



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

<b>NAME of service:</b>  <b>National Consultancy institution/firm/organization for social inclusion, ethnic minority development and women economic empowerment for GCF2-SACCR project</b>	<b>DATE: June 16, 2022</b>
	<b>REFERENCE: RFP- K220616</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **National Consultancy institution/firm/organization for social inclusion, ethnic minority development and women economic empowerment for GCF2-SACCR project (Ref.: RFP- K220616)**

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

Proposals may be submitted on or before **Thursday, June 30, 2022 (Hanoi time)** and via email to the address below:

**United Nations Development Programme**  
**304 Kim Ma Street, Ha Noi, Viet Nam**  
**Ms. Le Thi Kim Dung, Procurement Executive**  
**[Bid.submission.vn@undp.org](mailto:Bid.submission.vn@undp.org)**

**Note:**

- *Submission email sent to this email address should indicate the tender's reference number.*
- *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.*
- *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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*Tran Thi Hong*  
*Head of Procurement Unit*  
6/16/2022

## 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 <sup>1</sup>	(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 type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	July 2022 to December 2023
Target start date	As soon as possible in July 2022
Latest completion date	December 2023
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 <sup>2</sup>	<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

<sup>1</sup> 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.

<sup>2</sup> 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 ( <b>Counting from the date of submission deadline</b> )	<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 <sup>3</sup>	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: <b>Within thirty (30) days from the date of meeting the following conditions:</b> 1. UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of official 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 <sup>4</sup> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
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). <b>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.</b>
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.  <b>Weight of technical and financial point:</b> <u><b>Technical Proposal (70%)</b></u> <input checked="" type="checkbox"/> Expertise of the Firm (30%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (40%)

<sup>3</sup> 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.

<sup>4</sup> 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.

	<p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Please refer to the <a href="#">Evaluation Criteria</a> for further details.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions <sup>5</sup>	<p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions 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></p>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> <a href="#">Terms of Reference &amp; Evaluation Criteria</a> (attached to this Annex)</p> <p><input checked="" type="checkbox"/> <a href="#">Proposal Submission Form (Annex 2)</a></p> <p><input checked="" type="checkbox"/> <a href="#">Contract Template &amp; UNDP Contract General Terms and Conditions (GTC) (Annex 3)</a></p> <p><input checked="" type="checkbox"/> <a href="#">Submission checklist</a> (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p>Le Thi Kim Dung (Ms.)  Procurement Executive  <a href="mailto:Le.kim.dung@undp.org">Le.kim.dung@undp.org</a></p> <p>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.</p>
Other Information [pls. specify]	<p><b>Bidders are responsible for checking the UNDP website:</b>  <a href="https://procurement-notice.undp.org/">https://procurement-notice.undp.org/</a> 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.</p>

<sup>5</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>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</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.

## TERMS OF REFERENCE FOR NATIONAL CONSULTANCY FIRMS/INSTITUTIONS/ORGANIZATIONS

**Ref:** TOR-UN16/Activity 2.1.2

<b>Name of service:</b>	National Consultancy institution/firm/organization for social inclusion, ethnic minority development and women economic empowerment for GCF2-SACCR project.		
<b>Project:</b>	UNDP/GCF Funded “ <i>Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam</i> ” Project (GCF2-SACCR)		
<b>Reporting to:</b>	UNDP Project manager GCF2-SACCR		
<b>Duty Station:</b>	Contractor’s location	<b>Travel required:</b>	Khanh Hoa, Ninh Thuan, Binh Thuan, Dak Lak & Dak Nong
<b>Duration of Assignment:</b>	July 2022 – Dec 2023		
<b>Start Date:</b>	July 2022	<b>End Date:</b>	Dec 2023

### 1) GENERAL BACKGROUND

Viet Nam is particularly vulnerable to climate change and already impacted by more irregular and intense climate variability and change. Two of the regions most vulnerable to droughts-exacerbated by climate change affecting smallholder farmers are the Central Highlands and South-Central Coast. Changes in precipitation are leading to increasing deficits in surface and ground water availability for agricultural production with longer periods of severe water scarcity during the dry season and increased frequency and intensity of droughts. Overall agricultural productivity is falling, with corresponding declines in yields and incomes particularly harmful to small-scale farmers vulnerable to reduced water availability on rain fed lands and within this group, poor and near-poor, ethnic minority and women farmers.

UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI, as the GCF National Designated Authority), and the five participating provinces of Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa to implement the GCF-financed project “*Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam*” (herein after referred to as “the GFC2-SACCR Project”).

