REQUEST FOR PROPOSAL (RFP)

National firms/institutions/organizations

DATE: July 19, 2022
REFERENCE: B-220702

Dear Sirs/Madame:

We kindly request you to submit your proposal for the development of work plan and operation guidelines of the Viet Nam Circular Economy Hub (CE Hub).

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

Proposals may be submitted on or before Monday, July 25, 2022 and via email to the address below:

quach.thuy.ha@undp.org

With subject line:

B-220702 – Develop work plan and operation guidelines for Vietnam Circular Economy Hub

(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:


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:

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong,
Head of Procurement Unit,
7/19/2022
### Description of Requirements

<table>
<thead>
<tr>
<th>Brief Description of the Required Services(^1)</th>
<th>National Firm to develop work plan and operation guidelines of the Viet Nam Circular Economy Hub (CE Hub)</th>
</tr>
</thead>
<tbody>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>Please see Section V in the attached TOR (Annex 1)</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>Please see Section VI in the attached TOR (Annex 1)</td>
</tr>
</tbody>
</table>
| Location of work | ☒ Exact Address: Ha Noi  
☐ At Contractor’s Location |
| Expected duration of work | July 2022 – December 2022 |
| Target start date | July 2022 |
| Latest completion date | December 2022 |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | ☐ Office space and facilities  
☐ Land Transportation  
☐ Others [pls. specify] |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required  
☐ Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ Required  
☐ Not Required |
| Currency of Proposal | ☒ Vietnamese dong  
☐ United States Dollars |
| Value Added Tax on Price Proposal | ☒ must be inclusive of VAT and all applicable taxes  
☐ must be exclusive of VAT and other applicable indirect taxes  
*The contractor is required to issue tax receipt(s) (xuất hóa đơn tài chính) for the total contract value.* |

\(^1\) 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.
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☒ 60 days  
☐ 90 days  
☐ 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 | ☒ Not permitted  
☐ Permitted | [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)] |
| 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 | ☒ Purchase Order  
☐ Institutional Contract  
☐ Contract for Professional Services  
☐ Long-Term Agreement  
☐ Other Type of Contract |
| Criteria for Contract Award | ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
☐ 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 | **Technical Proposal (70%)**  
☒ Expertise of the Firm *[indicate percentage]*  
☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan *[indicate percentage]*  
☒ Management Structure and Qualification of Key Personnel and other requirements (please refer to Evaluation Criteria in the TOR for preparation and submission)  

**Financial Proposal (30%)**  
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: | ☒ One and only one Service Provider  
☐ One or more Service Providers, depending on the following factors |
| Contract General Terms and Conditions | ☒ General Terms and Conditions for contracts (goods and/or services)  
Applicable Terms and Conditions are available at:  
|---|---|
| Annexes to this RFP | ☒ Form for Submission of Proposal (Annex 2)  
☑ Others: |
| Contact Person for Inquiries (Written inquiries only) | Quach Thuy Ha  
Procurement Associate  
quach.thuy.ha@undp.org  
Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information [pls. specify] | N/A |

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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.
I. BACKGROUND & PROJECT DESCRIPTION

UNDP’s mission is to support Viet Nam’s transformation to a sustainable and circular growth model where current and future generations of the country unite to contribute and benefit from its economic, social and natural advancement. UNDP seeks to expand the existing coalition and expertise to accelerate optimised resources management for sustained human development and economic growth and reduction of negative impacts on the environment, thus enabling Viet Nam to become a green and resilient country and achieve the Sustainable Development Goals by 2030.

The current linear economy is based on the principles of "exploitation, use and disposal" and this economic model increasingly clearly shows the real threat to human health, the environment, and natural ecosystems. To meet this need, countries around the world have been moving towards a Circular Economy (CE) with the application of relevant principles in policy frameworks, the development of financial incentives and the expansion of investment in research and development.

Circular economy is a restorative and renewable economic model based on the design and maximization of resource efficiency. CE is aimed at keeping materials, components and products used in the economy for as long as possible, aiming to properly manage and restore natural resources, while addressing several ongoing challenges of pollution and loss of biodiversity. Implementing the transition to a circular economy will contribute to sustainable development in Viet Nam and meet climate commitments while bringing the country into a period of green and inclusive economic recovery.

