



REQUEST FOR PROPOSAL (RFP)

National firms/institutions/organizations	DATE: October 21, 2022
	REFERENCE: B-221003

Dear Sirs/Madame:

We kindly request you to submit your proposal to **finalize a package of training materials and deliver 04 training courses, which will facilitate the knowledge and capacity of Japanese companies and their supply chains in Vietnam about responsible business**

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

Proposals may be submitted on or before **Friday, November 04, 2022** and via email to the address below:

bid.submission.vn@undp.org

With subject line:

B-221003 Training materials and courses for Japanese companies and their supply chains in VN about responsible business

(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. 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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Tran Thi Hong,
Head of Procurement Unit,
10/21/2022*

Description of Requirements

Context of the Requirement	Click here to enter text.
Implementing Partner of UNDP	
Brief Description of the Required Services ¹	Finalize a package of training materials and deliver 04 training courses, which will facilitate the knowledge and capacity of Japanese companies and their supply chains in Vietnam about responsible business
List and Description of Expected Outputs to be Delivered	Please see Section 5 in the attached TOR (Annex 1)
Person to Supervise the Work/Performance of the Service Provider	Please see Section 6 in the attached TOR (Annex 1)
Frequency of Reporting	Please refer to the attached TOR (Annex 1)
Progress Reporting Requirements	
Location of work	<input checked="" type="checkbox"/> Exact Address/es Ho Chi Minh city, Binh Duong, Da Nang and Hai Phong <input type="checkbox"/> At Contractor's Location
Expected duration of work	November 2022 – March 2023
Target start date	November 2022
Latest completion date	March 2023
Travels Expected	Please refer to the attached TOR (Annex 1)
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 <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

¹ 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.

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Vietnamese dong
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and all applicable taxes <i>The contractor is required to issue tax receipt(s) (xuất hóa đơn tài chính) for the total contract value.</i> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms ³	As defined in the attached TORs (Annex 1)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	As defined in the attached TORs (Annex 1)
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 ⁴ <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ 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.

⁴ 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 \$200,000.00.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (20%)</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (50%)</p> <p><i>(Please refer to Evaluation Criteria in the TOR for preparation and submission)</i></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 ⁵	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <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 ⁶	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input type="checkbox"/> Others⁷ [pls. specify]</p>
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Quach Thuy Ha</i> <i>Procurement Associate</i> <i>quach.thuy.ha@undp.org</i></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]	N/A

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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

National Firm/Organization/Institution

1) GENERAL BACKGROUND

Economic growth and the creation of wealth today have seen an unprecedented scale. As the world integrates their production to the global market through transnational supply chains, countries experience great opportunities for economic development and diversification. However, in these complex supply networks, human rights as well as social and environmental standards are regularly disregarded. Those directly affected are often workers in the supply chains, the local population and not least the environment and climate.

In Viet Nam, the business sector plays an important role in its socio-economic development. However, they are prone to risks that include, but are not limited to, labour code violations, poor treatment of workers, and scant regard for the environment and livelihoods of local, indigenous, and marginalized communities. Labour issues on a more observable scale comprise contractual violations of remunerative obligations, compulsory overtime, poor working conditions; other related issues such as child labour or sexual harassment, on the other hand, are underreported. Accordingly, the 2022 Global Rights Index consistently rates Viet Nam at 4 on a scale from 1 (best) to 5 (worst), citing the country's systematic violations of workers' rights. Meanwhile, Viet Nam ranked 178 out of 180 countries under the 2022 Environmental Performance Index, in which ecosystem services, climate change, pollution emission, and air quality sub-indices score among the lowest, highlighting not only concerns on corporate human rights abuses and violations, but also risks linked to the business operations, reputation, and sustainability. These include the lack of awareness and understanding of adverse human rights impacts, as well as the absence of proper internal control, risk and supply chain management system with human rights lens within businesses.

To address these issues, business responsibility to respect human rights through continuously conducting human rights due diligence (HRDD), as provided in the UN Guiding Principles on Business and Human Rights (UNGPs), is a core requirement.

