



Address: Tenancy A1, Golden Westlake
Executive Residences, 151 Thuy Khue St.,
Hanoi – Viet Nam
Fax: 84-4-3823 2822; Tel: 84-4-3823 6632
Email: vietnam.office@unfpa.org
Website: <http://vietnam.unfpa.org>

11 May 2015

REQUEST FOR PROPOSAL (RFP) **RFP No. UNFPA/VNM/15/04**

Contract for Professional Services

SUPPLY OF CONSULTANCY SERVICES to UNFPA HANOI, VIET NAM FOR EVALUATION OF THE UNFPA 8TH COUNTRY PROGRAMME OF ASSISTANCE (CP8) TO THE GOVERNMENT OF VIET NAM

1. UNFPA, United Nations Population Fund, an international development agency, is seeking qualified offers for the above-mentioned services. Your company is kindly invited to submit your best technical and financial offer for the requested services. Your bid could form the basis for a contract between your firm/institution and the UNFPA.
2. UNFPA posts all bids notices, clarifications and results in www.ungm.org.
3. To enable you to submit a bid, please read the following attached documents carefully:
 - [Instructions to Bidders](#) [Annex I](#)
 - [Terms of Reference \(ToR\)](#) [Annex II](#)
 - [Bid Submission Form](#) [Annex III](#)
 - [Bidders Identification Form](#) [Annex IV](#)
 - [Format of Bidder's Previous Experience and Clients](#) [Annex V](#)
 - [Instructions for Preparing Technical Bid](#) [Annex VI](#)
 - [Price Schedule Form](#) [Annex VII](#)
 - [UNFPA General Condition of Contracts](#) [Annex VIII](#)
 - [UNFPA Special Conditions for Contracts](#) [Annex IX](#)
 - [Checklist on UNFPA Conditions for Contracts](#) [Annex X](#)
 - [Supplier Qualification Requirements](#) [Annex XI](#)
 - [Joint Venture Partner Information Form](#) [Annex XII](#)
 - [Template of the Contract for Professional Services](#) [Annex XIII](#)
 - [Check List on Bidding Forms](#) [Annex XIV](#)
4. The technical bid containing the technical information shall be submitted separately from the financial bid.
5. The bid shall reach UNFPA's reception no later than **17h00 (Hanoi Time, GMT+7) on Monday, 8 June 2015**. The bid shall be opened on **15h00 (Hanoi Time) on 9 June 2015** at the office of UNFPA.
6. Bids received after the stipulated date and time shall not be accepted under any circumstances.
7. Bidders shall acknowledge receipt of this RFP by email to Ms. Nguyen Minh Ha, Admin/Finance Associate at mnnguyen@unfpa.org no later than **29 May 2015** and indicate whether or not a bid shall be submitted. The acknowledgement shall provide company name, telephone number and contact person.



8. Any questions relating to the attached documents shall be addressed in writing following the instructions included in Annex I-Instructions to Bidders, 4. Clarifications of Solicitation Documents. **Do not submit your bid to the contact there indicated, or your bid will be disqualified.**
9. This letter is not to be construed in any way as an offer to contract with your firm/institution.
10. UNFPA strongly encourages all bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via e-mail of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers
http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf

Yours sincerely,

Do Thi Thu Ha
Operations Manager
UNFPA Viet Nam

Table of Contents

ANNEX I - INSTRUCTIONS TO BIDDERS.....	4
A. Introduction	4
1. General	4
2. Cost of Bid	4
B. Solicitation Documents	5
3. UNFPA Bid Document	5
4. Clarifications of Solicitation Document	5
5. Amendments of UNFPA Bid Solicitation Document	5
C. Preparation of bids	6
6. Language of the Bid	6
7. Bid Currency and Prices.....	6
8. Conversion to Single Currency	6
9. Validity of Bid.....	6
D. Submission of Bids.....	6
10. Documents Establishing Eligibility of Goods and Services and Conformity to Bidding Documents	6
10.1. Technical Bid.....	6
10.2. Financial Bid.....	7
11. Partial Bids	7
12. Sealing and Marking of Bids.....	7
12.1 Sealing and Marking of Bids (hard copies)	7
12.2 Electronic Submissions.....	8
13. Deadline for Submission of Bid and Late Bids	8
14. Modification and Withdrawal of Bids.....	9
15. Storage of Bids.....	9
E. Bid Opening and Evaluation.....	9
16. Bid Opening	9
17. Clarification of Bids	9
18. Preliminary Examination of Bids	9
19. Nonconformities, Errors, and Omissions	10
20. Evaluation of Bids	11
21. Rejection of Bids and Annulments.....	15
F. Award of Contract and Final Considerations.....	15
22. Award of Contract for Professional Services	15
23. Right to Vary Requirements and to Negotiate at Time of Award	15
24. Signing of the contract	16
25. Bid protest	16
26. Payment Provisions	16
27. Key Performance Indicators	16
28. Gifts and hospitality	17
29. Accountability	17
30. Fraud and Corruption	17
31. Documents Establishing Sustainability efforts of the bidder.....	17
ANNEX II: TERMS OF REFERENCE (TOR).....	18
ANNEX III: BID SUBMISSION FORM	43
ANNEX IV: BIDDERS IDENTIFICATION FORM	44
ANNEX V: FORMAT OF BIDDER'S PREVIOUS EXPERIENCE AND CLIENTS	46
ANNEX VI: INSTRUCTION FOR PREPARING TECHNICAL BID	47
ANNEX VII: PRICE SCHEDULE FORM	49
ANNEX VIII: UNFPA GENERAL CONDITIONS FOR CONTRACTS	50
ANNEX IX: UNFPA SPECIAL CONDITIONS FOR CONTRACTS	51
ANNEX X: CHECKLIST ON UNFPA CONDITIONS FOR CONTRACTS	52
ANNEX XI – SUPPLIER QUALIFICATION REQUIREMENTS	53
ANNEX XII - JOINT VENTURE PARTNER INFORMATION FORM.....	54
ANNEX XIII: TEMPLATE OF THE CONTRACT FOR PROFESSIONAL SERVICES.....	55
ANNEX XIV: CHECK LIST ON BIDDING FORMS	64

ANNEX I - INSTRUCTIONS TO BIDDERS

A. Introduction

1. General

This bid is open to **all national and international suppliers** who are legally constituted, can provide the requested services, and have a valid registration in the country, or through an authorized representative.

1.1 A bidder and all parties constituting the bidder may hold any nationality.

1.2 A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these bidding documents; or

1.3 A bidder that is under a declaration of ineligibility by UNFPA in accordance with Instructions to Bidders Clause 2 at the date of contract award shall be disqualified. Bidders shall not be eligible to submit a bid if at the time of bid submission:

1.3.1. The bidder is listed as suspended on United Nations Global Marketplace (<http://www.ungm.org>) as a result of having committed fraudulent activities,

1.3.2. The bidder's name is mentioned in the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;

1.3.3. The bidder is debarred by the World Bank Group

1.3.4. UNPD Suspended Vendor List.

1.4 Bids may be submitted by a Joint Venture (JV). In the case of a JV:

- a) The duly filled Joint Venture Partner Information Form, Annex XII, must be included with the bid; and
- b) All parties to the JV shall be jointly and severally liable; and
- c) The JV shall nominate a Representative who shall have the authority to conduct all businesses:
 - i. for and on behalf of any and all the parties of the JV during the bidding process; and
 - ii. in the event the JV is awarded the contract, during contract execution.

2. Cost of Bid

The bidder shall bear all costs including any related travel associated with the preparation and submission of the bid, nor can it be included as a direct cost of the assignment. UNFPA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. UNFPA Bid Document

3.1. This RFP document is posted at the United Nations Global Marketplace (UNGM) in www.ungm.org. Bidders are expected to examine all instructions, forms, terms of reference, terms and conditions contained in the bid solicitation documents issued by UNFPA. Failure to comply with these documents shall be at the bidder's risk and may affect the evaluation of the bids.

3.2. Bidding documents consist of the following:

Annex I - Instructions to Bidders
Annex II - Terms of Reference (ToR)
Annex III - Bid Submission Form
Annex IV - Bidders Identification Form
Annex V - Format of Bidder's Previous Experience and Clients
Annex VI – Instruction for Preparing Technical Bid
Annex VII - Price Schedule Form
Annex VIII - UNFPA General Condition of Contracts
Annex IX - UNFPA Special Conditions for Contracts
Annex X - Checklist on UNFPA Conditions for Contracts
Annex XI - Supplier Qualification Requirements
Annex XII - Joint Venture Partner Information Form
Annex XIII - Temple of the Contract for Professional Services
Annex XIV - Check List on Bidding Forms

3.3. Bidders are cautioned to read the Terms of Reference carefully (Annex II), as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider's service. Bidders are encouraged to advise UNFPA if they disagree.

3.4. The requirements included in this document are the minimum requirements of the services solicited. Services offered must meet or exceed all requirements herein.

4. Clarifications of Solicitation Document

A prospective bidder requiring any clarification on the bid solicitation documents may notify Ms. Nguyen Minh Ha, Admin/Finance Associate at mnguyen@unfpa.org in writing no later than **17h00 Hanoi time (GMT+7) on 1 June 2015**. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective bidders who have received the bid solicitation documents. A copy of UNFPA's answer shall also be posted on the UN Global Marketplace, <http://www.ungm.org>.

5. Amendments of UNFPA Bid Solicitation Document

At any time prior to the deadline for submission of proposals, UNFPA may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders that have received the bidding documents shall periodically check if amendments have been posted to the bidding documents in UNGM. In order to give prospective bidders reasonable time to take the amendments into account in preparing their bids, UNFPA, may at its discretion, extend the deadline for the submission of bids.

C. Preparation of bids

6. Language of the Bid

The bid prepared by the bidder and all correspondence and documents relating to the Bid shall be written in **English**.