The country has integrated its definition of Circular Economy in the draft Socio-Economic Development Strategy (2021-2030) and the Revised Law on Environmental Protection (LEP) 2020, which marks a cornerstone in the inclusion of CE principles in policy frameworks. The LEP defined the Circular Economy as “an economic model in which design, production, consumption and service activities aim to reduce raw material extraction, extend the product life cycle, reduce generated waste and minimise negative impacts on the environment.” Following its adoption, the “super” LEP Implementation, UNDP has been providing technical advisory services to MONRE/ ISPONRE to formulate the criteria, roadmap and incentives.
mechanisms. MONRE intends to develop a national action plan for CE, that would include priority sectors, indicators and targets for CE adoption in line with sector development plan and socioeconomic development plan in next 5 years and 10 years. UNDP is also working with MPI on the formulation of its CE Master Plan as strategic instruments to promote the CE principles in focus areas such as the agricultural, construction, or plastic sectors.

Launched in October 2021, jointly with the Ministry of Natural Resources and Environment (MONRE), the Viet Nam Circular Economy Hub aims to raise awareness and build the capacity of all stakeholders, including public authorities, businesses, civil society, academia, in adopting the CE principles, creating synergies, and integrating financial and technical resources to support the transition towards a low-carbon and circular Viet Nam. Designed a public-private partnership, it has three main objectives: enhance dialogue, generate know-how, and mobilise collective action towards the transition to Circular Economy in Viet Nam.

The CE Hub consists of an electronic portal (in Vietnamese and English) along with training activities, seminars, and events to enhance dialogue, build methods and mobilize overall actions towards the CE transition.

II. OBJECTIVE OF THE ASSIGNMENT

The overall objective of this assignment is to develop work plan and operation guidelines of the Viet Nam Circular Economy Hub (CE Hub). Then the guidelines and standard operating procedures of the CE Hub will be shared to other countries as a good example of how Viet Nam could drive CE agenda forward.

III. SCOPE OF WORK & RESPONSIBILITIES

The firm is expected to undertake following activities:

a) Develop the operation guidelines of the CE Hub

- Identify all elements and aspects related to operation of the CE Hub, but not limited to, main personnel, organizational structure, facilities and equipment, mobilization resources for operating expenses, etc.
- Develop organizational structure of the CE Hub, which is foreseen to comprise of an Advisory Council, which is assisted by Working Groups, and members:
  - The members of the Advisory Council will include strategic partners: representatives from ministries, local authorities, academia, business associations, international agencies, NGOs, representatives from business and trade unions, and civil society organizations.
  - The members of each WG are officials from relevant units/agencies from central and local level, international organizations, experts and researchers.
- Develop operating guidelines of all identified parties under the organizational structure of the CE Hub
- Develop regulations on coordinated activities stating the roles, rights and obligations of all parties, stakeholders joining the CE Hub network
- Compose templates of administrative documents: letters, introduction presentation, cooperation agreements, contracts ... to serve the implementation of cooperation activities under the CE Hub framework.
Review operation experience from similarly active organizations and relevant legal provisions should be carried out to get lesson learnt

Attend regular (bi-weekly/monthly) meetings with UNDP and CE Hub Strategic Partners to discuss the workplan, priorities, and progress

b) Develop work plan for the CE Hub in the period 2022-2025

- The firm will develop the work plan of the CE Hub, based on the roadmap on CE development and the CE Hub’s components: (i) policy and dialogue, (ii), (ii) CE knowledge showcases, (iii) financing opportunities, (iv) business forum/marketplace and (vi) initiatives, engagement of businesses for CE commitment, pledges and inspiring stories.
- Stakeholders’ engagement for collaboration in capacity building activities and events to enhance understanding and knowledge on the application of CE model, sharing knowledge, investment opportunities, partnership must be elaborated in the work plan.
- Detailed plan for the forum, event, training, seminar, capacity building activities online and offline
- Regular activities such as development of quarterly reports, weekly updates with news, events, documents sharing... should be included.
- Communication plan to disseminate activities of the CE Hub must be developed. At least one Thematic on circular economy, with a series of writing papers, will be composed and posted on a relevant magazine in Viet Nam (such as Environmental Magazine).

c) Organize a consultation workshop on CE

- Objectives of the consultation workshop as below:
  - Assess the current situation and determine the possibility of applying circular economy to relevant industries, sectors and localities in Viet Nam
  - Catalyze cooperation opportunities and future orientation for the actualization of policies and regulations on circular economy in Viet Nam
  - Consult with stakeholder on the CE Hub’s organizational structure and workplan
  - Expand the CE Hub’s network
- Relevant experts and representative from enterprises will be invited to deliver their presentations, ideas, comments
- Participants: at least 70 pax, who are representatives from ministries and agencies under MONRE, research institutes, international and national organizations, NGOs, enterprises and association, local authority...
- Location: Ha Noi
- The workshop will be organized by the bidder
- For detailed requirements see the attached event request for providing cost for this workshop

IV. DURATION OF ASSIGNMENT & DUTY STATION

Duration: The contractor is expected to provide the specified services from July 2022 to November 2022. All cost related to the implementation of tasks should be considered in the financial proposal submitted.