The objective of this project is to empower vulnerable smallholders in five provinces of the Central Highlands and South-Central Coast regions of Vietnam – particularly women and ethnic minority farmers – to manage increasing climate risks

to agricultural production. To achieve its objective, the project will enable smallholder farmers to adapt to climate-driven rainfall variability and drought through implementation of two linked Outputs integrating GCF and co-financing resources from the Asian Development Bank and the Government of Vietnam:

3. improved access to water for vulnerable smallholder farmers for climate-resilient agricultural production in the face of climate-induced rainfall variability and droughts, and
4. strengthened capacities of smallholder farmers to apply climate and market information, technologies, and practices for climate-resilient water and agricultural management.

The project was developed as part of an integrated programme funded through multiple sources, as envisaged by the Government of Vietnam (GoV), that was aimed at enhancing water security and building the climate change resilience of the agriculture sector focusing on Vietnam's Central Highland and South-Central Coastal Regions. In alignment with this programme, the project will enable the GoV to adopt a paradigm shift in the way smallholder agricultural development is envisioned and supported through an integrated approach to agricultural resilience starting with planning for climate risks based on identification and analysis of agroecosystem vulnerabilities; enhancing water security and guaranteeing access; scaling up adoption and application of climate-resilient agricultural practices and cropping systems; and creating partnerships among value chain stakeholders to ensure access to market and credit. This approach directly addresses climate risks while also establishing or strengthening institutional capacities for long-term multi-stakeholder support to vulnerable smallholders.

## **2) OBJECTIVES OF THE ASSIGNMENT**

The objectives of this assignment are to:

- Ensure the proper establishment and operation of Grievance Redress Mechanism in GCF2-SACCR project
- Capacity building, monitoring and provide technical recommendations on the engagement approach of ethnic minority groups in GCF2-SACCR project

## **3) SCOPE OF WORK**

Reporting to the UNDP under an agreed work plan, the consultancy firm/organization will undertake tasks that include, but are not limited to the following:

**Task 1: Technical assistance and capacity building to set up and operation of Grievance Redress Mechanism (GRM) for GCF2-SACCR project, engagement of ethnic minority groups and securing Free, Prior and Informed Consent (FPIC)**

- Conduct a 3-days training for 50 participants (including representatives/staff/consultants of CPMU, PPMUs, communities) in one of five project's provinces (namely Khanh Hoa, Ninh Thuan, Binh Thuan, Dak Lak and Dak Nong) in which Dak Lak province is preferred in collaboration with safeguards specialists of Central Project Office (CPO) on the topics of GRM, ethnic minority groups engagement approach, and concept and implementation of FPIC
- Develop technical manuals to guide the establishment and operation of GRM system for GCF2 project based on guidance stated in project's Environment and Social Management Framework (ESMF); steps to engage ethnic minority groups and implementation of FPIC (if required)
- Provide technical advice to provincial safeguards officers on the themes of GRM, ethnic minority inclusion and engagement; and FPIC in collaboration with safeguards specialists from CPO/MARD

***Deliverables:***



- 3-days training in one of five project's provinces (namely Khanh Hoa, Ninh Thuan, Binh Thuan, Dak Lak and Dak Nong) on GRM; ethnic minority engagement approach and FPIC
- Technical advice to provincial safeguards specialists on GRM and FPIC

**Task 2: Contributing to policy advocacy on ethnic minority development**

- Conduct field work, review, monitor, evaluate and provide recommendations for enhancement of ethnic minority inclusion in GCF2 and performance of GRM system in close collaboration with specialists from CPO/MARD
- Attend and conduct dissemination activities on the topic of ethnic minority development at 02 relevant national/local events (e.g., UNDP/MARD/DARDs national, provincial workshops; and GCF2-SACCR's workshops, trainings, technical seminars)

**Deliverables:**

- Technical assessment report with a set of practical recommendations on ethnic minority inclusion and development in relevant GCF2's activities and the performance of GRM
- 02 presentations/speeches on dissemination tasks

**1) DELIVERABLES & IMPLEMENTATION TIMELINE**

All deliverables must be shared in both English and Vietnamese.