7. Bid Currency and Prices

All prices shall be quoted in **United States Dollar (USD) for international suppliers and in Vietnam Dong (VND) for local suppliers**.

The bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the services it proposes to supply under the contract. This price information shall be indicated on the Price Schedule Form. **The prices shall include all related taxes.**

8. Conversion to Single Currency

To facilitate evaluation and comparison, the buyer will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to USD at the official UN exchange rate on the last day for submission of bids.

9. Validity of Bid

The prices of the bid shall be valid for **90 days** after the closing date of bid submission as specified by UNFPA. A proposal valid for a shorter period will be rejected by UNFPA as non-responsive. UNFPA may solicit the bidder's consent for an extension of the period of validity under exceptional circumstances.

D. Submission of Bids

10. Documents Establishing Eligibility of Goods and Services and Conformity to Bidding Documents

The documentary evidence of conformity of the goods and services to the bidding documents may include the following documentation, to be completed and returned in hard copies or in electronic format.

Failure to furnish all the information required for submission of a bid which does not substantially respond to the UNFPA bid document in every respect shall be at the bidder's risk and may result in a rejection of the bid.

A bid shall consist of two parts: the technical and the financial bid. The technical bid containing the technical specifications for services and the financial bid containing price information shall be submitted separately in two different envelopes.

All documents that should be furnished with the technical proposal should be submitted in PDF version. The financial proposal should be submitted both in PDF version and Excel version.

10.1. Technical Bid

For UNFPA's acceptance of the bid, the bidder should furnish documentary evidence of:

- a. Completed and signed Bid Submission Form (**according to Annex III, in PDF format**)
- b. Completed Bidders Identification Form (**according to Annex IV, in PDF format**)
- c. Copy of last audited financial statements
- d. Bidder's previous experience and clients (**according to Annex V, in PDF format**)
- e. Technical bid, including documentation to demonstrate that the bidder meets all requirements.
The technical bid should be concisely presented and structured to include but not necessarily be limited to the information listed in **Annex VI (in PDF format)**

- f. Completed and signed Check List on Conditions of Contracts (**According to Annex X, in PDF format**)
- g. Supporting documents/ information per the Checklist on Supplier Qualification Requirements
- h. Completed Joint Venture Partner Information Form (**If applicable, according to Annex XII, in PDF format**)
- i. Check List on Bidding Forms (**According to Annex XIV, in PDF format**)

10.2. Financial Bid

Please complete the Price Schedule Form [**Annex VII – both in PDF format (signed version) and Excel format**]. Your separate financial bid must contain a quotation in a single currency, itemizing all services to be provided.

Please consider the following information when completing the Price Schedule Form:

- The Price Schedule must provide a detailed cost breakdown, as shown in **Annex VII**. Provide separate figures for each of the steps for each item.
- Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the bidder, the bidder shall include the prices for these services breakdown into itemized prices.
- UNFPA anticipates awarding the project on a fixed price basis. In order to complete an analysis of the proposed prices, firms are required to submit itemized pricing that identifies the staff who will work on the project, their billing rate as well as the number of hours/ days proposed for the project. Anticipated out of pocket expenses should be detailed as well. **All prices/rates quoted must be inclusive of all taxes.**
- Submit this financial bid in a separate envelope from the rest of the RFP technical bid.

11. Partial Bids

Partial bids are **not allowed** under this RFP.

12. Sealing and Marking of Bids

UNFPA provides interested suppliers with two alternatives for the submission of the Technical and Financial proposals – offers can be submitted in hard copy by mail in accordance to the guidelines provided in 12.1 or offers can be submitted in electronic version via email in accordance to guidelines provided in 12.2; Please be advised that either option is acceptable and only one method is required. Following UNFPA's green initiative we prefer the electronic version when possible.

12.1 Sealing and Marking of Bids (hard copies)

When submitting in hard copies, the Bidder shall prepare two sets of documents, one stamped as "Original" and the other one stamped as "Copy". In the event of a discrepancy between them, the original shall govern.

The **outer envelope** must be clearly marked with the following:

UNITED NATIONS POPULATION FUND (UNFPA)

Tenancy A1, Golden Westlake Executive Residences

151 Thuy Khue Street, Ba Dinh District

Ha Noi - Viet Nam

*RFP No. UNFPA/VNM/15/04, **Company Name***

*Attention: **Mr. Ninh Van Hung***

ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL

The **inner envelopes** must be clearly marked with the following:

UNITED NATIONS POPULATION FUND (UNFPA)

Tenancy A1, Golden Westlake Executive Residences

151 Thuy Khue Street, Ba Dinh District

Ha Noi - Viet Nam

*RFP No. UNFPA/VNM/15/04, **Company Name***

*Attention: **Mr. Ninh Van Hung***

ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL

Submission 1/2: UNFPA/VNM/15/04 [...insert **Company Name**...], Technical Proposal

Submission 2/2: UNFPA/VNM/15/04 [...insert **Company Name**...], Financial Proposal

The envelope shall also indicate the name and address of the Bidder.

If the outer envelope is not sealed and marked as required, the Buyer shall assume no responsibility for the Bid's misplacement or premature opening.

12.2 Electronic Submissions

Please note the following guidelines for **electronic submissions**:

Bidders shall make clear reference to the specific proposal in the subject field as instructed, otherwise proposals may be rejected.

Clearly specify in the subject: **RFP No. UNFPA/VNM/15/04 [...insert **Company Name**...]** and specify **“Technical Proposal”** or **“Financial Proposal”** in the subject field. i.e:

Submission 1 of 2: “UNFPA/VNM/15/04 [...insert **Company Name...], Technical Proposal”**

Submission 2 of 2: “UNFPA/VNM/15/04 [...insert **Company Name...], Financial Proposal”**

The Proposal shall be submitted in two emails to vietnam.office@unfpa.org. Proposals received at the vietnam.office@unfpa.org mailbox are kept undisclosed.

The total E-mail submission shall not exceed **7 MB (This limit should include E-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these shall be sent separately before the deadline. It shall be the Bidder's responsibility to ensure that Bids sent by e-mail are received by the deadline. All Bidders shall receive a reply acknowledging the receipt of their email.

Bidders shall not receive responses to questions sent to vietnam.office@unfpa.org since it is a secure mailbox.

13. Deadline for Submission of Bid and Late Bids

Bids must be delivered to the office on or before the date and time specified in this RFP. If any doubt exists as to the time zone in which the bid should be submitted please refer to www.timeanddate.com/worldclock , or contact the bid focal point.

UNFPA may, under special and exceptional circumstances, extend this deadline for the submission of the bids and such changes shall be notified on UNGM before the expiration of the original period.

Any proposal received by UNFPA after the deadline for submission of bids shall be rejected. UNFPA shall not be legally responsible for bids that arrive late due to the bidder's problems with the courier company and any other technical issues which are not within the control of UNFPA.

14. Modification and Withdrawal of Bids

The bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by UNFPA prior to the deadline for submission. No bid may be modified after passing of the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity.

15. Storage of Bids

Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA's solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

E. Bid Opening and Evaluation

16. Bid Opening

UNFPA shall open all bids in the presence of **two** witnesses. There shall be separate openings for technical and financial bids. The bidders' names and submitted documents shall be announced at the technical bid opening.

After the technical evaluation has been made, the financial proposals can be opened. During the financial bid opening, the bidders' names and the prices stated in the financial bid shall be announced.

The report shall be available for viewing by bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to bidders.

No bid shall be rejected at bid opening, except for late bids. Bids that are not opened and read out at the bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be shredded except for any bank securities, which will be returned to the bidder.

17. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, UNFPA may ask bidders for clarification of their bids. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the proposal shall be sought, offered or permitted.

18. Preliminary Examination of Bids

UNFPA shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents are properly signed and whether the proposals are generally in order.

Prior to the detailed evaluation, the Buyer will determine the substantial responsiveness of each bid to the RFP in a preliminary examination. For purposes of these clauses, a substantially responsive bid is one that conforms to all the terms and conditions of the RFP without material deviations. The Buyer's determination of a bid's responsiveness is based on the contents of the bid itself without recourse to extrinsic evidence.

UNFPA's determination of a bid's responsiveness is to be based on the contents of the bid itself.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or services specified; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or

- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

UNFPA considers material deviation to include, but to not to be limited to the following situations:

- a. During preliminary examination of bids
 - Absence of bid form(s), change in the wording or lack of signature on key portions of the bid form when this is clearly specified in the tender document as a requirement. Any change in wording that is consistent with the standard format of the bid form(s) is not a material deviation;
 - The bidder indicates in the bid that they do not accept important contract conditions, i.e. related to Force Majeure Applicable Law, Delivery Schedule, Payment Terms, General Conditions and Limitation of Liability;
 - Non historical documents required in the solicitation document have not been provided, such as documents specifically related to the bidding process and that the bidder could not be expected to possess before the solicitation document was issued;
 - Non eligibility of the bidder;
 - Financial information is included in the technical bid.
- b. During technical evaluation of bids and qualification of bidders:
 - Bids will not secure the minimum threshold on technical score.
 - The bidder does not meet the minimum conditions for qualification.
- c. During financial evaluation of bids:
 - The bidder does not accept the required price correction as Instructions to Bidders Clause 19.c
 - Required price components are missing;
 - The bidder offers less quantity than what is required

If a bid is not substantially responsive to the bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.

19. Nonconformities, Errors, and Omissions

Provided that a bid is substantially responsive:

- a. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
- b. UNFPA may request that the bidder submit the necessary information or documentation within a reasonable period of time to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.
- c. UNFPA shall correct arithmetical errors on the following basis:
 - If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern and the unit price shall be corrected;
 - if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

20. Evaluation of Bids

A three-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical bid and question & answer session (Presentation stage) being completed prior to any financial bid being opened and compared. The financial bid will be opened only for those bidders, whose technical bids and presentations reaches **70** points, meeting the requirements for the RFP. The total number of points which a bidder may obtain for technical and financial bids is **100 points**.