Duty station: Hanoi

V. DELIVERABLES AND PAYMENT TERMS

5.1. Deliverables

- Operation guidelines of the CE Hub including a set of template documents.
- 2022-2025 work plan the CE Hub including communication plan
- Report on CE consultation workshop, including agenda, list of participants, presentations, workshop pictures and minutes

All reports shall be submitted in both languages, English and Vietnamese.

5.2. Payment terms

Payment will be made upon satisfactory completion of the following deliverables with UNDP acceptance.

The national firm is expected to submit the following joint deliverables:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Timeline</th>
<th>Payment Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception report</td>
<td>20 August 2022</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>Draft operation guidelines of the CE Hub and Five-years work plan the CE Hub</td>
<td>31 October 2022</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>Report on CE consultation workshop, including agenda, list of participants, presentations, workshop pictures and minutes</td>
<td>15 November 2022</td>
<td>30%</td>
</tr>
</tbody>
</table>

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The National Firm will perform tasks as required under the direct supervision of Programme Officer on Chemicals and Waste, UNDP Viet Nam. The National Firm will report on a monthly basis to UNDP on the progress of the work.

After signing the contract, the National Firm will develop a detailed work plan which must be agreed upon by UNDP and related stakeholders.

VII. DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualifications and experience of the Firm are as follows:

- Having working experience in circular economy, or a related field with proven working background on topics related to policy development, partnership engagement, sustainable development in Viet Nam
- Proven track records on similar assignments in natural resources and environmental protection consulting, circular economy, communication activities and trainings
- Working experience and coordination with national governments and non-governmental organization
- Good methodology and sound implementation plan
- Good team composition and qualified members
VIII. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The selected Consultant(s) will perform tasks as required under the direct supervision of the UNDP Programme Analyst.

After the signing of the contract, the selected Consultant and UNDP will agree on the mechanism and actual timeline of the reporting requirement.

IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☑ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

X. SELECTION CRITERIA

<table>
<thead>
<tr>
<th>No</th>
<th>Qualification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firm capacity and experience</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>5 years’ experience working in circular economy, or a related field with proven working background on topics related to policy development, partnership engagement, sustainable development in Viet Nam</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Working experience and coordination with national governments and non-governmental organization</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Having 03 contracts/assignment related to circular economy, training on natural resources and environment management and capacity building activities</td>
<td>50</td>
</tr>
<tr>
<td>2</td>
<td>Proposed solutions and methods for the implementation of the assignment</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>All tasks required in the TOR are addressed in the technical proposal. Each task is (i) clearly planned for implementation and (ii) is assigned for each of the key personnel in a logical and complete manner.</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Implementations plan coherent with the (i) method(s) proposed and (ii) the tentative work progresses/deadlines in the TOR</td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>Personnel</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>01 National Team leader</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Master’s degree (or higher) in the field of economics, environmental resource management, or related fields</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>10 years working experience in the fields of environment; 03 years working experience in circular economy, environmental economy, policy development, sustainable development</td>
<td>40</td>
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<tr>
<td></td>
<td>60</td>
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<tr>
<td>3.1</td>
<td>01 National Expert in communication</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s degree in journalism, communication, communication design or related fields</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>5 years working experience in the journalism field, managing and organizing communication activities, developing communication plan and products</td>
<td>50</td>
</tr>
<tr>
<td>3.2</td>
<td>01 National Expert in administrative management</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s degree in environment, public administration</td>
<td>50</td>
</tr>
<tr>
<td>3.3</td>
<td>01 National Expert in administrative management</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Experience in managing and operating websites, consultation workshops</td>
<td>50</td>
</tr>
</tbody>
</table>
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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*

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 ….</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Tax (all applicable taxes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total**</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

* This shall be the basis of the payment tranches

** The contractor is required to issue tax receipt(s) (xuất hóa đơn tài chính) for the total contract value.
E. **Cost Breakdown by Cost Component**  
*This is only an Example*:

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. Of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
</table>

**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**

**IV. Tax (all applicable tax)**

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]