Since March 2022, the Government of Japan and the United Nations Development Programme (UNDP) are in partnership to promote the Business and Human Rights (B+HR) agenda, through the newly launched global project titled ***"Promoting Responsible Business Conduct with a particular focus on promoting human rights due diligence in global supply chains and leveraging the UN Guiding Principles on Business and Human Rights (UNGPs) for a just recovery"***. With the programmes in 17 countries, including Viet Nam, the project aims at improving the understanding and capacity of national governments, Japanese businesses, their suppliers and partners to implement UNGPs. In Viet Nam, the project focuses on promoting Human Rights Due Diligence (HRDD), especially through trainings and private advisory sessions for Japanese companies and their supply chains to help them better manage potential and actual human rights risks while improving their competitiveness in the global supply chain.

Considering the increasing integration of Viet Nam into the world economy and the global supply chains, as well as the development of the national strategy on responsible business and human rights by the Government of Viet Nam by 2023, it is imperative that Japanese companies and their supply chains in Vietnam learn more about human rights impacts in business activities and thus consider conducting HRDD or incorporating human rights in their control, risk and supply chain management systems.

To equip interested Japanese companies and their supply chains in Viet Nam with understanding and knowledge on responsible business and human rights, as well as tools to conduct human rights due

diligence, UNDP Viet Nam is organizing a series of training courses on ***“Responsible Practices and Human Rights Due Diligence (HRDD) for Japanese Businesses and their supply chains”*** aimed at business representatives from interested Japanese enterprises, their suppliers, and associates in Viet Nam. The first training course was organized in Bac Ninh province on 30 and 31 August 2022, which was co-organized by UNDP Vietnam and the National Economics University (NEU). The first training course attracted 63 participants of which 43 participants were business managers. Upon the completion of the first training course, 21.2% of participants think that their knowledge on responsible business and HRDD has a little increase while 78.8% suppose that their knowledge significantly increased.

Following the success of this first training, UNDP Viet Nam commissions a national consultation firm to carry out two main assignments:

- (1) To finalize a standardized package of training materials on UNGPs and HRDD, based on the existing training documents, slides and tools (to be provided by UNDP)
- (2) To deliver 04 training courses Ho Chi Minh city, Binh Duong, Da Nang and Hai Phong.

2) OBJECTIVES OF THE ASSIGNMENT

The assignment's objectives is to finalize a package of training materials and deliver 04 training courses, which will facilitate the knowledge and capacity of Japanese companies and their supply chains in Vietnam about responsible business, UNGPs and Human Rights Due Diligence (HRDD) as a component of the performance of the global project titled “Promoting Responsible Business Conduct with a particular focus on promoting human rights due diligence in global supply chains and leveraging the UN Guiding Principles on Business and Human Rights (UNGPs) for a just recovery”.

3) SCOPE OF WORK

The assignment's scope of work includes:

- (i) Finalizing a package of training materials used for training course that introduces and equips the Japanese companies and their supply chains in Vietnam with knowledge, practices and instructions on responsible business, human rights and UNGPs with a focus on Human Rights Due Diligence (HRDD). This package will be developed partly based on existing materials (slides, documents and tools) to be provided by UNDP.
- (ii) To organize and perform 04 training courses. Each training course will:
 - Focus on the introduction to responsible business and its rights-based approach, as well as human rights due diligence process to identify, prevent, mitigate, and account for adverse human rights impacts;
 - Create peer-learning opportunities for Japanese companies, their partners and supply chains to discuss common challenges and solutions in promoting and respecting human rights in their operations. A part of each day of the training courses will be designated for peer-learning discussions;
 - Provide the channel for relevant following steps and supports provided by UNDP, such as one-on-one advisory sessions with leading experts on UNGPs and HRDD, in-depth interviews and other relevant supports, as designated by UNDP Vietnam.

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

Indicate the expected duration of the assignment, duty station and expected places of travel.

The assignment will be carried out within November 2022 – March 2023

Expected places of travel: Ho Chi Minh city, Binh Duong, Da Nang and Hai Phong

5) FINAL PRODUCTS***

Deliverable 1: The package of training materials

The package of training materials (in English and Vietnamese) must be fit to achieve the objectives of training courses (as defined in the Deliverable 2) and must be ready to be used by any third party that organizes and performs similar training courses.