Information relating to the examination, evaluation, comparison, and post-qualification of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until the contract award is published.

Any effort by a bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

Notwithstanding from the time of bid opening to the time of contract award, if any bidder wishes to contact UNFPA on any matter related to the bidding process, it should do so in writing.

20.1. Technical Evaluation

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) shown in Annex II, the technical proposals submitted by the bidders and the evaluation criteria published below.

(Maximum score allocated is **100 total points**, after calculations based on weighting of each of the assessment criteria.)

<i>Criteria</i>	<i>[A] Maximum Points</i>	<i>[B] Points attained by the bidder</i>	<i>[C] Weighting %</i>	<i>[B] x [C] = [D] Total Points</i>
1) The firm's general reliability as well as experience and capacity in conducting evaluations in relevant programmatic areas as well as experience in the region Points to assess: <ul style="list-style-type: none"> Number of similar evaluations in terms of type, scope and methodology conducted by the bidder from 2004 to 2015 (max 20 points) Organizational capability (size of institution, strength of project support, coordination and financial management) (max 20 points) Regional and country experience (max 20 points) Experience working with UN agencies, particularly UNFPA and/or other development partners (max 20 points) Number of similar evaluations in the areas of population, reproductive health and gender conducted by the bidder from 2004 to 2015 (max 20 points) 	100		10%	

<i>Criteria</i>	<i>[A] Maximum Points</i>	<i>[B] Points attained by the bidder</i>	<i>[C] Weighting %</i>	<i>[B] x [C] = [D] Total Points</i>
2) Understanding of the terms of reference The technical proposal included a clear presentation/ discussion of: <ul style="list-style-type: none"> • <i>The purpose/objectives and scope of the CPE (max 25 points)</i> • <i>Country context – general situation and specifically in thematic areas under evaluation (max 25 points)</i> • <i>The UNFPA country programme in the country, (max 25 points)</i> • <i>Expected deliverables during the different phases of the evaluation, (max 25 points)</i> 	100		10%	
3) Methodology and approach in responding to the ToR – including the appropriate mix of tools and methods for data collection and analysis work. Presentation of organizational approach to and quality assurance for the tasks to be assigned, including detailed work plan The technical proposal included a clear presentation/ discussion of: <ul style="list-style-type: none"> • <i>Evaluation approach and proposed methodology including explanation of methodological choice, methods and tools for data collection and analysis, risks and limitations and mitigation strategies (max 50 points)</i> • <i>Proposed detailed workplan and timetable for conducting the CPE (design, field and reporting phases) (max 30 points)</i> • <i>Quality assurance mechanisms through the evaluation process for all phases (max 20 points)</i> 	100		40%	
4) Types of experts and team structure – the qualifications and competences as well as suitability of the personnel proposed for the assignment. Specific attention will be paid to the overall composition of the team, roles and responsibilities and to the allocation of person/days for each team member <ul style="list-style-type: none"> • <i>Team overall combination of skills and competencies (geographic/ evaluation/ thematic/ cross-cutting issues) is adequate and relevant to</i> 	100		40%	

<i>Criteria</i>	<i>[A] Maximum Points</i>	<i>[B] Points attained by the bidder</i>	<i>[C] Weighting %</i>	<i>[B] x [C] = [D] Total Points</i>
<i>the programme being evaluated (max 30 points)</i> <ul style="list-style-type: none"> <i>Distribution of roles and tasks is coherent in regards to ToR (max 20 points)</i> <i>Geographic and language skills are adequate (max 10 points)</i> <i>Team leader has proven evaluation and management skills as well as thematic expertise in one of the programme areas to be evaluated (max 40 points)</i> 				
GRAND TOTAL ALL CRITERIA	400		100%	

20.2 Question and Answer session/presentation evaluation

Bidders who will secure a minimum of 70 total points from the technical assessment (document review) will be requested to participate with their proposed team leaders (and additional team members as selected by the bidder) in a question and answer session/ presentation session via web-conference/ in person for additional evidence on the technical criteria. Each bidder will be allocated a maximum 45-50 minutes time slot. Each question and answer session will be evaluated based on the below criteria.

(Maximum score allocated is **100 total points**, after calculations based on weighting.)

<i>Criteria</i>	<i>[A] Maximum Points</i>	<i>[B] Points attained by the bidder</i>	<i>[C] Weighting %</i>	<i>[B] x [C] = [D] Total Points</i>
1) Demonstrated understanding of the TOR	100		20%	
2) Methodology and approach in responding to the ToR – evaluation approach, evaluation questions, appropriate mix of tools and methods for data collection and analysis work. Detailed workplan. Discussion on deliverables	100		60%	
3) Presentation of team, organizational approach to, and quality assurance for, the tasks to be assigned.	100		20%	
GRAND TOTAL ALL CRITERIA	300		100%	

Scoring Scale System

The following scoring scale system will be used by the technical evaluation panel for conducting the technical bid evaluation in objective manner.

Evaluated Criteria	Supporting Evidence	Points out of 100
Excellent	Excellent evidence of ability to exceed requirements	90-100
Satisfactory to Good	Good evidence of ability to exceed requirements	70- 89
Not Satisfactory	Non Satisfactory/acceptable evidence of ability to meet requirements	40-69
Poor	Less than acceptable evidence of ability to meet requirements	10 -39
Very Poor	Lack of evidence to demonstrate ability to comply with requirements	1-9
No Submission	Information has not been submitted or is unacceptable	0

20.3 Supplier Qualification Requirements

20.3.1 The responses from the bidders against the Annex X and Annex XI of this document will be evaluated based on the criteria provided below in order to assess the degree of bidder qualification for the proposed Contract for Professional Services.

Supplier Qualification Parameter	Bidder's response is acceptable? (YES/ NO)	Justification
Supplier qualification requirement No. 1 - Legal and regulatory requirements	UNFPA shall examine the bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions for Contracts (Annex VIII)	
Supplier qualification requirement No. 2 – bidder is established as a company and legally incorporated in the country		
Supplier qualification requirement No. 3 – Bidder is not a banned or suspended vendor		

20.3.2 Notwithstanding anything stated above, UNFPA reserves the right to assess the bidder's capabilities and capacity to execute the contract satisfactorily before deciding on award.

20.3.3 Even though the bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

20.4 Financial Evaluation

The financial bid will only be evaluated if the technical bid achieves a minimum of **70 total points** at both the technical bid and Q&A session/presentation. Proposals failing to obtain this minimum technical threshold will not be eligible for further consideration.

The financial bid is evaluated on the basis of its responsiveness to the Price Schedule Form (Annex VII). The maximum number of points for the price bid is **100**. This maximum number of points will be

allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Bid of the Proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Bid}] \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$$

20.4. Total Score

The total score for each bidder will be the weighted sum of the technical score and financial score as shown below. The maximum total score is 100 points.

Total Score = [50% x Technical Score] + [20% x Presentation Score (Q&A session)] + [30% x Financial Score]

21. Rejection of Bids and Annulments

UNFPA reserves the right to reject any bid if the bidder has previously failed to perform properly or complete on time in accordance with contracts or if the bidder from UNFPA's perspective is not in a position to perform the contract.

A bid that is rejected by UNFPA may not be made responsive by the bidder by correction of the non-conformity. A responsive bid is defined as one that conforms to all the terms and conditions of the UNFPA's solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid with the UNFPA's bid solicitation documents.

UNFPA reserves the right to annul the solicitation process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the buyer's action.

The bidders waive all rights to appeal against the decision made by UNFPA.

F. Award of Contract and Final Considerations

22. Award of Contract for Professional Services

UNFPA shall award the Contract to the bidder who obtains the highest combined score of the technical (document review + presentation) and price evaluation.

UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the bid winner cannot fully meet the delivery requirements or if it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scorer, the second highest combined scorer, the third highest combined scorer, etc.

23. Right to Vary Requirements and to Negotiate at Time of Award

UNFPA reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP by 20% without any change in hourly/ daily or any other rates proposed by the bidders or other terms and conditions.

UNFPA reserves the right to negotiate the price with the bid winner before awarding the contract in order to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

The purpose of negotiations of offers selected based on the 'cumulative analysis methodology' is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

24. Signing of the contract

The buyer shall send the successful bidder the Contract for Professional Services for a fixed contract value which constitutes the Notification of Award. This will also be posted on the UNGM website. The successful bidder shall sign and date the Contract, and return it to UNFPA within seven calendar days of receipt of the contract. The successful bidder shall deliver the services and/or goods in accordance with the delivery schedule outlined in the bid/ contract only after both parties sign the contract.

The Service Provider shall accord the same terms and conditions to any other organization within the United Nations System that wishes to avail of such terms, after written consent from the UNFPA Procurement Services Branch.

25. Bid protest

Suppliers perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a Contract for Professional Services may complain to Ms. Ritsu Nacken, UNFPA Viet Nam Representative a.i. at nacken@unfpa.org. Should the protestor be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the protestor may contact the Chief of the Procurement Services Branch at procurement@unfpa.org.

26. Payment Provisions

UNFPA's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

UNFPA's policy is not to grant advance payments except in unusual situations where the potential contractor, whether a private firm, NGO or a government or other entity, specifies in the bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement.

Any request for an advance payment is to be justified and documented, and must be submitted with the financial bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded bidder.

