



REQUEST FOR QUOTATION (RFQ)

(From Vietnamese firms/institutes/organizations)

NAME OF SERVICE CONDUCTING DATA COLLECTION FOR THE END-LINE KNOWLEDGE ATTITUDE AND PRACTICE SURVEY ON EXPLOSIVE ORDNANCE RISK EDUCATION IN QUANG BINH IN 2021	Date: 04 May 2021
	RFQ Reference: 2-210501

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: 04 May 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>May 17, 2021 May 27, 2021 (Hanoi time)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. <p>Bid submission address: bidding.vn@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: pdf, excel, word, zipped files ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 30 MB ▪ Mandatory subject of email: RfQ 2-210501: Data Collection on EORE in Quang Binh province ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.” ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number <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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

Fraud, Corruption,	<p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>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.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country.</p>
Currency of Quotation	<p>Quotations shall be quoted in Vietnamese dong (VND)</p>

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<p>English and Vietnamese</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed; <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; <input checked="" type="checkbox"/> Business Licenses – Registration Papers, Decision on the Establishment, Tax Payment Certification, etc.; <input checked="" type="checkbox"/> Company Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; <input checked="" type="checkbox"/> Certificate of merits by the local and national governments for their contribution (if any); <input checked="" type="checkbox"/> Charter of organizational structure; <input checked="" type="checkbox"/> Track Record – list of similar/relevant projects, indicating description of contract scope, contract duration, contract value, contact references... <u>for the past 3 years</u>; <input checked="" type="checkbox"/> A detailed implementation proposal; <input checked="" type="checkbox"/> A description of the team participating in the data collection; <input checked="" type="checkbox"/> Detailed CVs with copies of relevant certificates for the proposed key Personnel; <p>Click or tap here to enter text.</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: <i>Within thirty (30) days from the date of meeting the following conditions:</i> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: luu.ngoc.diep@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 03 days before the submission deadline. Responses to request for clarification will be communicated through the above-mentioned contact person.
Evaluation method	<input type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <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)
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Please refer to the Evaluation Criteria for further details.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]

Expected date for contract award.	Click or tap to enter a date.
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

EVALUATION CRITERIA

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

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability: having a network of members and collaborators from the province down to district and commune levels, <u>in the province,</u> base in Quang Binh as an asset	100
1.3	Having at least 3-year experience in conducting the community-based development project, including the social surveys <u>in the province</u>	150
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference with the commitment to the proposed timeline.	200
Total Section 2		200

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	<i>Composition and structure of the team proposed.</i>	100
3.2	<i>Qualifications of key personnel proposed</i>	400
3.2.1	National Team Leader	200

	- Having at least 3 year-experience in management and facilitating the community-based projects and programmes	50	
	- Having solid experience in managing the data collection, process, and the KAP survey as an asset	100	
	- Having good understanding of the EORE and Mine Action in the province	50	
3.2.2	National Junior Expert		200
	- Having at least 2- year experience in supporting the management and coordination of the community-based projects and programmes	50	
	- Having experience in supporting the management of the data collection process and the KAP survey as an asset including the KAP survey	100	
	- Having understanding of the EORE and mine action action in the province by participating in related trainings	50	
Total Section 3			500

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:

- Evaluation will be done separately for each of the proposed key personnel (if applicable) and the total personnel score will be the average.
- Please refer to the Documents to be submitted for documents to be evaluated.

ANNEX 1: SCHEDULE OF REQUIREMENTS

CONDUCTING DATA COLLECTION FOR THE END-LINE KNOWLEDGE, ATTITUDE AND PRACTICE SURVEY ON EXPLOSIVE ORDNANCE RISK EDUCATION IN QUANG BINH IN 2021

PROJECT ID AND TITLE: 00098770 / Korea-Vietnam Mine Action Project

IMPLEMENTING PARTNER: UNDP

RESPONSIBLE PARTY: VNMAC

TOPIC OF ACTIVITY: Conducting data collection for the end-line knowledge, attitude and practice (KAP) survey on explosive ordnance risk education in Quang Binh in 2021

1. BACKGROUND:

As a result of many years of war, the land and people of Vietnam are severely affected by landmines and unexploded ordnance (hereinafter called Explosive Remnants of War or ERW). According to the results of the project named "Vietnam National Explosive Remnants of War Contamination Surveying and Mapping" from 2010-2014, all 63/63 provinces/cities across the country was contaminated with ERW. According to the Government of Vietnam, the total area of contamination is 6.1 million ha, accounting for 18.71% of the country's area.

