



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

NAME of service: Development of a baseline report and data for M&E of ISEE-COVID project	DATE: July 19, 2021
	REFERENCE: T210705

Dear Sir / Madam:

We kindly request you to submit your Proposal for **A national consultancy firm to develop a baseline report and data for M&E of ISEE-COVID project.**

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

Proposals may be submitted on or before **Wednesday, August 18, 2021 via email** to the address below:

United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
Ms. Luu Thi Trang, Procurement Consultant
luu.thi.trang@undp.org

Note:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
7/19/2021

Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached TOR
Brief Description of the Required Services ¹	(TOR is attached in this Annex)
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached TOR
Frequency of Reporting	Please refer to the attached TOR
Progress Reporting Requirements	Please refer to the attached TOR
Location of work	<input checked="" type="checkbox"/> Ha Noi, Viet Nam, and connect with 4 different provinces: Da Nang, Ho Chi Minh City, Tra Vinh and Hue/Bac Kan) <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	From August 2021 – October 2021
Target start date	August 2021
Latest completion date	October 2021
Travels Expected	Please refer to the attached TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Vietnamese Dongs
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

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

Validity Period of Proposals (Counting from the date of submission deadline)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please refer to the attached TOR
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (20%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%)

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (50%) <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. Please refer to the Evaluation Criteria for further details.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 2) <input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3) <input checked="" type="checkbox"/> Submission checklist (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁷	Luu Thi Trang (Ms.) Procurement Consultant luu.thi.trang@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	Bidders are responsible for checking the UNDP website: https://procurement-notices.undp.org/ for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.



TERMS OF REFERENCE

For a Vietnamese contractor

Service	Develop a Baseline Report on the Social Impact Business ecosystem in Viet Nam in the context of COVID –19 with in-depth analysis on gender and social & environmental aspects and the Data collection system for Monitoring and Evaluation for the ISEE-COVID project
Duty station:	Hanoi, and connect with 4 different provinces (Da Nang, Ho Chi Minh City, Tra Vinh and Hue/Bac Kan)
Contractor:	National consultancy firm
Expected Duration	From August 2021 to October 2021

I. GENERAL BACKGROUND

The ambitions of the 2030 Agenda demand that we work together, across sectors, to transform the world we live in and achieve the Sustainable Development Goals (SDGs). The private sector is recognized as having a central role in this regard, working together with other stakeholders, to drive change and accelerate the achievement of the SDGs. This involves adopting sustainable and inclusive business practices in helping to drive economic growth, through innovation and technology and improving productivity whilst addressing key social and environmental challenges.

Social impact businesses (SIBs) are key to ensuring that the private sector realizes its full potential as a partner in achieving the SDGs. SIBs combine commercial business models with the objective of generating positive social and environmental impacts. SIBs seek to drive social and environmental impact by way of increasing profits and growing their business, in turn enabling them to scale up their impact and make greater contributions to sustainable development. Although most SIBs are micro-sized, with many employing only a small number of workers, they are highly inclusive enterprises. A 2018 study by the Centre for Social Innovation and Entrepreneurship (CSIE) and UNDP found that 99% of SIBs employ women, 74% employ workers from disadvantaged groups, 90%

employ local workers, and 41% of SIBs leaders are female.⁸

The project “Leveraging Viet Nam’s Social Impact Business Ecosystem in Response to COVID-19 (ISEE-COVID)”, co-implement by UNDP and Agency of Enterprise Development (AED); Ministry of Planning and Investment, with sponsorship from the Department of Foreign Affairs, Trade and Development (DFATD), aims to enhance the resilience of SIBs in Viet Nam and contribute to reducing the impact of COVID-19 on vulnerable groups, especially women and girls. To achieve this, the project will have two primary objectives: (i) improving the effectiveness of SIBs, especially those led by women and vulnerable groups, to address the social and gendered impacts of COVID-19 and to accelerate the achievement of the SDGs; and (ii) strengthening the regulatory environment for SIBs to be more gender-responsive, inclusive and transparent, thereby supporting the resilience of SIBs to COVID-19 impact, with a particular focus on SIBs that are led by women and other vulnerable groups. The project will prioritize support to SIBs in four key industries heavily impacted by COVID-19, namely sustainable agriculture, sustainable tourism, education, and health. These are also areas with a large female workforce and many SIBs are offering innovative solutions dedicated to reducing poverty rates for women and girls.