27. Key Performance Indicators

The Supplier's performance will be monitored and evaluated by UNFPA on half-yearly basis in order to enable the assessment on the effectiveness, efficiency and/or consistency of services provided. The results of the evaluation will be communicated to the Supplier in order to enable the improvements of services. An extension of an Agreement will take into consideration the results of the performance evaluation. The evaluation will be based on but not limited to the following Key Performance Indicators:

Goods:

- Adherent to specifications, including quality and quantity
- Timeliness and completeness in handling documents
- Overall communication and responsiveness, e.g.,
 - a) Timely acknowledgement and process of query, RFQ, PO

- b) Proactively updating delivery information (ETD, ETA, ATD, ATA, inspection dates etc.) with e-mail to buyer and in OTS.
- c) In case of delivery delay, proactively communicating with buyers on mitigation measures

Services:

- Expected output achieved
- Satisfactory level of quality and technical competence
- Timely delivery of services
- Effective and timely communication and professionalism

Goods and Services:

- Timely delivery of goods and services based on client requirements
- Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable)
- Effective and timely communication and documents handling
- Adherent to contractual agreement (purchase order, contract, LTA terms and conditions)
- Expected output achieved

Key Performance Indicators may be modified and/or added during the validity of this Agreement.

28. Gifts and hospitality

UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this UNFPA personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and any other forms of benefits. Vendors are therefore requested not to send gifts or offer hospitality to UNFPA personnel.

29. Accountability

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Division for Oversight Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA's list of registered suppliers.

30. Fraud and Corruption

UNFPA's policy regarding fraud and corruption is available at <http://www.unfpa.org/public/home/procurement/pid/8864> and applies fully to this Invitation to Bid. The submission of any offer implies that the bidder is aware of this policy.

31. Documents Establishing Sustainability efforts of the bidder

Currently UNFPA is requesting information on environmental and social policies and related documentation with bids submitted by prospective vendors. In the long run it is UNFPA's intention to incorporate environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at procurement@unfpa.org. UNFPA encourages suppliers now to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact.

ANNEX II: TERMS OF REFERENCE (TOR)

Evaluation of the UNFPA 8th Country Programme of Assistance (CP8) to the Government of Viet Nam (2012 - 2016)

1. Introduction

UNFPA, United Nations Population Fund, is an international development agency that promotes the rights of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA plays a unique role within the United Nations system: to address population and development issues, with an emphasis on reproductive health and gender equality, within the context of the International Conference on Population and Development (ICPD) Programme of Action and the Millennium Development Goals (MDG), in particular MDG 5.

UNFPA has supported Viet Nam over the past 35 years (since 1978) in population and development, including in using of population data for policy development, contributing to poverty reduction and to ensure that every pregnancy is wanted, every birth is safe, adolescents and youth have the rights and participation, and every girl and woman is treated with dignity and respect.

A new UNFPA corporate Strategic Plan (2014-2017) was approved by the Executive Board in September 2013. The Strategic Plan (SP) sets the strategic directions and provides the overall framework for guiding UNFPA support to programme countries. The SP is rooted in the rapidly changing aid environment, particularly affecting middle-income countries. The SP has significant consequences for UNFPA support to Viet Nam in the future, both in terms of scope and levels of financing, as it presents a set of organizational changes to improve management effectiveness with a strengthened results framework, a new business model, and improvements to the funding arrangements. The SP requires programme countries to UNFPA to align their assistance to the new directions as specified in the new SP.

In the context of low middle income country (MIC) status (from 2010) with a population of 90,4 million in 2014, and implementation of UN delivering as one (DaO) initiatives, UNFPA continues to support the government and people of Viet Nam with an increased focus on policy advocacy and policy advisory work, in line with the country being designated a pink country under the new SP and business model.

UNFPA is currently implementing its eight country programme (CP8) over a five-year period (2012 - 2016). The overall goal of the UNFPA assistance to Viet Nam is to contribute to improving the quality of life of the Vietnamese people in the areas of sexual and reproductive health, population and development, and gender equality. The financial budget of CP8 is US\$ 33.1 million, of which US\$ 22.5 million (68%) are regular resources and US\$ 10.6 million other resources.

According to UNFPA's Evaluation Policy (2013), country programmes must be evaluated at least once in two programme cycles. In the country context of a Delivery as One (DaO), it was decided that the country programme evaluation (CPE) of UNFPA support to Vietnam would not be conducted for the seventh cycle of the country programme (2006 – 2011), and that UNFPA would undertake the evaluation of the current programme of assistance (CP8/ eighth cycle) in 2015. Mid-term reviews were conducted for CP7 and CP8 (2014).

The CPE is to: (i) demonstrate accountability to stakeholders on performance in achieving development results and on invested resources; (ii) support evidence-based decision-making; (iii) contribute important lessons learned to the existing knowledge base on how to accelerate the implementation of the Programme of Action of the International Conference on Population and Development (ICPD).

The CPE will be managed by UNFPA Viet Nam country office (CO) and conducted by a team of independent evaluators in close cooperation with the M&E Adviser at the UNFPA Asia and the Pacific Regional Office (APRO). The Evaluation Office, UNFPA, approves the ToR for the evaluation. The

Evaluation Office Handbook¹ on How to design and conduct a country programme evaluation at UNFPA (2013) will guide the evaluation process.

The main audience and primary users of the CPE are the decision makers within UNFPA, Viet Nam country office (CO), the UNFPA Asia Pacific Regional Office (APRO), other country offices, and UNFPA headquarter divisions, the Executive Board, government partners (MPI/GACA², line Ministries), the NIPs, the civil society organizations (CSO), as well as other development partners (such as other UN agencies in OP) in Viet Nam.. The CPE process will require close consultation with NIPs, MPI and CO. The results of the evaluation will also benefit subsequent evaluations/reviews of OP/DaO.

2. Context

Viet Nam has experienced profound demographic change over the past 60 years. A total population was increased from 30.2 million (16.1 million in the North and 14.1 million in the South) in 1960 to 90 million (2013), from with 85% (1960) to 67% (2013) of the population living in rural areas. The total fertility (TFR) or the average number of children per woman was declined from about 6.3 children (early 1960s) to 2.1 children (2013).

The UN's Delivering as One (DaO) 2013 Report also indicated that maternal mortality has decreased dramatically, from 233 per 100,000 live births in 1990 to 64 per 100,000 live births in 2012. Moreover, by 2011, the proportion of pregnant women receiving three antenatal care appointments during their pregnancy reached 86.5%, close to the 2015 target of 87%. The rate of births attended by skilled health workers has risen by 10.7% during the past decade, from 86 to 96.7% in 2011, just 1.3% below the 2015 target.

Although gender inequality in access to primary education has been eliminated, and there has been major progress towards gender equality in employment, management roles, and representation in Parliament, violence against women and girls remains a critical problem. For instance, in a national study on domestic violence conducted in 2010 by the General Statistics Office, 58% of women reported that they had experienced some forms of violence in their lifetime. Of these, 87% indicated that they did not seek assistance from public services due to the stigmas that still exist around the issue or because services for victims were not available. In 2012, 85.1% of domestic violence victims were women and girls. Workplace sexual harassment of women is also widespread, the majority of cases is going unreported. The sex-ratio-at birth (SRB) has increased from 111.2 boys per 100 girls in 2010 to 113.8 boys per 100 girls in 2013, and manifests serious gender inequality in families and the wider community.

Recognizing the impact of population dynamics on the country's overall socio-economic development, the Vietnamese government has invested substantial human and financial resources in population and family planning programmes, developed national policies and strategies on population, and reproductive health care. The Government has also worked to incorporate reproductive health and rights into health care services and other programmes, including interventions to address maternal health, gender-based violence, sexually transmitted infections, HIV, adolescent reproductive health, and family planning.

In Viet Nam, key policies and laws on issues of reproductive health, population and gender are in place, however the challenge remains in their implementation. As a result, there is a gap between policy and its implementation.

3. UN and UNFPA support in Viet Nam

Viet Nam is a second generation Delivering as One (DaO) country. This means that, together with 16 other UN agencies, UNFPA is implementing the One Plan (2012-2016) of the UN and the Government of Viet Nam. To implement the One Plan (OP), UNDP, UNICEF and UNFPA share a Common Country Programme Document (CCPD), whose results are a subset of the strategic results framework of the OP.

¹ <http://www.unfpa.org/admin-resource/how-design-and-conduct-country-programme-evaluation-unfpa>

² Ministry of Planning and Investment (MPI) is a focal point of the Government Aid Coordination Agencies (GACA)

UNFPA specifically contributes to 08 of 43 One Plan (OP) outputs corresponding to 08 UNFPA attributable results identified in the CCPD.

The focus of UNFPA's eighth country programme (CP8) in Viet Nam, is to strengthen the capacity of the government to narrow the gap between policy and its implementation as well as to support effective monitoring.

UNFPA support to Viet Nam applies three strategic approaches in areas of UNFPA comparative advantage and in line with the One Plan (2012-2016) which include (i) national capacity building for policy development; (ii) data generation and use; and (iii) evidences for policy dialogue. CP8 was designed³ to support at both national and sub-national levels. UNFPA support is undertaken through the implementation of 13 projects (reflected in the Detailed Project Outlines - DPOs, as regulated in the HPPMG⁴), and corresponding to annual/biennial work plans for the period of 2012-2016.

The National Implementing Partners (NIPs) work closely with UNFPA to implement the respective work plans that were designed for contributing to relevant CCPD/OP results which were approved in 2011. CP8's interventions are also implemented in 5 of 63 provinces (Hai Duong, Quang Binh, Ninh Thuan, Kon Tum, Ben Tre) with 5 projects (see Table 2), including joint projects with UNICEF in Ninh Thuan and Kon Tum province. UNFPA supports these provinces to build capacity to develop and implement effective intervention models in selected thematic areas (a) Universal access to SHH through the health care system strengthening (Quang Binh); (b) SRH linkage and Universal access to SRH/HIV services for sex workers in piloted districts, intervention package on safe motherhood targeted towards ethnic minority women (Ninh Thuan and Kon Tum); (c) Intervention package on GBV, DVP, sex ratio at birth imbalance (Hai Duong), and (d) intervention package on social protection needs of older persons/elderly, specially health care (Hai Duong and Ben Tre).