The training materials will be established based on the [Training Facilitation Guide on Human Right Due Diligence](#) that is developed by UNDP Asia-Pacific and adapted to fit with the Vietnamese context. The materials will cover modules that provide an introduction to responsible business and relevant concepts, case studies in Viet Nam, as well as a practical guide to the UNGPs and HRDD.

The training package will include following materials:

- Recommended training agendas
- List of registration questions that collect relevant information from participants in order to adapt the training courses in accordance with the participants' industries, nature of business and concerns (if any);
- Teaching slides and materials that will be used for lectures and sessions in training courses. The content of teaching slides and materials will cover, at the minimum, the core topics: Human rights and international human rights law, Overview of responsible business (RB), Introduction of the United Nations Guiding Principles on Business and Human Rights (UNGPs), Human rights due diligence (HRDD) requirements and expectations set by Japan and other major economies, A practical guide to Human Rights Due Diligence (HRDD) in the context of Vietnam;
- 02 case-studies that fit with the context of Vietnamese business environment, serving as the materials for participants to engage and discuss the knowledge learnt in training courses;
- Reading materials for participants;
- Samples of quizzes and activities for the training purposes;
- An evaluation survey for participants to evaluate training course (pre & post training surveys);
- Teaching and performance instructions (including online links, guidance, time allocation, notices) for the users of this training package to use all of the above training materials;
- Registration forms and questions, template of certificate of attendance.

Deliverable 2: The organization and performance of 04 training course for Japanese companies and their supply chains in Vietnam

The Contractor will organize and deliver 04 training courses for Japanese companies and their supply chains in Vietnam, upon the Package of training materials (as defined in the Deliverable 1) with following requirements:

- *Duration:* 02 full days per each training course;
- *Location:* Ho Chi Minh City, Binh Duong, Da Nang and Hai Phong for each training course
- *Target participants:* Approximately 30-45 participants are expected to attend the training in-person, many of whom will include representatives of Japanese companies and their suppliers in the manufacturing sector, particularly: senior management representatives, Management and executives from departments managing supply chains, human resources, sustainability, corporate social responsibility, risk management, legal and compliance;
- *Language:* Bilingual interpretation in English & Vietnamese. Japanese interpretation can be provided upon request by participants;
- *Objectives:* Upon completion of the course, participants will be able to:

- Understand why Japanese companies and their supply chains should respect human rights and adhere to international standards
- Understand key human rights in business contexts and operations; current or upcoming mandatory norms and expectations that impact the conduct and operation of Japanese enterprises, their partners and suppliers in Viet Nam and the connection between remediation mechanisms and HRDD
- Develop initiatives, processes, and techniques to conduct HRDD
- Understand and apply appropriate alternatives in addressing human rights issues in their business operations
- Develop ways to identify, prevent, mitigate, and account for adverse human rights impacts
- *Teaching methods:* Participatory and interactive learning methods. Specifically, it will combine short lecture with discussions, quizzes, and case studies to facilitate the application of the tools. Both the lectures, readings, quizzes, and cases have been adapted to fit the context of the Vietnamese business environment;
- *Certificate of attendance:* Upon successful participation in the course and satisfactory performance in taking the course assessment (i.e., tests), participants will be given a certificate of attendance and another of merit, respectively.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Contractor will work together with UNDP Vietnam Responsible Business Team.

Monitoring and Progress Control will be followed up by the timeline below:

Deliverable 1: The package of training materials

#	Outputs and Activities	Timeline/deadline
1	A round-table discussion among the Contractor and UNDP to understand the purposes, core content and components of the package of training materials	November 2022
2	Submission of the first draft of the package	November 2022
3	Roundtable on the first draft between NEU and UNDP	Before the first training
4	Seminar to discuss and reflect on the first draft and its usage in training course	Within 07 days after the first training
5	Submission of the final version of the training package	Within 10 days from the above Seminar

Deliverable 2: The organization and performance of 04 training course for Japanese companies and their supply chains in Vietnam

#	Outputs and Activities	Timeline/DL
1	Submission of the plan of the 1 st training course in Ho Chi Minh city	November 2022
2	Organizing and delivering the 1 st training course	November 2022
3	Debrief meeting of the 1st training course	Within 07 days after the end of 1 st training course

