



## REQUEST FOR PROPOSAL (RFP)

NGOs/national research institutions/national firms	DATE: June 13, 2022
	REFERENCE: <b>B-220605</b>

Dear Sirs/Madame:

We kindly request you to submit your proposal to **Study on Gender Equality in Public Administration: Vietnam Case Study**.

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](mailto:bid.submission.vn@undp.org)

With subject line:

**B-220605 – Study on Gender Equality in Public Administration**

(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](mailto: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](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,  
6/13/2022*

## Description of Requirements

Brief Description of the Required Services <sup>1</sup>	Study on Gender Equality in Public Administration: Vietnam Case Study
List and Description of Expected Outputs to be Delivered	Please see Section 3 in the attached TOR (Annex 1)
Person to Supervise the Work/Performance of the Service Provider	Please see Section 9 in the attached TOR (Annex 1)
Location of work	<input checked="" type="checkbox"/> Exact Address: Hanoi <input type="checkbox"/> At Contractor's Location
Expected duration of work	June 2022 – October 2022
Target start date	June 2022
Latest completion date	October 2022
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"/> <b>Vietnamese dong</b>

<sup>1</sup> 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.

Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and all applicable taxes <input checked="" type="checkbox"/> must be exclusive of all applicable taxes and can issue official invoice ( <b>Hóa đơn Tài chính</b> ) <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	<b>Technical Proposal (70%)</b> <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)  <b>Financial Proposal (30%)</b>

	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 <sup>2</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>3</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> Others:
Contact Person for Inquiries  (Written inquiries only) <sup>4</sup>	<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

<sup>2</sup> 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.

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

<sup>4</sup> 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**

Service	Study on Gender Equality in Public Administration: Vietnam Case Study
Expected Bidders	NGOs/national research institutions/national firms
Duty Station	Viet Nam
Expected Duration	From 20 June to 30 Oct 2022

## 1. BACKGROUND AND CONTEXT

Public administration is the bedrock of government and the central instrument through which national laws, policies and programmes are developed and implemented. A truly inclusive, representative, and accountable public administration puts gender equality at its core. Closing the persistent gender gaps in public administration is not only important to recognize women's equal rights to participation and access to public services, but also helps to restore trust and confidence in public institutions and enhance the sustainability and responsiveness of public policies. Ensuring that women have a voice in shaping policy, therefore, is crucial to build representative, just, and effective institutions. The right of women to be equally represented and consulted in decision-making has been safeguarded and enshrined in numerous international instruments ratified by Viet Nam, including the Universal Declaration of Human Rights (UDHR) in 1948; The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) in 1979; the Beijing Declaration and Platform for Action in 1995; and the 2030 Sustainable Development Agenda.

Despite some global improvement, significant gaps still exist in women's participation in the public domain, including in leadership roles and policy-making positions, thus undermining economic growth, human development, and poverty reduction. In the current context of unprecedented impacts of the Covid-19 pandemic on global public health, economies, and societies, underlines the importance of responsive governance, gender-sensitive public policies and crisis control to respond effectively to the needs, rights and expectations of women and girls. It reinforces that it is now, while governments craft their policy responses, more essential than ever to ensure women's seats at the table and to recognize women's right to be decision makers during and post-covid era.

Viet Nam always shows strong commitment to international instruments and agreements on gender equality. This commitment has been manifested in a strong legal framework for gender equality including policies aimed at increasing women's representation in public life. Decision 622/QĐ-TTg dated 10 May 2017 issued "the National Action Plan for Implementation of the 2030 Agenda on Sustainable Development" which defines one of the specific targets to be achieved, namely "*to ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life*". Viet Nam's National Strategy on Gender Equality for 2021-2030 also sets out targets to increase women's political engagement. The target is that 75% of government agencies and local authorities at all levels will have women leaders by 2030.

Viet Nam has achieved many progresses to ensure women's representation in public administration. Notably, the two biggest media agencies namely the Viet Nam Television and the Viet Nam News Agency, have key women leaders in the Management Boards to ensure women's representation and participation in decision-making in the field of communication<sup>5</sup>. However, there still exists a significant gap in the number of women leaders in government agencies at central and provincial level. For example, in the current administration of 2021 – 2026, there is only 2 women ministers out of 22 ministries and ministerial-level agencies<sup>6</sup>.

Gender stereotypes and institutionalized culture of “male preference” still persist in families, society, and government, creating external as well as internalized barriers for and pressure on women.

As progress towards gender equality in public administration requires high-quality and up-to-date data on gender equality in civil service, the context of Viet Nam requires a thorough review to identify the challenges that contribute to ongoing gaps in gender parity in public administration. Even though laws and policies have been developed to some extent, there is a need to address the gap in data collection and analysis, as well as a need for recommendations on how to address these gaps. This is even more significant to help the government achieve the targets that Vietnam has set in National Strategy on Gender Equality for 2021-2030.