In recent years, the Vietnamese Government has paid special attention to perfecting management and coordination system, funding and providing guidelines for the effective implementation of mine action operations. Substantial amounts of funds are spent each year on EO clearance in order to release and recover land for cultivation, ensure safe livelihood activities, as well as provision of emergency treatment to victims and support to their reintegration into communities and educating these communities about the risk to further reduce accidents and prevent casualties¹.

In early 2018, with the support from the Korean Government through the Korea International Cooperation Agency (KOICA), the Korea-Vietnam Mine Action Project (KVMAP) started. The project is being implemented by UNDP Vietnam and has four main components: survey and clearance, information management, explosive ordnance risk education (EORE) and victim assistance. The responsible parties are the Vietnam National Mine Action Center (VNMAC), the Ministry of Labor-Invalids and Social Affairs (MOLISA), the Ministry of Defense (MOD), and Binh Dinh and Quang Binh Provincial People's Committees. In this project, VNMAC is responsible party for conducting the EORE component in Quang Binh and Binh Dinh provinces.

The baseline KAP survey was conducted in 2018 and its survey results were disseminated and used for designing the interventions in the two provinces. The project is going to be completed in 2021. UNDP and VNMAC are therefore planning to conduct an end-line KAP survey to measure changes of knowledge, attitude and practices among the target populations in the two provinces and propose recommendations for interventions and national led efforts in EORE. The end-line KAP survey will be conducted in Quang Binh, with estimated participation of 850 respondents. Below is sample size estimated for each of the commune and district in the province:

¹ UNDP's Project Document: Korea-Vietnam Mine Action Project

No STT	Hamlet/Thôn	Commune/Xã	District/Huyện	Sample size per hamlet Cỡ mẫu/thôn	Estimated timeline for data collection and assigned Dự kiến thời gian thu thập số liệu và cán bộ thu thập số liệu							District oversight person Giám sát viên
					7 May	8 May	10 May	11 May	12 May	13 May	14 May	
1	Thôn Hướng Phương (Xóm 1,2,3,4,5)	Quảng Phương	Quảng Trạch	22	Ngày tập huấn đầu tại Quảng bình (cả ngày)	Ngày tập huấn thứ hai tại Quảng Bình (nửa ngày)	QBE1	QBE1	QBE1			QBS1
2	Thôn Pháp Kệ (Xóm 1,2,3,4,5,6,7)			22					QBE1	QBE1	QBE1	
3	Thôn Tô Xá (Xóm 1,2,3,4)			21			QBE2	QBE2	QBE2			
4	Thôn Hoà Bình (Chòm Điều,Kênh, Sanh Ngạnh, Vông)	Quảng Hưng		21					QBE2	QBE2	QBE2	
5	Thôn Hưng Lộc (Chòm 1,2,3,3 mới)			21			QBE3	QBE3	QBE3			
6	Thôn Tú Loan (Chòm 1,2+3,4+5,6,7)			21					QBE3	QBE3	QBE3	
7	Thôn Bắc Hoà	Ngư Thủy Bắc	Lệ Thủy	21			QBE4	QBE4	QBE4			QBS1
8	Thôn Tân Hải 1			21					QBE4	QBE4	QBE4	
9	Thôn Tân Hải 2			21			QBE5	QBE5	QBE5			
10	Thôn Tân Hoà			21					QBE5	QBE5	QBE5	
11	Thôn Nam Hải	Ngư Thủy Trung		21			QBE6	QBE6	QBE6			QBS2
12	Thôn Thượng Nam			22					QBE6	QBE6	QBE6	
13	Thôn Liên Tiến	Ngư Thủy Nam		21			QBE7	QBE7	QBE7			
14	Thôn Sen Bình	Sen Thủy		21					QBE7	QBE7	QBE7	
15	Thôn Sen Thượng 2			21			QBE8	QBE8	QBE8			
16	Xóm Gium			21					QBE8	QBE8	QBE8	
17	Thôn Hồng Giang	Trường Thủy		22			QBE9	QBE9	QBE9			