No.	Deliverables	Estimated days for the Team Leader	Estimated days for the Team members	Tentative schedule
1.	<b>Deliverable 1:</b> Submission and acceptance by UNDP of the inception report covering detailed work-plan for implementation of this assignment	2	2	Mid-Aug 2022
2.	<b>Deliverable 2:</b> Performance report on: <ul style="list-style-type: none"> <li>• Delivery of 3-days training on GRM and FPIC with concrete follow-up action plans at each province</li> <li>• Technical advice and follow-up activities with provincial safeguards specialists</li> </ul>	20	30	Dec 2022
3.	<b>Deliverable 3:</b> Technical assessment report on: <ul style="list-style-type: none"> <li>• Monitoring field work and report on the operation of GRM system</li> <li>• Current status and practical recommendations on ethnic minority inclusion and development in relevant GCF2's activities</li> </ul>	20	30	Dec 2023

	<ul style="list-style-type: none"> <li>02 presentations/speeches of dissemination tasks</li> </ul>			
	<b>TOTAL</b>	<b>42</b>	<b>62</b>	

#### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

It is anticipated that services will begin **in July 2022** and will be completed by **December 2023**. This service will be implemented in five provinces to the following details:

Province	Name, number of districts	Number of communes
Khanh Hoa	Cam Lam (1) or other district (to be determined)	9
Ninh Thuan	Ninh Hai, Ninh Son, Thuan Bac, Bac Ai (4)	15
Binh Thuan	Ham Thuan Nam, Duc Linh (2)	9
Dak Lak	Ea Hleo, Cu M'Gar, Ea Kar, Krông Păc (4)	11
Dak Nong	Cu Jut, Đắk Mil, Krông Nô (3)	16
<b>Total</b>	<b>14</b>	<b>60</b>

Expenditures such as logistics costs (including venue, equipment, refreshments, accommodation, lunch and/or dinner for participants, etc.) for trainings and field work must be included in the bidders' financial offers.

#### 5) DEGREE OF EXPERTISE AND QUALIFICATIONS

##### Specific Experience of the national consultant (as a firm/organization) relevant to the Assignment

The minimum qualification requirements for the national firm/organization under this contract are as follows

- Locally registered firm with at least 05 years of operation
- Having at least 5 years of experience in project implementation, preferably having experience in social inclusion, ethnic minority development, indigenous knowledge management, gender equality, agriculture sector, capacity building, institutionalization, technical transfer for farmers at community level etc.
- Strong track record on working with ethnic minority groups and on the topic of women's economic empowerment.
- At least 30% members are women

##### Key-Experts' qualifications and competence for the Assignment

##### Qualification requirements for 01 national team leader:

- Master degree and above in sustainable developments, social sciences, economics, agriculture, water resource management, and other similar disciplines
- Having 5 years' experience in development work. Previous work experience with UNDP, ADB or other international partner and field experience at Central Highlands and Southern Central coastal area is an asset.
- Strong capacity building and training skills
- Strong analytical capacities and excellent written presentation and communication skills, maturity and confidence in dealing with senior and high-ranking officials of national and international institutions, government and non-government partners
- Strong knowledge of and practical application experience of empowering ethnic minority groups and women's economic empowerment

- Having experience of similar assignments on safeguards activities, social inclusion, FPIC, ethnic minorities development, gender equality etc.
- Fluent in Vietnamese and English

**Qualification requirements for the 02 national team members:**

- Educational background in social sciences, managements, or other related disciplines
- Having 5 years of experience in development projects
- In-depth skills in working with local communities
- Knowledge and practical experiences on women's economic empowerment, ethnic minorities development and social inclusion
- Experience in training/coaching with local authorities, mass organizations and farmers
- Experience in logistics arrangement

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultancy firm/organization will work under the overall supervision, management and quality assurance of the Programme Management Specialist/UNDP Project manager GCF2-SACCR. The consultants will receive technical guidance and support from UNDP experts and its implementing partner, including Central Project Management Unit (CPMU)/CPO and Provincial Project Management Unit (PPMU) at each province.

- All draft deliverables as mentioned above need to be shared with UNDP for comments and quality assurance before proceeding to the next steps. The consultancy firm/organization shall report difficulties to UNDP, copied CPMU/MARD and PPMU (if any relevant) during the consultation process for timely handling.

## **7) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

UNDP has no responsibility to provide facilities, equipment and materials to the consultancy firm/organization. However, in case of necessity, UNDP and PPMUs/CPMU/CPO may assist in organizing consultation meetings with government agencies, international organizations and local authorities of five provinces and necessary documents will be forwarded to consultancy firm/organization.

