



REQUEST FOR PROPOSAL (RFP)

National institutions/firms/organizations	DATE: August 10, 2022
	REFERENCE: TC-220801

Dear Sir / Madam:

We kindly request you to submit your proposal **to provide communication services for the Youth4Climate National Writeshop**

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

Proposals may be submitted on or before **16:00 hrs., Tuesday, August 16, 2022** and via email to the address below:

luu.thi.trang@undp.org

With subject line:

TC-220801 National firm to provide communication services for the Youth4Climate National Writeshop

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

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong,
Head of Procurement Unit,
8/10/2022

Description of Requirements

Brief Description of the Required Services ¹	National firm to provide communication services for the Youth4Climate National Writeshop
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 8 in the attached TOR (Annex 1)
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor's Location with 3 days travel to youth camp (outside Hanoi), Vietnam
Expected duration of work	August 2022 – November 2022
Target start date	August 2022
Latest completion date	November 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 checked="" 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

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.

	<input checked="" type="checkbox"/> Vietnamese dong
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of applicable taxes <input checked="" type="checkbox"/> can issue official invoice (Hóa đơn Tài chính) accepted by the Vietnamese tax authorities
Validity Period of Proposals (Counting for the last day of submission of quotes)	<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/complete d 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 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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (70%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel and other requirements (30%)

	<p>(please refer to Evaluation Criteria in the TOR for preparation and submission)</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</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 ²	<p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ³	<p><input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 2)</p> <p><input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3)</p> <p><input checked="" type="checkbox"/> Submission checklist (Annex 4)</p> <p><input type="checkbox"/> Others:</p>
Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Luu Thi Trang</i> <i>Procurement Admin and Assistant</i> luu.thi.trang@undp.org</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>Bidders are responsible for checking the UNDP website: https://procurement-notice.undp.org/ for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal.</p>

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.

ANNEX 1



TERMS OF REFERENCE

Assignment:	01 Local firm/institution to provide communication services for the Youth4Climate National Writeshop
Duty Station:	Hanoi, Viet Nam with 3 days travel to youth camp (outside Hanoi)
Duration of assignment:	August – November 2022
Starting Date:	Upon the contract signing
Report to:	UNDP Programme Officer on Climate Change and Environment Unit

1. BACKGROUND

In 2019, UNDP launched the ‘Climate Promise,’ a global programme through which it committed to supporting at least 100 countries in enhancing their NDCs by 2020. Under [the Climate Promise programme](#), UNDP will continue to work with the Government of Viet Nam, particularly with the Department of Climate Change (DCC) of the Ministry of Natural Resources and Environment (MONRE), which is the UNFCCC Focal Point, to enhance the capacity and inclusion of the Youth in the NDC planning and implementation process.

In collaboration with MONRE, UNDP launched the initiative **Youth4Climate** in 2020. The initiative strengthened the capacity of existing youth representatives and youth networks in stepping up their climate actions on different frontlines to advance Viet Nam’s NDC. It resulted in the formulation of the first Special Report “Youth for Climate Action in Viet Nam”, Climate Learning Hub and supported the launch of the Ynet network. Entirely led and written by over 20 Vietnamese youth, the Special Report “Youth for Climate Action in Viet Nam”, outlined the challenges faced by youth in undertaking climate action and highlighted the accelerators for youth action in climate mitigation, adaptation, nature-based solutions, and policy engagement. The report pointed out a committed roadmap to accelerate youth-led climate actions from 2021 to 2025 in Viet Nam.

To develop the updated version of the Special Report ‘Youth for Climate Action in Viet Nam’, a 3-day Climate Camp is organized as a writeshop, which gathers selected youth from three regions across the country, subject matter experts and representatives of youth-led organizations to write

the Report together. The updated report will reflect youth activities in terms of climate change, specifically after the report in 2020 and youth participation in climate policy. The Climate Camp will take place tentatively outside of Hanoi in mid-August this year.

After the Camp, UNDP and MONRE-DCC will also work closely for the launching and dissemination of the report before COP27.

UNDP Viet Nam is looking for 01 Contractor to film the short interviews, produce 02 videos, take photos and do livestream of the launching event for the updated Special Report ‘Youth for Climate Action in Viet Nam’.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to film the short interviews, produce 02 videos, take photos during the youth camp process and do livestream of the launching event for the updated Special Report ‘Youth for Climate Action in Viet Nam’.