Table 1: CCD results and One Plan outputs

Results (in CCPD)	One Plan (OP) outputs UNFPA contributes to.
Result 1: High-quality data, disaggregated by age, sex and demographic factors, is available and capacity of MPI/GSO and other line ministries is increased to use such data for planning, monitoring and evaluating key population and social development policies and strategies, at national and sub-national levels nationwide	Output 1.1.1: Strengthened capacities of data producers, providers and users for green, people-centred, evidence-based socio-economic development planning and decision-making.
Result 2: Evidence on policy-implementation gaps in the social protection system for elderly, young people, migrants and ethnic minorities is available and capacity of MPI and line ministries is increased to use such evidence in appropriate national/sub-national policy and strategy	Output 2.1.1: High quality evidence is available for use by decision-makers to inform the formulation, monitoring and evaluation of social protection-related legislation and policy
Result 3: MOH capacity is increased for health system strengthening, including for a comprehensive HMIS and competency based human resources strategy specifically targeted towards ethnic minority populations.	Output 2.2.1: Policy advice and technical support provided to strengthen the building blocks of human and animal health systems, including information systems and the generation of evidence, at national and sub-national levels.

³ It is noted that there was no country programme action plan (CPAP) document for CP8.

⁴ Harmonized Programme and Project Management Guidelines (HPPMG)

Results (in CCPD)	One Plan (OP) outputs UNFPA contributes to.
Result 4: Evidence based policy options are available for nation-wide replication to promote universal access to sexual and reproductive health, specifically for vulnerable populations, including young people and ethnic minorities.	Output 2.2.4: National and sub-national capacities enhanced to strengthen evidence, and improve universal access to and utilization of a quality and gender-sensitive package of nutrition and sexual, reproductive, adolescent, maternal, neonatal and child health care and services.
Result 5: Evidence based policy options are available to government authorities for provision of SRH, including HIV prevention, services to sex workers.	Output 2.4.1: National HIV legal and policy frameworks strengthened to guide evidence-informed responses that effectively address stigma, discrimination, inequality and inequity
Result 6: A national response is developed to address GBV and SRB imbalance, using a culturally sensitive approach.	Output 2.4.3: Gender-related legal and policy frameworks, programmes and practices strengthened to effectively address gender inequality and inequity, gender discrimination and gender-based violence
Result 7: A minimum comprehensive package of GBV prevention, care and treatment, protection, and support services is developed based on evidence, best practices and lesson learnt from pilot models.	Output 2.4.4: Multi-sectoral coordination mechanisms effectively guide comprehensive evidence-based planning, budgeting, M&E for a sustainable response to gender inequality, inequity, discrimination and gender-based violence.
Result 8: National and sub-national elected bodies are supported, at national and sub-national levels, to develop evidence based policies and strategies in the areas of population, reproductive health and gender, and oversee their implementation.	Output 3.1.1: Elected bodies benefit from enhanced knowledge generation and knowledge management to access high quality research and data to guide their legislative duties.

Table 2: UNFPA implementing partners in Viet Nam

#	Implementing Partner (NIP)	Projects (2012 – 2016)
1	Kon Tum province (Dept for Planning and Investment)	Kon Tum Child Friendly Project (with support for maternal health)
2	Ben Tre province (Ben Tre Department of Health)	Prevention of Domestic Violence and Promotion of Care for the Elderly in Ben Tre Province
3	General Statistics Office (Dept for Labour and Population)/MPI	Support for the implementation of the Viet Nam Statistical Development Strategy in the period 2011-2020 and utilization of population information in development planning and programming.
4	Ministry of Culture, Sports and Tourism (Family Department)	Development of a national response to domestic violence
5	Ninh Thuan province (Dept of Planning and Investment)	Ninh Thuan Child Friendly Project (with support for maternal health)
6	Ministry of Health (Dept of Planning and Finance)	Support the Ministry of Health in Effective Implementation of the National Strategy for Population and Reproductive Health in Viet Nam, period 2011-2020
7	Ministry of Home Affairs (Dept for Youth Affairs)	Capacity Support for the Implementation of National Youth Development Strategy 2011-2020

#	Implementing Partner (NIP)	Projects (2012 – 2016)
8	PCSA (Parliamentary Committee for Social Affairs)	Strengthen the capacity of law and policy makers in policy advocacy, appraisal and oversight of laws and policies in the areas of population, reproductive health and gender equality
9	Vietnam Peasant's Union	Enhance the capacity of Vietnam Social Organizations in response to gender based violence and emerging population issues
10	Quang Binh province (Quang Binh People's Committee)	Strengthening the Quang Binh health system to improve universal access to Reproductive Health/Family Planning (RH/FP) for Quang Binh people, especially among vulnerable groups
11	Ministry of Labour, War Invalids and Social Affairs (Dept for Social Evil Prevention)	Support the Ministry of Labour, War Invalids and Social Affairs (MOLISA) to address emerging social and health issues of specific vulnerable populations
12	Hai Duong province (Department of Health)	Prevention of Domestic Violence, Addressing Imbalanced Sex Ratio at Birth and Care for the Elderly in Hai Duong Province
13	Ministry Of Planning and Investment (MPI) Foreign Economic Relations Department (FERD)	Support national coordination to enhance the effective implementation of UNFPA assistance during the period 2012-2016

Note: Six projects are new to UNFPA (MOLISA, MOCST, MOHA, PCSA, Hai Duong and Quang Binh provinces). Four projects are joint projects with other UN agencies (Ninh Thuan and Kon Tum with UNICEF; PCSA with UN Women; and GSO with UNHABITAT).

In the previous country programme (CP7), key results included the revision of different national technical guidelines, such as National Standard guideline on RH services, guideline on Universal Precautions for Prevention of HIV/AIDS (UPPHI), and decrees to implement the gender equality legislation and domestic violence prevention (DVP). Several initiatives on competency-based training programmes for secondary midwifery and ethnic midwives were developed. Many of these guidelines and policies created significant nationwide impacts on standardising the quality of services in the health system. Among those are the update of the national reproductive health (RH) standards and guidelines, the completion of the 2009 population census, the development of domestic violence prevention activities and the DVP law, and formulation the National Contraceptive Commodity Security Strategy. A number of monographs and factsheets on demographic emerging issues (SRB, ageing, migration and urbanization, demographic bonus, age and sex structure, ethnicity, disability) were developed and disseminated widely to policy makers. As a result, issues such as the demographic bonus, migration, and population ageing have been on the agenda of the Government and the National Assembly in the period of 2011-2020. Public awareness was also raised on these emerging issues.

The MTR's conclusions for CP8 highlighted that (1) CP8 is responsive and highly relevant to the identified national development challenges, particularly in the areas of RH for ethnic minorities and other vulnerable populations, gender-based violence/domestic violence, as well as population dynamics. It also aligns and contributes to the strategic outputs of the UN OP and the new UNFPA strategic plan (2014-2017); (2) Most projects are on track at the mid-term point, with some needing to prioritize areas of intervention given possible funding shortfalls; (3) The overall sustainability of achievements to date is enhanced by interventions embedded in government priorities and systems and by consensus on key issues at senior levels of government. But even if the government has the institutional capacity in terms of its legislation, policies, strategies and human resources to maintain the benefits of programming, it will need to commit adequate financial resources to scale up models being developed. UNFPA will have an important role to play in that deployment; (3) Coordination between different levels of government and partners has been generally effective. But there is scope for improvement in vertical and horizontal coordination between government partners at the national and sub-national level, and between UN partners. Furthermore, the number of implementing partners and projects leads to budget fragmentation and increased transactions costs for all partners involved. Joint programming and harmonization in procedures between UN partners have not sufficiently reduced transaction costs for government partners; (4) With the changing context of overseas development assistance in Viet Nam and UNFPA's new

strategic plan, agency support will have greater impact in the future if it focuses more on providing high level evidence-based policy advice at the national level. Given that data collection and monitoring systems are still weak at the sub-national level including gender disaggregated data, guidance should be also given on how to improve these systems. UNFPA should concentrate on its traditional comparative advantage, namely population and development issues and sexual and reproductive health/rights. As to thematic areas, demographic statistical data production, a focus on vulnerable groups, including youth and sex ratio at birth imbalance will remain key issues; (5) Further research is needed on gender-based violence and youth sexual and reproductive health and rights and to ensure that these are viewed through the lenses of ethnicity and the urban/rural/remote divide. And research on how to best engage youth, especially young men and boys from various social, economic and ethnic backgrounds is crucial to the design of effective strategies and activities. Finally, focusing on the most vulnerable and marginalized in society, including ethnic minorities, should be a priority.

4. Objectives

The primary overall objectives are (i) an enhanced accountability of UNFPA and the country office for the relevance and performance of CP8 in the rapidly changing socio-economic developments and realities of Viet Nam, also in light of the new UNFPA SP; and (ii) a broader evidence for the design of a new country programme in Viet Nam.

The specific objectives are envisaged as follows:

- To provide an independent assessment of the relevance and performance of CP8 towards the expected outputs and outcomes as part of the overall One Plan implementation;
- To provide an assessment of the country office positioning within the developing community and national partners, in view of its ability to respond to national needs while adding value to the country development process and goals;
- To draw key lessons from past and current cooperation and provide a set of clear and forward looking options leading to strategic and actionable recommendations for the next programming cycle.

Scope of the evaluation:

The evaluation will cover all activities planned and/or implemented in all areas of UNFPA support during the period under evaluation (June 2012 – June 2015) including soft aid activities and joint projects (between UNFPA and other UN agencies). Planned and implemented activities are in the approved project workplans of all 13 NIPs (08 at central agencies and 05 provinces). It is also noted that Hai Duong and Ninh Thuan provinces were selected for data collection in MTR of CP8 (July 2014). Besides the assessment of the intended effects of the country programme, the evaluation also aims at identifying potential unintended effects. As regards to the geographical scope, the evaluation will cover UNFPA support at national and sub-national levels. The evaluation will cover interventions financed from core and non-core resources.