18	Thôn Châu Xá 2	Mai Thủy		21						QBE9	QBE9	QBE9	
19	Thôn Lê Xá 2								QBE10	QBE10	QBE10		
20	Thôn Mai Thượng 2								QBE10	QBE10	QBE10		
21	Thôn Bàng	Hoà Trạch	Bố Trạch	22				QBE11	QBE11	QBE11			QBS3
22	Thôn Dài								QBE11	QBE11	QBE11		
23	Thôn Sen								QBE12	QBE12	QBE12		
24	Thôn Tân Định 1	Phú Định		21						QBE12	QBE12	QBE12	
25	Thôn Đồng Sơn	Sơn Lộc		21						QBE13	QBE13	QBE13	
26	Thôn Bắc	Vạn Trạch		21						QBE13	QBE13	QBE13	
27	Thôn Đông			21						QBE14	QBE14	QBE14	
28	Thôn Nam			22						QBE14	QBE14	QBE14	
29	Thôn Thọ Lộc			21						QBE15	QBE15	QBE15	
30	Bản Ban, Bản 61	Thương Trạch		22						QBE15	QBE15	QBE15	
31	Thôn Tân Trạch	Tân Trạch		22						QBE16	QBE16	QBE16	QBS4
32	Đại Hữu 2	An Ninh	Quảng Ninh	21						QBE16	QBE16	QBE16	
33	Thôn Hoàn Vinh - 1			22						QBE17	QBE17	QBE17	
34	Thôn Hoàn Vinh 4			21						QBE17	QBE17	QBE17	
35	Thôn Thồng Nhất - 3			21						QBE18	QBE18	QBE18	
36	Thôn Hà 1	Võ Ninh		21						QBE18	QBE18	QBE18	
37	Thôn Hữu Hậu			21						QBE19	QBE19	QBE19	
38	Thôn Thượng 1			21						QBE19	QBE19	QBE19	
39	Trúc Ly 1			21						QBE20	QBE20	QBE20	
40	Trúc Ly 3			21						QBE20	QBE20	QBE20	
Tổng cộng				850									

QBE = Người thu thập số liệu; QBS = Giám sát viên cấp huyện/tỉnh

There will be about 20 data collectors being recruited to conduct the interviews at the selected sites. This TOR is to seek a firm or organization to support data collection process in Quang Binh.

2. Objective

To coordinate and undertake data collection for the end-line survey of knowledge, attitude and knowledge of EORE in Quang Binh.

3. The scope of work

The organization or firm will assign at least a team of two national members to conduct the below activities, who are experienced in coordinating, managing community-based projects, including the social surveys.

The firm or organization will be expected to conduct the following tasks:

- Identify 20 community collaborators who are able to travel and commit their time to conduct the data collection. Collaborators with previous experience in KAP surveys will be an asset.
- Organize a 1.5-day training workshop in Dong Hoi for about 30 persons, including 20 data collectors and 4 district oversight staff, 1 trainers (researcher), 2 organizers and facilitators from province, one VNMAC, one UNDP. It is estimated that 24 persons from districts and communes will travel far to participate in the training, out of them 14 persons have to stay over-night. .
- Develop a master data collection plan with agreed timeline inputted by all data collectors.
- Coordinate and monitor the data collection in the field at least 3 trips, 2 days per trip
- Daily update the progress of the data collection.
- Take photos of at least 10 interviews to capture the data collection activity in the field.
- Organize a half a day validation workshop in Dong Hoi, Quang Binh for 40 participants, including 20 data collectors, 4 district oversight staff, 2 representatives from VNMAC, 2 staff from UNDP, People's Committee (1), Provincial military command (2), Department of Education and Training (1), Red Cross (1), Youth Union (1), researcher (1), and organizers (2) and relevant partners (3) It is estimated that 14 persons from far districts and communes have to stay one night ahead of the event.
- Prepare a technical report and an expenditure report in line with the UNDP regulations.

