |     |     |            |             |
|                            | day |     |            |             |
|                            |     |     |            |             |
|                            |     |     |            |             |
| Other expenses             |     |     |            |             |
|                            |     |     |            |             |
| Subsistence allowance      |     |     |            |             |
| Local Transportation       |     |     |            |             |

|                               |  |  |  |  |
|-------------------------------|--|--|--|--|
| Communication                 |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| <b>Total</b>                  |  |  |  |  |

#### 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.                    |
| General terms and conditions of the contract | <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><br>Company Name Click or tap here to enter text.<br>Address: Click or tap here to enter text.<br>Click or tap here to enter text.<br>Phone No.: Click or tap here to enter text.<br>Email Address: Click or tap here to enter text. | Authorized Signature:<br>Date: Click or tap here to enter text.<br>Name: Click or tap here to enter text.<br>Functional Title of Authorised Signatory: Click or tap here to enter text.<br>Email Address: Click or tap here to enter text. |