Reference documents include:

- Project Document (ProDoc)
- Project Master Plan and 18 months annual workplan 2021-2022
- Stakeholder Engagement Plan
- Gender Action Plan
- Environmental and Social Management Framework
- Indigenous People Planning Framework
- Feasibility Study
- Sub-assessment report: Water storage and irrigation;
- Sub-assessment report on climate-resilient agriculture
- Project Inception report

## **8) REVIEW TIME REQUIRED AND PAYMENT TERM**

Interested consultancy firm should propose a lumpsum offer for completing all the tasks required in this TOR, including consultancy fee and taxes.

Milestones for payment:

<i>No</i>	<i>Deliverables</i>	<i>Timeline</i>	<i>Percentage</i>
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1.	Deliverable 1	Mid-Aug 2022	5%
2.	Deliverable 2	Dec 2022	50%
3.	Deliverable 3	Dec 2023	45%

#### 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE
 ☐ PARTIAL
 ☒ INTERMITTENT
 ☐ FULL-TIME

#### 10) EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Institution/firm/organization's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
	<b>Total</b>	<b>1000</b>

Technical Proposal Evaluation Form 1: Institution/firm/organization's qualification, capacity and experience		Points obtainable
1	Locally registered firm with at least 05 years of operation	100
2	Having at least 5 years of experience in project implementation, preferably having experience in indigenous knowledge, gender issues, agriculture sector, capacity building, institutionalization, technical transfer for farmers at community level etc.	100
3	Strong track record on working with ethnic minority groups and women's economic empowerment.	100
<b>Total Form 1</b>		<b>300</b>

Technical Proposal Evaluation Form 2: Proposed Methodology, Approach and Implementation Plan		Points Obtainable
1	Understanding of the requirement: Have the important aspects of the assignment been addressed in sufficient detail	100
2	Description of the bidder's approach / methodology for meeting the requirements of the Terms of Reference; Details on how the different assignment elements shall be organized and delivered	100
3	Assessment of the workplan proposed, including whether the activities are properly sequenced and if these are logical and realistic	100
<b>Total Form 2</b>		<b>300</b>

<b>Technical Proposal Evaluation Form 3: Management Structure and Key Personnel</b>		<b>Points Obtainable</b>
<b>3.1 Composition and structure of the team proposed</b>		
1	Composition and structure of the team proposed	<b>50</b>
<b>3.2 Key Personnel</b>		
<b><i>National Team leader</i></b>		<b>250</b>
1	Master degree and above in sustainable developments, social sciences, economics, agriculture, water resource management, and other similar disciplines	40
2	Having 5 years' experience in development work. Previous work experience with UNDP, ADB or other international partner and field experience at Central Highlands and Southern Central coastal area is an asset.	50
3	Capacity building and training skills	50
4	Analytical and writing skills	50
5	Track record of similar assignments on social inclusion, GRM, safeguards activities, FPIC, ethnic minorities development, gender equality etc.	60
<b><i>National Team Members (02 persons)</i></b>		<b>100</b>
1	Educational background in social sciences, managements, or other related disciplines	20
2	Having 5 years of experience in development projects	10
3	Knowledge and practical experiences on women's economic empowerment, ethnic minorities development and social inclusion	30
4	Experience in training/coaching with local authorities, mass organizations and farmers and report writing	30
5	Experience in logistics arrangement	10
<b>Total Form 3</b>		<b>400</b>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[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** :

### I. 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 :*

- *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- *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.*

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Website	Click or tap here to enter text.			
Year of Registration	Click or tap here to enter text.			
Legal structure	Choose an item.			
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No         If yes, insert UNGM Vendor Number			
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>


#### Bidder's Declaration

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



## **II. 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.*

## **III. Qualifications of Key Personnel**

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

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

#### IV. 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*

#### V. 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>				

**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.**

**We hereby confirm that the company will issue official invoices (hóa đơn tài chính) for payment under this contract.**

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<b>Exact name and address of company</b> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised

Phone No.:Click or tap here to enter text.	Signatory:Click or tap here to enter text.
Email Address: Click or tap here to enter text.	Email Address: Click or tap here to enter text.

## Annex 3

### 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:**

- ☐ **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)
- ☐ **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)
- ☐ **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 on **Thursday, June 30, 2022** (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:			
	1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
	2. Business Licenses – Registration Papers and/or Tax Payment Certification, etc.			
	3. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references (copies of some similar contracts should be provided)			
	4. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)			
	5. Proposed Methodology for the Completion of Services			
	6. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	7. Detailed CVs of the proposed personnel with copies of relevant certificates			
2	Duly signed Price Schedule (pls. use the template in Annex 2 and separate the technical and financial proposals)			
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 a separate email (without attachment) to <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> 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			
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*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*