It is noticed that all of the costs in the financial offer must be conformed with the 2017 EU-UN cost norms. Some of the cost in the financial offer template are fixed (allowance for the interviewees, lunches and tea-break)

4. Methodology

The survey will employ quantitative methodology with cross sectional design using the same questionnaires as for the baseline survey, including demographic information, knowledge of EORE, attitude, and practice of EORE prevention, preferred communication channels, etc. The survey will be conducted in 40 villages/hamlets of 16 communes in 4 districts in Quang Binh province.

Primary data will be collected through face to face individual interview between a randomly selected person and a data collector (community collaborator) using a structured questionnaire on online platform, using a mobile device (smart phone or tablets rented by the project).

The data collectors will be trained on how to select randomly the survey participants based on the survey methodology and get a consent if the selected persons agree to participate in the survey. At the training, a timetable for the interviews will be drafted by the data collectors and consolidated by the firm/agency and shared with UNDP, VNMAC and the consultant for oversight and monitoring.

VNMAC and UNDP will be consulted during preparation for the validation workshop, including workshop agenda, list of invitees. The research team leader will prepare presentation and share it with the organizers for preparations of the workshop materials.

5) Duration of assignment, duty station and expected places of travel

The data collection will be from tentatively from 17 May to 30 June

The data collection will be undertaken in Bo Trach, Le Thuy, Quang Ninh and Quang Trach (Quang Binh province)

6. Expected output and deliverables:

No	Activity	Expected outputs	Timeline	# Consultancy days	
				Senior staff	Junior staff
1	Identify 20 community collaborators who are able to travel and commit their time to conduct the data collection.	A list of 20 data collectors with contact information	By 7 June 19 May	1	2
2	Organize a 1.5-day training workshop for 20 data collectors (including 1,5 days for preparation) The exact date will be consulted with UNDP and VNMAC	The training report with photo capturing the workshop	24-28 May 8-13 June	2	2
3	Consolidate a master data collection plan with agreed timeline inputted by all data collectors	A master data collection plan	24-28 May 8-13 June	0.5	0.5
34	Coordinate and monitor the data collection in the field. Daily update the progress of the interview Take photos of at least 10 interviews	Data collection progress updated by daily email to UNDP At least 10 photos of the data collection in the field	29 May to 12 June 14 to 27 June	3	4
54	Organize a half a day validation workshop of the preliminary survey findings with relevant stakeholders in the provinces (preparation time included)	A workshop report, taking note of the sharing and insights shared by the participants	28-30 12 to 16 July June	2	2
64	Prepare technical report and expenditure report in line with the UNDP regulations.	A technical report and expenditure report in line with the UNDP regulation	28-30 19 to 23 July June	1	1

	Total			9.5	11.5
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7. Monitoring and oversight

To ensure the data collection process on a right track, the project team members will randomly join the interview in the field

Any problem relating to data collection will be informed on the daily basis with the project component manager and the research team leader.

8. Decree of expertise and qualification

- A local firm or social organization ~~based in Quang Binh~~, which has a network of ~~members and collaborators in the province~~~~from the province down to district and communal levels.~~
- Having at least 3- year experience in conducting social surveys, experience in KAP survey data collection as an asset.
- Having good understanding of mine action and EORE ~~in the province.~~
- Showing commitment and enthusiasm to supporting data collection of KAP survey in the province.

9. Admin support and reference documents

Administrative support: VNMAC will prepare a “to whom it may concern” to the local authority to inform about the KAP survey to be conducted in the province with support from the selected data collection firm/agency.

10. Payment milestones and authority

UNDP Viet Nam shall affect payments to the successful Service Contractor upon UNDP’s satisfaction with expected deliverables set above.

Payments shall be made in phases by outputs:

- Advance of 20% contract value upon submission of the list of 20 data collectors with contact number, which is certified by VA/MRE Component manager and project manager.
- 60% contract value upon organizing the training of data collection.
- Remaining 20% of the contract value upon receiving the consultancy report, which is in agreement with VA/MRE Component Manager and Project Manager of UNDP and VNMAC MRE Department Head.

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 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. All daily rates shall be based on an eight-hour working day.

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

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

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				
Subsistence allowance				

Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

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

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