4	Submission of the plan of the 2 nd training course	Early December 2022
5	Organizing and delivering the 2 nd training course	The 2 nd week of December 2022
6	Debrief meeting of the 2 nd training course	Within 07 days from the end of 2 nd training course
7	Submission of the plan of the 3 rd training course	Early February 2023
8	Organizing and delivering the 3 rd training course	The 3 rd week of February 2023
9	Debrief meeting of the 3 rd training course	Within 07 days from the end of the 3 rd training course
10	Submission of the plan of the 4 th training course	Early March 2023
11	Organizing and delivering the 4 th training course	The 3 rd week of March 2023
12	Debrief meeting of the 4 th training course	Within 07 days from the end of the 4 th training course

The Contractor shall report upon the request of UNDP Vietnam with respect to the performance of the assignment.

The plan, schedules and timeline of each training course shall be approved by UNDP Vietnam.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS AND CRITERIA

The contractor for this Assignment will need to have the following expertise and qualification:

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		200
1.1	Reputation of Organisation and (Competence / Reliability)	40
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	30
1.3	Having a unit that is specialized in sustainability, responsible business practices and human rights	20
1.4	Knowledge and advisory experience in business and human rights: understanding of international standards and guidelines on business and human rights, sustainability, responsible business practice, corporate responsibility, etc.	50
1.5	Previously similar experience in working with UN/UNDP and/or other international organizations and non-government organizations in conducting research and training activities.	20
1.6	Practical experience from similar project management, especially preparing training materials for business, training activities on responsible business and human rights due diligence.	40
Form 2: Adequacy of the proposed approach, methodology and work plan responding to the TOR		300
2.1	Does the suggested research and training schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	100
2.2	Is the suggested methodology for the research and training sufficient to address the needs/demands of the TOR?	100
2.5	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the research and training?	100

Form 3: Personnel competencies and human resource organization		500
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50
3.2	Qualifications of key personnel proposed	
	Development of the package of training materials	225
3.2.1	National team leader	150
	Qualification of post-graduate degree in social sciences or related field	40
	A minimum of 10 years working experience in the area of governance, planning, strategy, business, economics; Having a demonstrated understanding of anticipatory governance concepts and methodologies;	40
	Demonstrated experience on lecturing and curriculum development;	40
	Excellent report writing in English language by provision of 1-2 report samples	30
3.2.2	Senior National Expert	75
	Qualification of post-graduate degree in social sciences or related field	20
	A minimum of 5 years working experience in the area of governance, planning, strategy, business, economics; Having a demonstrated understanding of anticipatory governance concepts and methodologies;	20
	Demonstrated experience on lecturing and responsible business practice training;	20
	Excellent report writing in English language by provision of 1-2 report samples	15
	Training courses on Responsible Business Practices	225
3.2.3	National team leader	150
	Qualification of post-graduate degree in economics, business, law or political science	40
	A minimum of 10 years working experience in the area of governance, planning, strategy, business, economics; Having a demonstrated understanding of responsible business concepts and methodologies;	40
	Demonstrated experience on lecturing and curriculum development;	40
	Excellent report writing in English language by provision of 1-2 report samples	30
	Senior National Expert	75
	Qualification of post-graduate degree in economics, business, law or political science	20
	A minimum of 5 years working experience in the area of governance, planning, strategy, business, economics; Having a demonstrated understanding of responsible business concepts and methodologies;	20
	Demonstrated experience on lecturing and responsible business practice training;	20
	Excellent report writing in English language by provision of 1-2 report samples	15
TOTAL POINTS = Form 1 + Form 2 + Form 3		1000

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

[Training Facilitation Guide on Human Right Due Diligence](#)
[UN Guiding Principles on Business and Human Rights](#)

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- The 1st installment: 20% of the contract amount upon receiving the first draft of the package of training materials
- The 2nd installment: 30% of the contract amount upon receiving the training plan for the first training course
- The 3rd installment: 30 % of the contract amount after delivering the third training course and the training package
- The 4th installment: 20% of the contract amount after delivering the fourth training course

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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.*

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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3		
	Tax** (all applicable tax)		
	Total	100%	

**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]:**

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				

IV. Tax (all applicable taxes)				
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[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]