Promoting gender equality, strengthening public institutions and inclusive governance have been central to UNDP's mandate and development approach. Within this mandate, UNDP developed the global initiative Gender Equality in Public Administration (GEPA), with a view to help governments measure women's presence in public institutions and identify strategies to close the gender gap in public administration. The [UNDP's Gender Equality in Public Administration](#) report of 2021 (lacking data on Viet Nam) contained significant findings. While there has been progress in women's representation overall in public administration in many countries, only 32% of countries have achieved gender parity in public administration. Women continue to hit a glass ceiling that stops them from advancing to positions at the highest levels of power and influence. In addition to glass ceilings, women in public administration are also hitting ‘glass walls,’ being siloed into certain areas of policy work while starkly underrepresented in other areas, which is restricting their influence on policymaking and effecting change. Women also have a very limited role in decision-making on health policies, including in countries' COVID-19 response. Out of the 300 national COVID-19 task forces examined in 163 countries and territories, women make up on average only 27% of the positions and lead 18% of task forces.

UNDP Vietnam since early 2000s has been continuously supporting the Government of Viet Nam to fulfil their commitments toward the promotion of women representation in politics and public office.

UNDP Viet Nam continues to work with various government agencies to promote women representation in political institutions, considering that greater gender equality in politics and public decision-making is both a manifestation of the extent of the progress women have made in society as well as one of the most effective ways to guarantee continued progress and responsive governance. The project: “Gender Equality and Women's Empowerment project” (GEWE) has been designed to support national efforts to accelerate gender equality with a focus on promoting

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<sup>5</sup> Management board of Viet Nam news agency: <https://vnanet.vn/vi/introl/thong-tan-xa-viet-nam-trung-tam-thong-tin-chien-luoc-tin-cay-cua-dang-va-nha-nuoc-1066.html>;

Women leader of the VN television: <https://moha.gov.vn/gioi-thieu-tieu-su-can-bo-nu/tieu-su-lanh-dao-nu/pho-tong-giam-doc-dai-truyen-hinh-viet-nam-nguyen-36304.html>

<sup>6</sup> Members of the 2021-2026 central government:

<http://www2.chinhphu.vn/portal/page/portal/English/CentralGovernment/MembersOfGovernment>

women's political leadership and participation in sustaining peace and addressing emerging challenges.

For the above reasons, under the GEWE project, UNDP is looking for an experienced NGOs/national research institutions/organizations to realize the following objectives and outputs given the above background and context.

## **2. OBJECTIVES AND SCOPE OF WORK**

This Terms of Reference covers key objectives and specific outputs therein, namely:

- To provide a comprehensive overview of gender equality in public administration in Viet Nam, including an analysis of key trends, offering in-depth data and analysis of the challenges and opportunities for women's equal participation and decision-making in public administration;
- To examine the legal framework, policies and initiatives that can increase women's presence in public administration;
- To provide policy and programming recommendations for government to address gender gaps in public administration and ways forward to achieve targets on women in politics.

The study should be able to answer following research questions:

1. A situational analysis of women's participation in Public Administration in Viet Nam, including:
  - Current status and key trends over time
  - Gender parity by level of decision-making
  - Gender parity by sector segregation
  - Status of women participation in COVID-19 taskforce responses
2. How does the legal framework in public administration in Vietnam contribute to enhance women participation in public administration? (*taking a close look at recruitment processes, pay gaps, retirement ages, childcare facilities, promotion, capacity-building and incentives, training, etc.*)
3. What are gaps in policies and challenges in implementation to ensure gender parity and ways to overcome?

The study should adopt an intersectional approach, that is, to consider ways that gender intersects with disability, ethnic minority status, sexual orientation, and age to shape the outcomes, experiences, and perceptions of public administration officials.

The design and implementation of the methodology must also ensure that principles of inclusion and non-discrimination are considered and acted upon throughout. The meaningful participation of the most deprived/vulnerable groups is essential, and of other key stakeholders is promoted.

### Scope of work:

The gender assessment of women in public administration to be researched should ideally encompass a period of 10 years (2011-2021) or the last two government terms, to identify key trends and should be reviewed in 33 ministries, ministerial-level agencies, government-affiliated agencies, and 5 provincial departments.

