



REQUEST FOR PROPOSAL (RFP)

National firms/institutions/organizations	DATE: June 10, 2022
	REFERENCE: B-220604

Dear Sirs/Madame:

We kindly request you to submit your proposal to **carry out a feasibility study for a new user fee for coral ecosystem protection in Hon Yen Island, Phu Yen province.**

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

Proposals may be submitted on or before **Friday, June 24, 2022** and via email to the address below:

bid.submission.vn@undp.org

With subject line:

B-220604 – Feasibility Study for new user fee for coral ecosystem protection in Hon Yen island

(Maximum size per email: **30 MB**. Bidders can split proposal into several emails if the file size is large. Please send a separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email(s) submitted. Notification email should be sent to above address by submission deadline or right after you submit proposals).

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**

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. 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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Tran Thi Hong,
Head of Procurement Unit,
6/10/2022*

Description of Requirements

Brief Description of the Required Services ¹	Carry out a feasibility study for a new user fee for coral ecosystem protection in Hon Yen Island, Phu Yen Province
List and Description of Expected Outputs to be Delivered	Please see Section IV in the attached TOR (Annex 1)
Person to Supervise the Work/Performance of the Service Provider	Please see Section VI in the attached TOR (Annex 1)
Location of work	<input checked="" type="checkbox"/> Exact Address: Home-based and Phu Yen province <input type="checkbox"/> At Contractor's Location
Expected duration of work	July 2022 – December 2023
Target start date	July 2022
Latest completion date	December 2023
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Vietnamese dong

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

Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and all applicable taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<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 <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms	As defined in the attached TORs
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	As defined in the attached TORs
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 <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is 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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <i>[indicate percentage]</i> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel and other requirements (please refer to Evaluation Criteria in the TOR for preparation and submission)
	<p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

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 ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> Others:
Contact Person for Inquiries (Written inquiries only) ⁴	<i>Quach Thuy Ha</i> <i>Procurement Associate</i> <i>quach.thuy.ha@undp.org</i> 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]	N/A

² 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.

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ 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.



TERM OF REFERENCE
National firm/Institution/Organization

Name of service:	Carry out a feasibility study for a new user fee for coral ecosystem protection in Hon Yen Island, Phu Yen Province		
Project:	The Biodiversity Finance Initiative (BIOFIN) Phase II Extended		
Reporting to:	UNDP Country Office		
Duty Station:	Phu Yen and home-based	Travel Required:	Yes (if travel is allowed)
Duration of Assignment:	18 months		
Start date	Jul 2022	End Date:	Dec 2023

I. BACKGROUND & PROJECT DESCRIPTION

The global Biodiversity Finance Initiative (BIOFIN) is managed by UNDP and is implementing in 40 countries. Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at the national level, for improving cost-effectiveness through the mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans.

Hon Yen Island is about 20 km from Tuy Hoa City with rich biodiversity. Recognized in 2018 as a National Landscape, the Hon Yen Island Cluster comprises a cluster of rocky islands that includes Ganh Yen, Hon Dun, and Hon Yen itself, being the most prominent outcrop although its size is two hectares and its height 70 meters. The total reef area is of about 12.7 ha, with the sea section connecting Hon Yen and Hon Dun to the mainline being relatively shallow. At low tide the open rocky beach that links the islands to the coast appears, with the tide recedes showing natural coral reefs of a multiplicity of colors and shapes creating a 150-meter-long coral pathway connecting the island and seashore. The spectacular event attracts a myriad of tourists to the site.

Recent surveys at Hon Yen Island show, however, that the rich coral biodiversity is gradually degrading due to unsustainable visitor practices, and increasing uncontrolled visitation with thousands of visitors coming to the island annually, and with numbers increasing.

At present, a small enterprise cooperative focusing on protection of the island's coral ecosystem is being proposed for establishment. Following a grass-roots initiative towards biodiversity conservation, the community-based cooperative would harness lessons learned from other islands where private tourism companies carry out uncontrolled and unsustainable practices that destroy the same object of tourism. Aspiring to a win-win situation through the cooperative, Hon Yen is proposing a community-based ecotourism model that offers controlled and sustainable visitation to the reefs, while protecting the coral and the natural ecosystem, and simultaneously benefiting the stakeholder communities.

UNDP is looking for one national consultancy firm to support the new user fee for coral ecosystem protection in Hon Yen Island, Phu Yen province.

II. OBJECTIVES

The objective of this consultancy package is to design a proposal of a new service tourism fee in Hon Yen Island/Phu Yen and implement the new financial mechanism.

Specific results are: (1) complete a feasibility study for a new service tourism; (2) design a mechanism to receive and transfer the funds; (3) ensure the financing mechanisms for conservation.

III. SCOPE OF WORK

Specific duties and responsibilities are:

- Review the current tourism, community-based ecotourism activities in Hon Yen Island
 - Feasibility assessment of different tourism related service fees and propose the most appropriate service fees for Hon Yen Island
 - Conduct site visits to Hon Yen Island – at least 3 visits during the consultancy
 - Conduct surveys and technical meetings with relevant stakeholders to develop the new service fees for Hon Yen Island– at least 3 technical meetings
 - Identify and design some products/services creating new income/livelihoods contributing to coral conservation budget
 - Develop the proposal of a new tourism service fees applied for Hon Yen Island
 - Organize an one -day consultation workshop for the tourism service fees proposal in Phu Yen with relevant key local stakeholders for the implementation and approval of the fee (around 30 participants). The contractor will be responsible for successful organization of the workshop and pay all the related expense as well as travel and per diem for invited participants based on UN-EU cost norms. All 30 participants are from Phu Yen.
 - Prepare related documents for the submission and approval of the new service tourism fee
 - Develop the fee operation mechanisms, including financial mechanism for conservation activities
 - Organize an one-day consultation workshop for the fee operation mechanism in Phu Yen with relevant key local stakeholders (around 30 participants). The contractor will be responsible for successful organization of the workshop and pay all the related expense as well as travel and per diem for invited participants based on UN-EU cost norms. All participants are from Phu Yen)
 - Organize an one-day training for related stakeholders on the implementation of the new tourism service fees for at least 30 people in Phu Yen. All 30 participants are from Phu Yen.
 - Guide and monitor the implementation of the tourism service fees mechanisms
 - Document the lessons learnt & develop the financial solution brief
- Note: All expenses should follow the UN-EU cost norms.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