5. Evaluation criteria and general evaluation questions

A core set of evaluation criteria below will be applied in assessing the results for CPE of CP8. Under each criterion, evaluation questions are only indicative; the final set of evaluation questions will be determined during the design phase, after a discussion with the CPE reference group.

Relevance *(The extent to which the objectives of the CP8 correspond to population needs at country level - in particular vulnerable groups, and were aligned throughout the programme period with government priorities and with SP of UNFPA)*

Q1. To what extent has UNFPA support been adapted to the needs of the population; and (ii) was it in line with the priorities set by the national policy frameworks?

Q2. To what extent has the country office been able to respond to changes in the national context, such as changes in needs of vulnerable groups, and priorities or to shifts caused by a rapidly changing socio-economic situation?

Effectiveness (The extent to which CP8 outputs have been achieved, and the extent to which these outputs have contributed to the achievement of the CP/OP outcomes).

Q3. To what extent have UNFPA-supported interventions in the field of population and development been effective in strengthening the national policies through integration of evidence-based analysis on population dynamics and their links to national sustainable development targets?

Q4. To what extent have UNFPA-supported interventions in the field of sexual reproductive health (SRH) been effective in addressing the needs of young people, the issues of SRH, reproductive rights, family planning, HIV in the relevant national policies?

Q5. To what extent have UNFPA-supported interventions in the field of gender been effective in improving responses to gender-based violence and advance gender equality?

Q6. To what extent has the overall UNFPA's programme integrated gender and rights-based approaches?

Efficiency (The extent to which CP8 outputs and outcomes have been achieved with the appropriate amount of resources - funds, expertise, time, administrative costs, etc.)

Q7. To what extent were the resources (financing instruments, administrative regulatory framework, staff, timing and procedures) used efficiently to achieve the expected programme results?

Q8. What were the constraining and facilitating factors on the achievement of results?

Sustainability (The continuation of benefits from a UNFPA-financed intervention after its termination, linked, in particular, to their continued resilience to risks)

Q9. How sustainable are the gains made under this CP in terms of partnerships established, capacities developed, integration of CP activities into the regular country and counterparts' programming?

Besides the above standard evaluation criteria, the programme will also be assessed against the two following specific criteria, with a view to characterizing the strategic positioning of UNFPA within the UN system in Viet Nam.

United Nations Country Team (UNCT) coordination (The extent to which UNFPA has been an active member of, and a contributor to the existing coordination mechanisms of the UNCT).

Q 10. To what extent has the UNFPA CO contributed to good coordination among UN agencies in the country, particularly in view of avoiding potential overlaps?

Added Value (The extent to which the CP8 adds benefits to the results from other development actors' interventions)

Q11. What have been the main comparative strengths of UNFPA in Viet Nam - particularly in comparison to other UN agencies in the support of programme areas?

6. Approach and Methodology ⁵

⁵ <http://www.unfpa.org/admin-resource/how-design-and-conduct-country-programme-evaluation-unfpa>

Approach

The evaluation will be transparent, inclusive, participatory, as well as gender and human rights responsive. The evaluation will utilize mixed methods and draw on quantitative and qualitative data. These complementary approaches will be deployed to ensure that the evaluation:

- a) responds to the needs of users and their intended use of the evaluation results;
- b) integrates gender and human rights principles throughout the evaluation process, including participation and consultation of key stakeholders (rights holders and duty-bearers) to the extent possible;
- c) utilizes both quantitative and qualitative data collection and analysis methods that can provide credible information about the extent of results and benefits of support for particular groups of stakeholders, especially vulnerable and marginalized groups.

Data will be disaggregated by relevant criteria (wherever possible): age, gender, marginalized and vulnerable groups, etc.

The evaluation will follow the guidance on the integration of gender equality and human rights principles in the evaluation focus and process as established in the UNEG Handbook, Integrating Human Rights and Gender Equality in Evaluation - Towards UNEG Guidance. The evaluation will follow UNEG Norms and Standards for Evaluation in the UN system and abide by UNEG Ethical Guidelines and Code of Conduct and any other relevant ethical codes.

Stakeholder participation

The evaluation will adopt an inclusive approach, involving a broad range of partners and stakeholders. The evaluation team will finalize the stakeholder mapping exercise in order to identify both UNFPA's direct partners (e.g. key national implementing partners) as well as stakeholders who do not work directly with UNFPA, yet play a key role in relevant OP outcomes/outputs or thematic area OP/DaO (e.g. UN Joint Programming Groups). These stakeholders may include representatives from the governments, line ministries, provincial people's committees, national implementing partners, NGOs, civil-society organizations (CSOs), the private-sector, UN organizations, other multilateral organizations, bilateral donors, and most importantly, the beneficiaries of the CP8. It is noted that UNFPA and other UN agencies are more concerned with ensuring equity of access to quality services which are appropriate to the needs of vulnerable groups and ethnic minorities.

Methodology

Methods for data collection

The CPE will use the multiple-method approach including document review, group and individual interviews, focus group discussions, and field visits. Since each method has its unique strengths and weaknesses, the evaluators need to combine them in a way that uses the comparative strengths of one approach to correct for the relative weaknesses of the others. Data collection methods must be linked to the evaluation criteria and evaluation questions that are included within the scope of the evaluation. The use of an evaluation matrix⁶ is recommended in linking these elements together.

⁶ The evaluation matrix specifies the evaluation; the particular assumptions to be assessed under each question; the indicators, the "sources of information" (where to look for information) that will be used to answer the questions; and the methods and tools for data collection that will be applied to retrieve the data. The evaluation matrix must be included in the design report as an annex. During the field phase, the matrix will be used as a reference framework to check that all evaluation questions are being answered. At the end of the field phase evaluators will use the matrix to verify that enough evidence has been collected to answer all the evaluation questions. The evaluation matrix must be included in the final report as an annex.

Data collection methods and process should consider gender sensitivity and data should be systematically disaggregated by sex and age and to the extent possible, and other contextually-relevant markers of equity.

Sampling of stakeholders and project locations

Considering the large geographic coverage and the wide range of stakeholders, the evaluation team will have to select a sample of stakeholders for data collection using specific selection criteria. The sample of stakeholders should reflect the variety of interventions in terms of subject matter and region.

Methods for data analysis

The focus of the data analysis process in the evaluation is the identification of evidence. The evaluation team will use a variety of methods to ensure that the results of the data analysis are credible and evidence-based. Triangulation techniques should be systematically applied throughout the evaluation process which means the evaluators must double or triple check the results of the data analysis by way of cross-comparing the information obtained via each data collection method (documentary review, individual interviews, group discussions, focus groups) and through different data sources (e.g. compare results obtained through interviews with government staff with those obtained from beneficiaries or from statistical data).

The evaluation will use a variety of validation mechanisms to ensure the quality of data and information used for analysis including internal team-based reviews, regular exchanges with the CO programme managers and the reference group, and focus groups with a relevant audience.

The evaluators will identify limitations to the evaluation and ways to mitigate them.

7. Evaluation process

The CPE unfolds in the following phases:

a. Preparatory Phase

This phase will include:

- Consultation meetings between CO and MPI/GACA for the conduct of the CPE
- Drafting of the TOR by CO in consultation with the RO M&E Adviser
- Approval of the ToR by the Evaluation Office
- Selection and recruitment of the external evaluation team in consultation with the RO M&E Adviser
- Compilation of the initial list of documents,
- Set up a CPE reference group
- Preparation of the background information and documentation on CP8 and its context by evaluation manager
- Preparation of the Atlas project list and the initial stakeholders mapping of the main partners relevant for CP8 by evaluation manager.

b. Design Phase

This phase will include:

- A documentary review of all relevant documents available at UNFPA HQ, regional and CO levels for the period under assessment, 2011 – 2016 (plus one year for designing CP8 in 2011)
- Finalization of the stakeholder mapping including state and civil-society stakeholders and will indicate the relationships between different groups of stakeholders
- An analysis of the intervention logic of the CP8, from planned activities to the intended results of the programme in the context of OP, DaO
- Finalization of evaluation questions following consultations between the evaluation team and UNFPA
- Development of sampling, data collection and analysis strategies, protocols for the field phase as well as a concrete workplan for the field phase

- Drafting of the design report which will include:
 - Brief summary of the programme and evaluation within the country context;
 - The evaluation matrix including specific evaluation questions;
 - Data collection methods: listing of each method (e.g. quantitative, qualitative): details of the method and how it will be applied to the evaluation (e.g. survey, focus group (how many, with whom, where), key informant or in-depth interviews (how many, with whom, where), observational, etc.)
 - Sampling strategy relevant for different data collection methods, i.e. purposive or random; criteria for selection; method of selection;
 - Evaluation tools
 - Data analysis method including strengths and limitations of each method
 - Annexes: evaluation work plan, sampling plan, evaluation tools, evaluation team (roles and responsibilities) list of desk review documents.
 - Quality assurance on the design report by evaluation manager in consultation with the RO M&E adviser.
 - Approval of design report by evaluation manager.
- c. Data collection and Analysis Phase**
- Data collection and analysis at national and provincial levels for the duration of three-weeks.
 - A debriefing meeting with the CO and reference group for the presentation by the evaluation team of preliminary findings and obtaining feedback from the stakeholders at the end of the three-week in-country mission. The objective of the debriefing presentation is to validate preliminary findings and test tentative conclusions and/or recommendations.
- d. Reporting phase**
- Continuation of the analytical work based on all information collected
 - Completion of the evaluation matrix with evidence
 - Preparation of a first draft of the final evaluation report (Draft 1), taking into account comments made by the CO at the debriefing meeting.
 - Submission of Draft 1 to the reference group for comments (in writing). Comments made by the reference group will be consolidated by the evaluation manager (UNFPA M&E Officer)
 - Preparation of a second draft (Draft 2) of the final evaluation report taking into account comments by reference group.
 - Organization of an in-country dissemination seminar which will be attended by the CO, MPI/GACA as well as all the key programme stakeholders including NIPs of CP8, and other UN agencies. Draft 2 will form the basis for the dissemination seminar.
 - Preparation of the final evaluation report taking into account comments made by the participants at the seminar.
 - Evaluation Quality Assessment (EQA) of the draft final evaluation report by CO with advice from the APRO M&E Adviser. Any concerns at this stage should be addressed to the evaluators until the CO and RO are satisfied with the quality of the final report.
 - Acceptance by CO of the final report.
 - Final Evaluation Quality Assessment (EQA) by EO/HQ
- e. Management response, dissemination and follow-up**
- Distribute the final evaluation report to stakeholders in country, RO and UNFPA headquarters with a view to obtaining responses to the evaluation recommendations
 - Prepare the management response for the evaluation in consultation with RO M&E Adviser
 - Upload management response into the Management Response Tracking System (MRTS) by CO within one month of accepting the evaluation report

- Disseminate the evaluation report internally to UNFPA including posting the evaluation report together with the final EQA grid and management response on the evaluation database webpage⁷ and the country website within 6 weeks
- Disseminate the evaluation results externally to partners to inform decision-making and/or the public through various channels such as public websites, national and international meetings and conferences, journals and media briefs
- Report will be available to UNFPA Executive Board by the time of approving UNFPA new country programme (June 2016)
- Follow up of progress in implementing the evaluation recommendations.