Under this project, SIBs are understood as: Organizations that have both business activities and a commitment to positively impact society/environment as central tenets of their strategic operations. In such models, balancing social/environmental aims with a commercial model allows businesses to sustainably solve social and environmental challenges.⁹ As determined by the project design, examples of SIBs include: (i) social enterprises (SEs); (ii) social impact start-ups; (iii) inclusive businesses; and (iv) cooperatives where a majority of members are vulnerable people.

The project will apply an ecosystem approach to tackle the inter-connected and systemic challenges that SIBs face. In particular, it will: (i) improve the capacity of SIBs themselves; (ii) build the capacity of and coordination between SIB intermediaries; and (iii) strengthen government policy making capacities for enabling SIBs. Gender equality, women empowerment, environmental protection and climate change will be integrated into all capacity building activities to enhance the awareness of SIBs and SIB ecosystem stakeholders on these topics. The grants and coaching sessions will also prioritize SIBs and SIB intermediaries working in these areas.

Despite the availability of both initial analysis connecting SIBs and vulnerable groups, as well as evidence of the challenges faced by certain vulnerable groups more generally, more data and analysis is required. This can help to understand specifically how SIBs help protect the rights of vulnerable groups, in which areas, and help measure the direct and indirect impact, so that we can understand how to best support and grow the role of SIBs. The project involves collecting more data and conducting additional analysis in its initial phase in the form of a baseline study to more deeply

⁸ CSIE and UNDP, ‘Fostering the growth of the Social Impact Business Sector in Viet Nam’, (2018). Available at: <https://www.vn.undp.org/content/vietnam/en/home/library/SIB.html>

⁹ CSIE and UNDP, ‘Fostering the growth of the Social Impact Business Sector in Viet Nam’, (2018). Available at: <https://www.vn.undp.org/content/vietnam/en/home/library/SIB.html>

understand the SIB sector in Viet Nam, which is a nascent concept and is still evolving.

In this context, the baseline study is to include an in-depth analysis on gender aspects of SIBs (e.g. number of women-led SIBs and of women in the SIB workforce, women with disabilities, ethnic minority women, the challenges that women leaders & workers of these businesses are facing, especially as an impact of COVID-19, etc.) to also better design detailed activities and set targets to promote women's empowerment and positive social and environmental impact in the project and measure overall progress against the baseline.

To support this, as the activities designed to achieve this result, UNDP will commission a national consultancy firm or consortium to develop and complete:

- (1) A substantive report on the Social Impact Businesses ecosystem in Viet Nam, which encompasses existing reports so far and recent developments in the context of COVID –19, including with and in-depth analysis on gender, and social and environmental aspects
- (2) A detailed data collection and management system involving baselines, indicators and targets for Monitoring and Evaluation for the ISEE-COVID project

II. OBJECTIVES OF THE ASSIGNMENT

This assignment will provide the technical assistance in collecting the baseline information of the Social Impact Businesses and its ecosystem in Viet Nam, developing the data collection system, which will be used by UNDP and MPI on designing and implementing the project activities to meet the needs of the beneficiaries.

III. SCOPE, TASKS AND DELIVERABLES WITH TIMELINES OF CONSULTANCY SERVICE

Under the direct supervision of Program Analyst, who manages the project at the UNDP Inclusive Growth Unit, in consultation with the Agency for Enterprise Development of the Ministry of Planning and Investment, the consultancy firm will complete the 2 products as below:

1. Report on the Social Impact Businesses ecosystem in Viet Nam in the context of COVID –19 with in-depth analysis on gender and social and environmental aspects

The report needs to meet the requirements below:

- Identify the current situation of the SIBs and the vulnerable people who work for SIBs, with an in-depth analysis on gender and social & environmental aspects,
- List out the existing legal framework and gaps to support this sector.
- Undertake a capacity needs assessment of the main stakeholders of the SIB ecosystem, including SIBs, intermediaries, and relevant government officials (at both national and local levels)

- A strong focus on gender throughout the report

To achieve the requirements, the national firm needs to complete the following tasks:

1.1 Undertake analysis to document current situation of the SIBs and the vulnerable people who work for SIBs, with an in-depth analysis on gender and social & environmental aspects