3. SCOPE OF WORK

The contractor will complete the following key tasks:

The Youth camp (tentative Mid August 2022):

- Film the camp and its activities, interview at least 10 youth
- Produce a detailed script for the recap video, and get agreement from UNDP (revise if necessary before/during the camp)
- Produce a short recap video (5 minutes max) including the key highlights moment of the 3-day camp and voices of youth;

Launching event Special Report on Youth4Climate Action (October 2022):

- Pre-technical inspection before the event and preliminary inspection and supplementation of the high speed Internet;
- Conduct rehearsal for Facebook Live (1,5 hours before the event). Language channel: Vietnamese and English;
- Film all the sessions of the launching events from all angles;
- Connect the camera filming close-up with the speaker to show on the projector’s screen;
- Live stream all sessions of the launching event;
- Connect the camera filming close-up to the 2 screens so that all participants can see the livestream;
- Check copyrights of all digital materials that will be used for the livestream (music, footage...)
- Open any kinds of Documents such as slides, images or videos into the live streaming;
- Respond to all possible issues and technical requests from Facebook Live participants;
- Produce a short recap video including highlight moment of the launching event;

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

- **Duration:** The contractor is expected to provide the specified services from August 2022 to October 2022.
- **Duty station:** Homebased and 3-day travel outside Hanoi (tentatively). Travel from Hanoi to the site, accommodations, meals will be provided. Other travel costs (flight ticket to Hanoi if required, transportation, incidental) will be included in this lumpsum contract, based on UN-EU cost norms.

5. DELIVERABLES

No.	Deliverables
<u>The youth Camp August 2022</u>	
1	The services provider supplies necessary equipment for the filming such as lightning and digital cameras;
2	An album of photos (at least 60 images);
3	A high-quality recap MP4 video including highlight moments of the camp; the estimated duration is 5 minutes maximum in Vietnamese with English subtitles;
4	01 high-quality MP4 video of interviewing the participants at the camp in Vietnamese with English subtitles;
<u>The launching event October 2022</u>	
1	High-quality interviews;
2	The services provider supplies necessary equipment for the filming and live streaming, including the server, the mixer and all digital cameras;
3	Excellent quality live streaming of all sessions of the final conference;
4	An album of photos (at least 20 images);
5	A recorded video files (MP4, high quality) of all sessions of the livestream
6	01 high-quality recap MP4 video including highlight moments of the launching event such as interviews of VIPs and other participants (3 minutes maximum)

All raw footage will need to be sent to UNDP before the contract ends.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The contractor will report to the UNDP Programme Officer in-charge of the project. The contractor will work under the technical supervision of UNDP Media and Communications Analyst and will work closely with two youth focal points of UNDP to deliver the products.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

The **firm** is expected to meet the following qualifications:

- Licensed firm/organization that has more than 3 years of experience working in film/reportage/documentary writing, producing, directing and editing
- Having ample experience on audio-visual recording, editing, and media production;
- Clear understanding of the technical aspects of video making process along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products proven experience with 02 samples of video production;
- Sufficient qualified personnel to maintain a high level of professionalism.
- Prior experience with similar projects and/or UNDP is an asset.
- Clear work plan with cost-effective activities that ensure the achievements of all outputs, demonstrating a good understanding of the purpose of the assignment.

The national **team leader** of the team in charge of the activities under this TOR is expected to meet the following qualifications:

- Advanced university degree in Communication, Digital Marketing, Information technology or related fields;
- Expertise in video production, including script writing, target audience analysis, storyboard drafting, video production, narration, etc;
- High level of communication with its customers; experience working with vulnerable groups, government officers, NGOs, or international organizations

8. PAYMENT TERMS

No	Deliverables	Payment terms
1	First batch of deliverables of all products and services listed for the Youth Camp event in Section 5 above by 30 August 2022	40% of the contract value
2	Second batch of deliverables of all products and services listed for the launching event and updated Special Report in Section 5 above by 30 October 2022	60% of the contract value

EVALUATION CRITERIA

Firm's qualifications		Points obtainable
1	Licensed firm/organization that has more than 3 years' experience working in film/reportage/documentary writing, producing, directing and editing	150
2	Having ample experience on audio-visual recording, editing, and media production;	200
3	Clear understanding of the technical aspects of video making process along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products proven experience with 02 samples of video production;	200
4	Sufficient qualified personnel to maintain a high level of professionalism to produce the products.	100
5	Prior experience with similar projects and/or UNDP is an asset.	50
Total		700

Team leader's qualifications		Points obtainable
1	Advanced university degree in Communication, Digital Marketing, Information technology or related fields;	100
2	Expertise in video production, including script writing, target audience analysis, storyboard drafting, video production, narration, etc;	100
3	High level of communication with its customers; experience working with vulnerable groups, government officers, NGOs, or international organizations.	100
Total		300

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

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

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				

2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

We 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.

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

Contract Templates and General Terms and Conditions

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

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

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

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

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

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

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

UNDP General Terms and Conditions for Contracts apply

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

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

UNDP General Terms and Conditions for Contract apply

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

CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB**/email. Bidders can split proposal into several emails if the file size is large.
- Technical and Financial Proposals are to be submitted in **separate** emails before or on **Tuesday, August 16, 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:			
	a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
	b) Business Licenses – Registration Papers and/or Tax Payment Certification, etc.			
	c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references, etc.			
	d) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	e) 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 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			
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*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*