8. Expected products/deliverables

The evaluation team will produce the following deliverables:

- A design report of about 20 – 30 pages, including parts of introduction, country context, UNFPA strategic response and programme, evaluation methodology and approach, evaluation process
- A debriefing presentation document (Power Point) synthesizing the main preliminary findings, conclusions and recommendations of the CPE, to be presented and discussed during a debriefing meeting to be held at the end of the field phase
- A draft final evaluation report (followed by a second draft, taking into account comments from the reference group)
- A PowerPoint presentation of the results of the evaluation for the dissemination seminar to be held in Hanoi.
- A final evaluation report, based on comments expressed during the dissemination seminar including an executive summary
- An abstract of the evaluation report for dissemination purposes

All deliverables will be drafted in English. The PowerPoint presentations for the dissemination seminar and the final report will be translated into Vietnamese (submitted by the evaluation team).

9. Proposed Workplan

Phases	Methods	Dates (workdays, max)
1. Preparatory	Conducting a consultation meeting(s) with MPI for CPE (letter and meeting)	Jan. 2015
	Drafting terms of reference (TOR) in consultation with APRO, and Approval of ToR by EO.	Feb. 2015
	Compilation of initial list of documents, Atlas information and preliminary stakeholder map	Mar. 2015
	Setting up the CPE reference group	Mar./Apr. 2015
	Tendering process (selected a Firm with International and National consultants) and approval by EO	May-Jun. 2015
	Contracts review committee: (a) reviewing the technical proposal; (b) reviewing the financial proposal	May – Jun. 2015
	Negotiation and Contract award	Jun.- Jul. 2015
2. Design	Submitting a design report presenting the evaluation design including the approach and methodology (evaluation criteria, evaluation questions, selection of methods/tools, mapping stakeholders); detailed evaluation plan; design report.	Jul.-Aug. 2015 (5 workdays).
3. Field Phase	Conducting a three-week mission for data collection and analysis.	Aug.- Sept. 2015 (20 workdays)
	Formulating the preliminary findings and recommendations for debriefing meeting	Sept. 2015 (2 workdays)

⁷ <http://www.unfpa.org/public/home/about/Evaluation/Database>

Phases	Methods	Dates (workdays, max)
4. Reporting	Producing the first draft of evaluation report for sharing	Sept. 2015 (15 workdays)
	Producing the second draft of evaluation report for sharing	Oct. 2015 (5 workdays)
	Conducting consultation meetings with key stakeholders and CPE reference group to validate key findings, conclusions and recommendations.	Oct. 2015 (1 workday)
	Producing the final evaluation report.	Oct. – Nov. 2015 (5 workdays)
	Conducting the EQA (in consultation with APRO and EO/HQ)	Nov. 2015
	Disseminating the final report on CPE (seminar, if needed)	Nov. 2015 (1 workday)
5. Management response, dissemination and follow-up	Distributing the CPE report to stakeholders, APRO and HQ to obtain responses to recommendations (management responses); A meeting conducted (if needed)	Nov. 2015
	Uploading evaluation report, final EQA and management response to UNFPA evaluation webpages, UNFPA/HQ/PD and CO's websites.	Dec. 2015
	Submitting the final CPE report to UNFPA Executive Board along with a new country programme document	Mar. (2016)
	Following up CPE recommendations (concerned CO and Programme Division)	(2016)

10. Evaluation team

The evaluation will preferably be conducted by an international independent evaluation consultancy firm or, alternatively, by a team of independent evaluators if for any reason a firm cannot be identified. The selected firm should be legally registered, have past experience with carrying out similar evaluations, and have stable financial records for the last three years. The team should be gender balanced. The evaluation team will undertake the evaluation under the overall supervision of the evaluation manager (M&E Officer of CO), in consultation with the reference group.

The external evaluation team is composed of one independent international team leader and three national team members who are knowledgeable and experienced in evaluation. All team members should have in-depth knowledge of UNFPA programmatic areas and issues and challenges in the country. All must be committed to respecting deadlines of delivery outputs with the agreed time-frame. Must be able to work with a multidisciplinary team and in a multicultural environment. All should be knowledgeable of issues pertaining to gender equality.

The Team leader (international consultant)

Competencies for the Team Leader

1. Development sector background
2. Excellent analytical, writing and communication skills
3. Leadership and good management skills
4. Ability to work with a multi-disciplinary team of experts
5. Excellent problem identification and solving skills
6. Excellent written and spoken English Language skills.

Qualifications and experience of Team Leader

1. Minimum of Master's Degree in social sciences, development studies or a related field
2. Minimum of 10 year experience in conducting/managing program evaluations
3. Experience in mainstreaming and management of cross cutting themes
4. Familiarity with the UNFPA work will be an added advantage
5. Familiarity with DaO country context will be an advantage.

Roles and responsibilities of the Team Leader

1. Provide overall leadership to the evaluation team
2. Provide the inputs for quality aspects of the overall process
3. Compile the design report with the inputs from national consultants
4. Compile draft and final reports and deliver them on time, considering the quality aspects. The team leader will have primary responsibility for the timely completion of a high-quality evaluation that addresses all the items required in this TOR.
5. Responsible for debriefing the findings when required
6. Liaise with Evaluation Manager.

Competencies for the thematic consultants

1. Excellent analytical, writing and communication skills
2. Ability to work with a multi-disciplinary team of experts
3. Excellent problem identification and solving skills
4. Excellent written and spoken English Language skills.
5. Should be able to provide deliverables on time.

Qualifications and experience of thematic consultants

1. Should be an expert (with 10 years of experience) on either reproductive and maternal health (including family planning, emergency obstetric and newborn care), population and development, or gender field
2. At least 3 years of experience in conducting evaluations in reproductive health, population and development (population and development issues (including census, population dynamics, legal reform processes, national and local capacity development and national statistical systems), or gender equality issues (women and adolescents reproductive rights, prevention of discrimination and violence against women, etc.).

Roles and responsibilities of the thematic consultants

1. Contribute to the preparation of the design report within the UNFPA standards
2. Evaluate each thematic section of the country programme
3. Take part in the data collection during the design and field phases
4. Be Involved in the debriefing to the CO
5. Deliver quality inputs on time
6. Responsible for drafting key parts of the design report and of the final evaluation report.

The evaluation team will be provided with a translator/interpreter during the data collection phase and translation of reports and presentations, if needed.

The work of the evaluation team will be guided by the Norms and Standards established by the United Nations Evaluation Group (UNEG). Team members will adhere to the Ethical Guidelines for Evaluators in the UN system and the Code of Conduct, also established by UNEG. The evaluators will be requested to sign the Ethical code of conduct for UNFPA/UNEG evaluation (see annex) prior to engaging in the evaluation exercise. For details on the ethics and independence in evaluation in this CPE, please see UNEG Ethical Guidelines and Norms for Evaluation in the UN System in English and Vietnamese at:

<https://sites.google.com/site/hongunfpamd/home/mdg-2>;
<http://www.unevaluation.org/search/index.jsp?q=UNEG+Ethical+Guidelines>;
http://www.unevaluation.org/papersandpubs/documentdetail.jsp?doc_id=21

11. Specification of tender, cost of the evaluation and payment modalities

The Contract will be signed with selected research institution/firm. The evaluation team shall commence the performance of the sub-contract during the period of June to November 2015. The payment procedure should follow the Contract of UNFPA General Terms and Conditions for contracts.

The bidder should submit a proposal consisting of two separate components: technical and financial. The

technical proposal will be assessed by the CO (noted: the financial proposal will be assessed by UNFPA procurement services in consultation with UNDP).

In responding to the present terms of reference, the technical proposal should detail the services offered, and should contain at least the following (suggested number of pages is indicated):

- Technical profile of the company/firm (2 pages). Information associated with financial stability should be presented in the annexes
- The bidder's understanding of the terms of reference (2 pages max)
- The approach and methodology (7 pages max)
- The proposed composition of the evaluation team (1 page max). Curriculum vitae of each team member should be annexed to the offer.

A detailed time and work plan for fulfilment of the assignment including: a. the roles, functions and responsibilities of the different team members; b. estimates of the time required for different tasks of the assignment, and c. a staffing schedule that specifies tasks performed by the team members and the time allocated to each of them (3 pages max).

The contract will be awarded to the firm who will provide UNFPA with the most competitive technical and financial proposals.

The budget range for the overall cost of the evaluation is **USD75,000 - USD95,000**. The costs of the evaluation include Evaluation of CP8 as defined in this Terms of Reference; the cost of translation of dissemination products; the travel costs for participation in the related meetings, as well as to the analysis and stakeholder workshops, and all field missions.