- Based on the result framework of the ISEE-COVID proposal, especially the indicators of the intermediate and ultimate outcomes, design the survey questions to be distributed to SIBs, SIBs' vulnerable beneficiaries (i.e. SIB workforce and those receiving SIB products and services), intermediaries, policymakers and other relevant stakeholders. A focus on gender and social and environmental impact is expected (i.e. numbers disaggregated by gender and gender issues requires close attention). The questionnaire needs to be presented to and incorporate comments from UNDP, MPI and stakeholders before finalization.
- Develop criteria for selecting SIB stakeholders for the survey and criteria for project support.
- Distribute the survey to at least 100 SIBs, 200 SIBs' vulnerable beneficiaries, 10-20 intermediaries and 20 policymakers in the above 5 provinces.
- Analyze data from the survey and write a report on the current situation of SIB ecosystem in Viet Nam, especially with the context of COVID-19.
- Present the draft study report at the consultation workshop organized by MPI and UNDP; Incorporate comments from workshop participants as well as UNDP, MPI and other stakeholders to finalize the report.

Deliverable 1:

A detailed workplan for the assignment with timeline, approved by UNDP and AED.

Timeline: August 2021

Deliverable 2:

A set of survey questionnaires for assessment of the current situation of the SIBs and their employees, with an in-depth analysis on gender and social & environmental aspects in both English and Vietnamese

Timeline: August 2021

Deliverable 3:

- ✓ Summary assessment report in both English and Vietnamese
- ✓ Full report on assessment of the current situation of the SIBs and their employees, in both English and Vietnamese that includes:
 - a. Analysis of the socio-economic situation in each of the province
 - b. Baseline data and findings;
 - c. Recommendations for developing the relevant project's activities

Timeline: September- October 2021

1.2 The capacity needs and assets assessment

- ✓ Identify in agreement with MPI and UNDP the capacity assessment criteria, focusing on skills and knowledge of SIB owners, employees, intermediaries leaders, relevant government officials, as well as systems in place for training and assessment of skills and knowledge, especially skills for working with women, ethnic minorities, people with disabilities, children and other poor and socially disadvantaged groups. Consultancy firm should use the “Asset-based community development” ¹⁰ approach.
- ✓ Develop the capacity needs and assets assessment tool; present and incorporate comments from UNDP, MPI and stakeholders to finalize the tool.
- ✓ Conduct the capacity assessment in the five provinces in the North, Centre and South parts of Vietnam, using both quantitative and qualitative methods.
- ✓ The capacity needs and assets assessment should be conducted in a representative sample of province level, with a minimum of the following number of samples, including on purpose samples and random samples.

Province	SIBs Owners	SIBs employees	Intermediaries leaders	Relevant Government Officials	Total
Hanoi	50	100	20	20	190
Da Nang	50	100	20	20	190
Ho Chi Minh City	50	100	20	20	190
Tra Vinh	20	40	10	20	90
Hue/ Bac Kan	20	40	10	20	90
Total	190	380	80	100	750

- ✓ The survey locations should be the same ones of the above assessment. Questionnaires should be validated through focus group discussions in each province before being

¹⁰ For more information, please visit: <https://www.nesta.org.uk/report/asset-based-community-development-local-authorities/>

- conducted. Baseline data will so far as possible be disaggregated by geographical location, gender, ethnic origin, and other relevant criteria;
- ✓ Draft report setting out findings, assessment and making recommendations based on the data to be adopted by AED for developing a capacity building programme that is contextualized to both the national strategy and local conditions; for developing training materials that equip intermediaries and government officials to meet the priority needs of SIBs and their employees (especially from vulnerable groups);
 - ✓ Present the draft report at the consultation workshop organized by MPI and UNDP; Incorporate comments from workshop participants as well as UNDP, MPI to finalize the report.

Deliverable 4:

- ✓ An updated capacity assessment tool in both English and Vietnamese

Timeline: August 2021

Deliverable 5:

- ✓ Summary report in both English and Vietnamese
- ✓ Full report on in both English and Vietnamese that includes:
 - a. Baseline data and findings about the capacity of SIB owners, employees, intermediaries leaders, relevant government officials in 5 selected provinces, focusing on capacity of the vulnerable group, such as women, children, ethnic minorities and the poor and others;
 - b. Recommendations for developing a capacity building program that is contextualized to both the national strategy and local conditions; for developing training materials tailored to the needs of SIB owners, employees, intermediaries leaders, relevant government officials; and for developing a policy experimentation in 2 pilot provinces

These reports will be shared with government and donor stakeholders.