### Key activities:

- develop a research plan with a clear timeline;
- conduct desk review on the overall status of women in public administration in Vietnam;

- conduct desk review on legal framework in public administration in Vietnam;
  - conduct in-depth interviews with 20 key informants;
  - organize consultation workshop ( half-day event for around 15-20 experts in Hanoi)
  - launch the research to key stakeholders (half-day event for 40 key stakeholders in Hanoi)
- \* the consultation workshop and the launching event are included in the bidder's offers, the successful organization shall be responsible for implementing and organizing it.*

**Key Outputs:**

- 1) A research proposal with a clear timeline
- 2) A draft of the study
- 3) One (01) consultation workshop organized to collect feedbacks on the research's findings + PPT presentation in both English and Vietnamese
- 4) One (01) workshop organized to launch the research + PPT presentation in both English and Vietnamese
- 5) Well-designed executive summary and research final product in both English and Vietnamese to publish on UNDP website and further dissemination.

**3. ACTIVITIES, EXPECTED OUTPUTS AND TIMING**

Indicative Activities	Expected Outputs	Due dates
1.1. Phasing in	<p><u>Output 1.1a:</u> One (01) research proposal is submitted with methodology and a clear timeline</p> <p><u>Output 1.1b:</u> A list of potential interviewees (around 20 people) is submitted together with questionnaires</p>	30 June
1.2. Conducting the research	<p><u>Output 1.2a:</u> One chapter on the overall picture of women participation in public administration in Vietnam</p> <p><u>Output 1.2b:</u> One chapter reviewing the legal framework and its challenges in ensuring women participation in public administration</p> <p><u>Output 1.2c:</u> One first draft of the whole research is submitted</p>	<u>30 August</u>
1.3. Collecting feedbacks	<p><u>Output 1.3a:</u> One first draft agenda of the consultation workshop is submitted</p> <p><u>Output 1.3b:</u> One half-day consultation workshop is organized in Ha Noi for around 15-20 experts</p> <p><u>Output 1.3c:</u> A report on results of the consultation workshop including feedbacks from participants</p>	15 September

Indicative Activities	Expected Outputs	Due dates
1.4 Launching the research	<u>Output 1.4a:</u> The final research is submitted which has incorporated feedbacks from the consultation workshop <u>Output 1.4b:</u> An executive summary of the research is submitted <u>Output 1.4c:</u> One first draft agenda of the launching event is submitted <u>Output 1.4d:</u> One launching half day event is organized in Ha Noi (around 40 people)	30 October

All reports and documents to be submitted in English and Vietnamese.

The successful organization shall propose a detailed work-plan to roll out the research project with concrete activities, suitable timeframes, feasible milestones, and justifiable quality assurance procedures to deliver each of the outputs as set forth above to UNDP. Also, the successful organization shall present sound and strong risk management measures and warranty of feasibility to safeguard the operation of this project.

#### 4. EXPECTED QUALIFICATIONS

Interested organizations shall suggest the composition of the project team to ensure sufficient personnel and competencies to carry out and control the quality of activities.

The organization conducting activities under this TOR is expected to meet the following qualifications:

- With more than 5 years' experience working in women in leadership, women in politics and women's empowerment in Vietnam
- Required personnel team for this project: at least 3 staff (1 national team leader, and 2 national team members) .
- Proven experience working with UN agencies.

Indicative requirements for the team leader:

- Master's degree in political sciences, public policy, development studies, gender and development, or related fields;
- Proven leadership and teamwork skills (e.g. a leader of a team of relevant technical experts)
- At least 10 years of proven work experience in gender equality and women empowerment in Vietnam, especially in women participation in politics and public life in Vietnam
- Excellent knowledge on international laws and national laws on gender equality;
- Proven record of experience in conducting research on gender equality in Vietnam;
- Proven command of written English and Vietnamese languages through published articles or reports on related fields

Indicative requirements for the first team member- senior expert in gender equality women leadership, women empowerment:

- Master's degree in political sciences, public policy, development studies, gender and development, or related fields;

- At least 5 years of working experience in women in politics, women in leadership and women's political empowerment in Vietnam. Excellent knowledge on national laws on gender equality and women's representatives in Vietnam.
- Proven record of experience in conducting research in gender equality in Vietnam.
- Good command of English.

Indicative requirements for the second team member- research assistant:

- Bachelor's degree in political sciences, public policy, development studies, gender and development, or related fields;
- A minimum of three years professional working experience in the field of gender equality in Vietnam
- Proven experience in participating in research projects in gender equality, experience in conducting interviews, and analyze information
- Good command of English.