All deliverables are submitted in Vietnamese

No.	Deliverable	Estimated days to complete	Target due date
1	Workplan	3	7/18/2022
2	03 site visits and 03 technical meetings		12/30/2022
3	02 consultation meetings and one training		06/30/2023
4	Proposal of a new tourism fee and new livelihoods/income products/services and related documents	70	6/30/2023
5	Fee operation mechanism	10	6/30/2023
6	Financial solution brief and report on the implementation of the financial mechanism	17	12/30/2023

V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 100 working days from 7/4/2022 to 6/30/2023.

Duty station: Phu Yen and Home-based

Expected places of travel: Hon Yen Island, Phu Yen province (if travelling is allowed) and must be included in the contractor's offer

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The national consultancy firm will work under the guidance and management from UNDP.

The selected consultancy firm will have regular discussions with the responsible staff of UNDP Viet Nam. The consultancy firm will regularly report to UNDP Viet Nam on the progress of the work based on the agreed work-plan.

The deliverables shall be submitted to UNDP for review and approval.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Administrative will be provided by UNDP. Copies of relevant documents and template will be made available to the consultants upon commencement of the assignment.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

To be eligible, bidders shall have as a minimum the following qualifications:

General requirements to the service supplier:

- Working experience in the field of marine conservation, biodiversity conservation, financial mechanism, rural development
- Working experience with local communities, particularly those in coastal areas and islands
- At least 3 key experts in marine conservation, financial management and livelihoods/tourism

Requirements to key personnel of the service provider:

National Team Leader cum marine conservation:

- University's degree in environment, biology, marine conservation or related fields
- At least 5 years of experience in marine conservation, coral conservation, community engagement
- At least 3 years of experience in protected area management plan development and implementation
- Experience working with local authorities and local communities, local people.

One national expert on financial management

- University's degree in finance, economics or related fields
- At least 5 years of experience in financial mechanism, user fee development and implementation
- Experience in marine and biodiversity conservation, community-based tourism
- Experience working with local authorities and local communities, local people

One national expert on livelihoods/tourism

- University's degree in social science or related fields
- At least 3 years of experience in livelihoods improvement, tourism promotion, rural development, community-based ecotourism activities
- Experience working with local authorities and local communities, local people

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
2	Deliverables 1 & 2	30 December 2022	20%
3	Deliverables 3, 4 & 5	30 June 2023	60%
4	Deliverables 6	30 December 2023	20%

X. EVALUATION CRITERIA

No.	Criteria	Scores
1	Experience and capacity	250
1.1.	Experience in the field of marine conservation, biodiversity conservation, financial mechanism, rural development, in the last 3 years of <ul style="list-style-type: none"> - ≥ 5 contracts - 3-4 contracts - 1-2 contracts - Nothing 	150 100 50 0
1.2	Working experience with local communities, particularly those in coastal areas and islands	100
2	Solutions and Methodologies	300
2.1.	Clearly understanding the purpose of the package	50
2.2.	Approach and methodology which are appropriate to the task	60
2.3.	Presentation	30
2.4.	Implementation plan	100
2.5.	Reasonable arrangement for human resource	60
3	Human resources	450
3.1.	01 National Team leader cum marine conservation	180
	University's degree in environment, biology, marine conservation or related fields	30
	Experience in the field of marine conservation, coral conservation, community engagement <ul style="list-style-type: none"> - More than 5 years' experience 	70 40

No.	Criteria	Scores
	<ul style="list-style-type: none"> - 3- 5 years - Less than 3 years 	10
	Experience in protected area management plan development and implementation <ul style="list-style-type: none"> - More than 3 years' experience - 1-3 years - Less than 1 year 	50 30 10
	Experience with local authorities and local communities, local people <ul style="list-style-type: none"> - More than 3 years' experience - 1-3 years - Less than 1 year 	30 15 5
3.2.	<i>National Expert on financial management</i>	170
	University's degree in finance, economics or related fields	30
	Experience in financial mechanism, user fee development and implementation: <ul style="list-style-type: none"> - >5 years' experience - 3-5 years' experience - Less than 3 years' experience - No experience 	65 35 20 0
	Experience in marine and biodiversity conservation, community-based tourism <ul style="list-style-type: none"> - More than 3 consultancies/assignments - 1-3 consultancies/assignments - Less than 1 	45 20 5
	Experience working with local authorities and local communities, local people <ul style="list-style-type: none"> - More than 3 years' experience - 1-3 years - Less than 1 year 	30 20 5
3.3.	<i>National Expert on livelihoods/tourism</i>	100
	University's degree in social science or related fields	20
	Experience in experience in livelihoods improvement, tourism promotion, rural development, community-based ecotourism activities <ul style="list-style-type: none"> - More than 3 years' experience - 1-3 years' experience - Less than 1 years' experience 	50 30 10
	Experience working with local authorities and local communities, local people <ul style="list-style-type: none"> - More than 3 years' experience - 1-3 years - Less than 1 year 	30 20 5
Total (100%)		1.000

ANNEX 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

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

[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.*

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

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

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.

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				

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

[Designation]

[Date]