Timeline: September- October 2021

2. Detailed Data collection system for Monitoring and Evaluation for the ISEE-COVID project

- Based on the result framework of the ISEE-COVID proposal, build an improved data collection system for the monitoring and evaluation of the project objectives and progress.
- This collection system should be easily accessible by both the direct beneficiaries of the projects, i.e. the SIBs, intermediaries, policymakers and consultants participating in the

project activities, and the project management team itself.

- Conduct user-testing to ensure the M&E system is feasible and user-friendly. At least 1 round of collecting tester feedback and making adjustment to the M&E process should be ensured.

Deliverable 6:

The Detailed Data collection system for Monitoring and Evaluation for the ISEE-COVID project:

- This system needs to have 2 version in English and in Vietnamese. Developed first in English and translated after.
- The system should include: a master file of all data in line with the Results Framework and any additional identified requirement, 3 detailed files for 3 Output, and a file to collect data for the Baseline assessment below
- A short guiding manual on using the system to collect data.

Timeline: August- September 2021

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

The duration of the consultancy starts from the date both parties shall have signed the consultancy contract. The Service provider is expected to provide services specified in this TOR from August to October 2021.

The location of this assessment will be home-based, and the service provider needs to interview/consult the stakeholders in the above-listed provinces through email, phone, or other online applications.

V. PROVISION OF MONITORING AND PROGRESS CONTROLS

The work of consultancy firm will be monitored by UNDP Program Analyst and the Agency of Enterprise Development- MPI, based on the key milestones/deliverables and timelines as noted above. Following the first briefing meeting of UNDP and the selected consultancy firm at the outset of the assignment, the firm will start implementation of the first task. The UNDP agreement and endorsement of the deliverables will provide the basis for the consultancy firm to implement the next tasks.

VI. VI. DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP

UNDP will provide following relevant background documents to the selected firm:

- Project proposal of the ISEE-COVID project
- The Vietnamese Project Document, which approved by Ministry of Planning and Investment
- Other documents that are relevant and available.

UNDP is not required to provide any physical facility for the work of the consultancy institution, however venues for some technical meetings/consultations can be provided, at the discretion of UNDP as necessary.

UNDP will support the research through providing letters of introduction, coordinating the team to work with the MPI Agency for Enterprise Development. However, all administrative support required for this research (including interpretation, translation of the report into Vietnamese/English, translation the questionnaire into ethnic minorities' language, etc.) must be provided by the contractor except as otherwise agreed between UNDP and the Contractor.

The Agency for Enterprise Development will support the consultancy firm to conduct the survey by liaising with the Departments of Planning and Investment in 5 provinces and provide available and data, reports, research.

VII. EXPECTED COMPOSITION OF THE CONSULTANCY TEAM AND QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE TEAM MEMBERS:

Bidders shall be required to submit a technical proposal including proposed methodology, CVs of key personnel to be engaged on the proposal including roles, and proposed work-plan with timings, as well as a financial proposal with the budget required to conduct the activities.

7.1 The national firm should meet the following criteria:

- (1) Knowledge of the social impact businesses, gender sensitivity in the private sector;
- (2) Experience in conducting baseline assessment, capacity assessment, asset based community development approach of the development projects
- (3) Experience in developing the tracking data collection system for development projects
- (4) Experience in conducting survey-based research in Viet Nam
- (5) Experience working in collaboration with international, regional, and domestic research organizations, industrial associations, educational institutions, or development agencies;

It is expected that the consultancy firm will consist of at least 03 members, including (i) a national team leader; (ii) two national consultants:

7.2 01 Senior national technical expert – team leader:

Qualification:

- PhD degree in social sciences, businesses, law or related fields;
- Proven track record of conducting research, survey and data analysis, building the data collection system for the development project

- Minimum of 5 years of work experience in researching and supporting the social impact businesses, women-led enterprises; Working experience in designing capacity need assessment tool preferable.
- Working experience with government officials, private sector and NGOs, desirable related to the impact businesses;
- Have knowledge and working experience in gender and social & environmental related issues and vulnerable groups is a must
- Excellent report writing skills;
- Capable of communicating and writing report in English and Vietnamese;

Task:

Planning, collaborating with the international consultant to set the analytical framework and methodology, developing the questionnaires, facilitating the collecting data process and quality assurance

7.3 01 National Technical Experts 1- Data analysis specialist:

Qualifications

- Master's degree in business, social sciences, and sustainability-related fields
- Minimum of 3 years of conducting research, survey, data analysis
- Have knowledge and working experience in supporting the social impact businesses, women-led enterprises would be an asset;
- Working experience in in-depth gender and social & environmental impact analysis for development projects would be an asset
- Excellent teamwork skill, report writing skill;
- Good command of writing and making presentations in English.