## 5. EVALUATION CRITERIA

Technical proposals will be assessed against the below criteria:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Organization with more than 5 years' experience working in women in leadership, women in politics, women's empowerment and women in peace and security in Vietnam.	100
2.	Organization's working experience with international development organizations such as UN agencies on similar tasks.	50
3	Clear and good workplan with well understood the purpose of the study, and suitable approach and methodology to conduct the study	150
4.	<b>The national team leader</b>	
4.1	Master's degree in political sciences, public policy, development studies, gender and development, or related fields	50
4.2	At least 10 years of proven work experience in gender equality and women empowerment in Vietnam, especially in women participation in politics and public life in Vietnam.	100
4.3	Excellent knowledge on international laws and national laws on gender equality	100
4.4	Proven leadership and teamwork skills; Proven record of experience in conducting research on gender equality in Vietnam.	50 50
4.5	Proven command of written English and Vietnamese languages through published articles or reports on related fields.	50

5	<b>The national team members</b>	
5.1	<b>National expert on Gender equality/Women Leadership/Women Empowerment</b>	
5.1.1	Bachelor's degree in political sciences, public policy, development studies, gender and development, or related fields.	50
5.1.2	At least 5 years of working experience in women in politics, women in leadership and women's political empowerment in Vietnam. Excellent knowledge on national laws on gender equality and women's representatives in Vietnam.	50
5.1.3	Proven record of experience in conducting research in gender equality in Vietnam. Good command of English proven through degree and certificates.	50
5.2	<b>National research assistant</b>	
5.2.1	Bachelor's degree in political sciences, public policy, development studies, gender and development, or related fields	50
5.2.2	A minimum of three years professional working experience in the field of gender equality in Vietnam	50
5.2.3	Proven experience in participating in research projects in gender equality, experience in conducting interviews, and analyze information.  Good command of English proven through degree and certificates.	50
	<b>Total</b>	<b>1000</b>

## 6. DURATION AND LOCATION

The Organization shall work independently and in close coordination with UNDP on this assignment and deliver final outputs as described in Section 3 above. The duty station for this assignment shall be Hanoi.

It is required that the successful organization commit to providing adequate human and logistical resources as well as technical and administrative support for the assignment to be successfully completed, based on the objectives, scope, expected outputs expressed in this TOR, and the 2017 EU-UN Cost Norms guidelines for financing of local costs in development cooperation with Viet Nam.

The technical and financial proposal from the successful organization is expected to clearly indicate the composition of the experts team, logistic arrangements and any financial implication as indicated in this TOR.

## 7. TERMS OF PAYMENT

UNDP Viet Nam shall pay the Organization upon UNDP's satisfaction with expected deliverables set forth in Section 3 above. Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each output below:

Stage	Expected Outputs	Payment Amount	Tentative Payment Schedule
1	Upon UNDP's satisfaction with Outputs 1.1 as set forth in Section 3.	60%	15 July 2022
2	Upon UNDP's satisfaction with Outputs 1.2, 1.3, and 1.4 as set forth in Section 3.	40%	30 Oct 2022

## 8. SUPPORT FROM UNDP AND REFERENCE DOCUMENTS

UNDP will provide the following support where deemed appropriate:

- Substantive inputs in and quality control of deliverables;
- Office space for meetings and working sessions when needed;
- When requested, arrangement of introduction letters and/or requests for meetings;
- Any other substantive support where deemed appropriate.

Following are references that the successful organization may find useful:

- [UNDP \(2021\). Gender Equality in Public Administration](#)
- [UNDP \(2014\). Gender Equality in Public Administration](#)
- UNDP Vietnam (2012). Women's representation in leadership in Vietnam
- CECODES, VFF-CRT, RTA & UNDP (2016-2020) The Viet Nam Provincial Governance and Public Administration Performance Index (PAPI): Measuring Citizens' Experiences from 2015-2019. Available at [www.papi.org.vn](http://www.papi.org.vn)
- UNDP (2021). UN-EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam. Version 2017
- Women's Leadership in Viet Nam - Leveraging a Resource Untapped

## 9. PROVISION OF MONITORING AND PROGRESS CONTROLS

- Upon signing of the contract, the successful organization shall work closely with the UNDP Programme Analyst and the GEWE Project Officer on Governance and Participation to discuss and agree on the task requirements and working approaches.
- The successful organization shall discuss on and keep the UNDP abreast of any change to the project.
- UNDP and relevant stakeholders shall review and comment on the successful organization's required outputs in the TOR.
- The successful organization shall review the comments and submit the revised outputs for further review and comments.
- UNDP Programme and Policy Analysts on Governance and Participation shall monitor every stage of deployment of the research and shall evaluate the deliverables of each phase as described in Section 3 of this TOR.
- UNDP shall disburse payments to the successful organization against the milestones provided for in Section 7. Each payment shall be made upon UNDP's satisfaction with the expected deliverables. The final payment for each phase shall be made to the successful organization only when UNDP is fully satisfied with the final deliverable in this assignment.

## ANNEX 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

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[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*

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<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*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.*

**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\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <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]:*

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*