Tasks

Distributing the survey, collecting and analyzing data, drafting reports, building the data collection system, design and presenting the presentation of the results

7.4 01 National Technical Experts 2- Gender specialist:

Qualifications

- Master's degree in business, social sciences, and sustainability-related fields
- Proven track record of conducting research, survey and data analysis;

- At least 5 years of working experience in in-depth gender, social & environmental impact analysis for development projects, researches, private sector...
- Excellent teamwork skill, report writing skill;
- Good command of writing and making presentations in English

Tasks

Providing in-depth gender, social & environmental impact knowledge to (i) select the questionnaires, build the questionnaires, analyses data and write reports (ii) build the Data collection system;

VIII. PAYMENT TERMS

Interested consultancy institution should propose the detailed budgets for each deliverable of this TOR, including consultancy fee, travel expenses (if needed), and other related costs.

Milestones for payment:

First payment of 10% of the total contract value upon the submission and acceptance of deliverables 1.

Second payment of 40% of the total contract value upon submission and acceptance of deliverables 2,4,6.

Last payment of 50% of the total contract value upon submission and acceptance of deliverables 3 and 5.

EVALUATION CRITERIA

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		
1.1	Reputation of Organization and Staff (Competence / Reliability)	50
1.2	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	50

1.3	<p>Knowledge and Experiences:</p> <ul style="list-style-type: none"> - Knowledge of the social impact businesses, gender sensitivity in the private sector; - Experience in conducting baseline assessment, capacity assessment, asset- based community development approach of the development projects - Experience in developing the tracking data collection system for development projects - Experience in conducting survey-based research in Viet Nam - Experience working in collaboration with international, regional, and domestic research organizations, industrial associations, educational institutions, or development agencies; 	100
Total (form 1)		200
<u>Form 2: Adequacy of the proposed approach, methodology and work -plan responding to the ToR</u>		
2.1	Understanding of the ToR	100
2.2	Soundness of the proposed technical solutions: methodology	100
2.3	Timeliness and allocation of recourses	50
2.4	Identification of challenges and propose solutions	50
2.5	Quality of the personnel	500
2.5.1	National Team Leader	200
	- PhD degree in social sciences, businesses, law or related fields;	50
	- Proven track record of conducting research, survey and data analysis, building the data collection system for the development project; researching and supporting the social impact businesses, women-led enterprises; designing capacity need assessment tool preferable	100
	- Working experience as a team leader	50
2.5.2	01 National Team member 1 as the Data analysis specialist	150

	- Master's degree in business, social sciences, and sustainability-related fields	50
	- Minimum of 3 years of conducting research, survey, data analysis; supporting the social impact businesses, women-led enterprises would be an asset;	70
	- Working experience in in-depth gender and social & environmental impact analysis for development projects would be	30
2.5.2	01 National Team member 2 as the Gender specialist	150
	- Master's degree in business, social sciences, and sustainability-related fields	50
	- Proven track record of conducting research, survey and data analysis; working experience in in-depth gender, social & environmental	70
	- Experience in working with the relevant communities and local groups	30
	Total (form 2)	800
	TOTAL	1,000

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

Important Notes:

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

We confirm our full acceptance of the UNDP Contract General Terms and Conditions and agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

[Designation]

[Date]

Contract Templates and General Terms and Conditions

1. Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

2. Please find below link to the General Terms and Conditions:

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below US\$ 50,000 (Services only):

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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below US\$ 50,000 (Goods or Goods and Services):

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

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

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB**/email. Bidders can split proposal into several emails if the file size is large.
- Technical and Financial Proposals are to be submitted in separate emails before or by **Wednesday, August 18, 2021** (Hanoi time).
- Email and proposal should indicate clearly the reference and name of tender.

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

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

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

[Designation]

[Date]