Travel Expenses: the Vendor will be responsible for full cost of all travel, accommodation during the full assessment period(s) of the evaluators/consultants. The destination is Viet Nam and the exact locations for data collection in provinces.

Payment Modalities

Payments will be made in 3 installments based on the delivery of outputs, as follows:

- 1st installment: upon satisfactory contribution to the design report: 20%
- 2nd installment: upon satisfactory contribution to the draft final evaluation report: 50%
- 3rd installment: upon satisfactory contribution to the final evaluation report: 30%

Note that no payment will be processed until the corresponding deliverables are formally approved by the evaluation manager.

12. Management and conduct of evaluation

CO evaluation manager: According to UNFPA handbook on how to conduct a CPE at UNFPA, a M&E Officer of the CO, who did not manage any projects of CP8, will be nominated to be the evaluation manager of this CPE by the country representative. In consultation with M&E Adviser of APRO, the evaluation manager will draft TOR and submit these to EO/HQ for approval; set up and coordinate the reference group, prepare the preliminary mapping of key stakeholders as well as the list of initial documentation including a list of Atlas projects for CP8; manage the relationship with the evaluation team, set a preliminary agenda for the field phase; ensure the quality of the entire evaluation process, conduct the evaluation quality assessment (using EQA grid of UNFPA/EO), approve all deliverables, coordinate the preparation of the management response and follow up on the recommendations of the evaluation report.

A CPE reference group will be established during the preparatory phase to be consulted during the evaluation. The members of this group will include UNFPA RO M&E Adviser, UNFPA CO managers, representatives of UN sister agencies, selected key NIPs, other partners including the representatives of MPI and MOF. The main functions of the reference group will be to:

- discuss the terms of reference drawn up by CO and the selection of team of evaluators
- provide the evaluation team with relevant information and documentation on the programme; facilitate the access of the evaluation team to key informants during the field phase to support data collection
- Provide overall comments to the reports produced by the evaluation team
- advise on the quality of the work done by the evaluation team
- assist in feedback of the findings, conclusions and recommendations from the evaluation into future programme design and implementation.

M&E Adviser at APRO who will closely work with CO evaluation manager in providing technical inputs to TOR, recruitment of evaluators, provide comments to the design report, quality assessment (EQA) for the final CPE report, CPE management response, support CO in dissemination of results of the evaluation. The EQA process involves: (a) a quality assessment of the final evaluation report by the CO evaluation manager; (b) a quality assessment by the Senior M&E Adviser at APRO; (c) a final independent quality assessment by the Evaluation Office at UNFPA/HQ.

The Evaluation Office (EO) at UNFPA/HQ will approve the TOR, pre-qualified consultants and undertake the final EQA of the evaluation report. The EO will publish CPE report and accompanying independent EQA grid in the UNFPA Evaluation Database.

Evaluation team: In consultation with the evaluation manager and the reference group, the team prepares the design report, undertakes field work based on the evaluation design, presents preliminary findings and recommendations at the debriefing meeting at the end of the field phase and prepares a final evaluation report. The evaluation team is responsible for ensuring the quality of all deliverables.

13. Ethical considerations

The evaluation process should conform to the relevant ethical standards in line with UN Ethical Guidelines for Evaluation including but not limited to informed consent of participants, privacy, and confidentiality considerations. The relevant ethical standards will be identified and the mechanisms and measures to ensure that standards will be maintained during the evaluation process should be provided in the design report.

14. Reference documents

- Report on MTR of CP8 (2014),
- SP document of UNFPA for 2014 – 2017 including Annex on Business Model,
- OP document (2012 – 2016), CCPD (2011),
- Viet Nam CO strategic directions for 2012-2016 (2012),
- 13 DPOs and AWP of NIPs(2012 – 2015),
- Annual Project Progress Reports,
- UNFPA policy and guideline on evaluations,
- Joint Programming Group (JPG) reports,
- Annual DaO reports on OP (2012, 2013, 2014),
- Report on UN joint country analysis Viet Nam (2010),
- Report on country-led evaluation of DaO in Viet Nam (2010),
- UNCT Viet Nam contribution to the issues raised by the ECOSOC in relation to the combined second, third and fourth periodic reports of Viet Nam (2014),
- Report on equity-focused systematic review of one plan 2012 – 2016,
- MDG report on Viet Nam (2013).

More details of UNFPA programme/projects can be found at the web-based Programme Monitoring System (wPMS) at: <http://www.dimonitoring.org/V3/vietnam/> [User ID: CP8 - Password: vn2012]

The CO will create and upload key reference documents into the Google Drive for CPE of CP8.

Annex 1 of TOR: Ethical Code of Conduct for Study/Research

Evaluations of UNFPA-supported activities need to be independent, impartial and rigorous. Each evaluation/study/research should clearly contribute to learning and accountability. Hence researchers/evaluators must have personal and professional integrity and be guided by propriety in the conduct of their business.

Evaluation team / evaluators:

1. To avoid conflict of interest and undue pressure, researchers need to be independent, implying that members of a study/research team must not have been directly responsible for the policy-setting/programming, design, or overall management of the subject of study/research, nor expect to be in the near future. Researchers/evaluators must have no vested interests and have the full freedom to conduct impartially their study/research work, without potential negative effects on their career development. They must be able to express their opinion in a free manner.
2. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time and respect people's right not to engage. Researchers/evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Researchers/evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
3. Evaluation/studies/researches sometimes uncover evidence of wrong doing. Such cases must be reported discreetly to the appropriate investigative body.
4. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, researchers/evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the study/research. Knowing that study/research might negatively affect the interests of some stakeholders, researchers should conduct the study/research and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
5. Are responsible for the clear, accurate and fair written and/or oral presentation of study limitations, evidence based findings, conclusions and recommendations.

For details on the ethics and independence in evaluation, please see UNEG Ethical Guidelines and Norms for Evaluation in the UN System.

<http://www.unevaluation.org/search/index.jsp?q=UNEG+Ethical+Guidelines>

http://www.unevaluation.org/papersandpubs/documentdetail.jsp?doc_id=21

Annex 2 of TOR: Evaluation matrix

Assumptions to be assessed	Indicators	Sources of information	Methods and tools for the data collection
Evaluation question 1:			
Assumption 1:			
Assumption 2:			
Assumption 3:			
Evaluation question 2:			
Assumption 1:			
Assumption 2:			
Assumption 3:			
Evaluation question 3:			
Assumption 1:			
Assumption 2:			
Assumption 3:			

Annex 3 of TOR: Outlines of the Design Report

Cover page

UNFPA Country Programme Evaluation: Name of the Country

Period covered by the evaluation

Design Report

Date

Second page

Country Map (half page)

Table (half page)

Evaluation team	
Titles/position in the team	Names

Third page

Table of contents

Table of contents		
Section	Title	Suggested length
Chapter 1: Introduction		
1.1	Purpose and objectives of the country programme evaluation	1-2 pages max.
1.2	Scope of the evaluation	
1.3	Purpose of the design report	
Chapter 2: Country Context		
2.1	Development challenges and national strategies	4-6 pages max.
2.2	The role of external assistance	
Chapter 3: UNFPA Strategic response and programme		
3.1	UNFPA strategic response	5-7 pages max.
3.2	UNFPA response through the country programme	
3.2.1	The country programme	
3.2.2	The country programme financial structure	
Chapter 4: Evaluation Methodology and approach		
4.1	Evaluation criteria and evaluation questions	7-10 pages max.
4.2	Methods of data collection and analysis	
4.3	Selection of the sample of stakeholders	
4.4	Evaluability assessment, limitations and risks	
Chapter 5: Evaluation process		
5.1	Process overview	3-5 pages max.
5.2	Team composition and distribution of tasks	
5.3	Resource requirements and logistic support	
5.4	Work plan	
Total		20-30 pages max.

Annexes:

Annex 1 – Terms of reference

.....

Following page

Abbreviations and Acronyms

List of tables

List of figures

Following page

The key facts table

Annex 4 of TOR: Outlines of the Final Report

Cover page

UNFPA Country Programme Evaluation: Name of the Country
Period covered by the evaluation
Final Evaluation Report
Date

Second page

Country Map (half page)

Table (half page)

Evaluation team	
Titles/position in the team	Names

Third page

Acknowledgements

Fourth page

Table of contents

Section	Title	Suggested length
Executive Summary		3-4 pages max.
Chapter 1: Introduction		
1.1	Purpose and objectives of the country programme evaluation	5-7 pages max.
1.2	Scope of the evaluation	
1.3	Methodology and process	
Chapter 2: Country Context		
2.1	Development challenges and national strategies	5-6 pages max.
2.2	The role of external assistance	
Chapter 3: UN/UNFPA Strategic response and programme strategies		
3.1	UN and UNFPA response	5-7 pages max.
3.2	UNFPA response through the country programme	
3.2.1	Brief description of UNFPA previous cycle strategy, goals and achievements	
3.2.2	Current country programme	
3.2.3	The financial structure of the programme	
Chapter 4: Findings: answers to the evaluation questions		
4.1	Answer to evaluation question 1	25-35 pages max.
4.2	Answer to evaluation question 2	
4.3	Answer to evaluation question 3	
4.4	Answer to evaluation question X	
Chapter 5: Conclusions		
5.1	Strategic level	6 pages max.
5.2	Programmatic level	
Chapter 6: Recommendations		
6.1	Recommendations	4-5 pages max.
Total number of pages		50-70 pages max.

Annexes:

- Annex 1 – Terms of reference
- Annex 2 – List of persons/institutions met
- Annex 3 – List of documents consulted
- Annex 4 – The evaluation matrix

Following page

Abbreviations and Acronyms

List of tables

List of figures

Following page

The key facts table

Following page

Structure of the country programme evaluation report

Annex 5 of TOR: Suggested outline of the technical proposal to be submitted by the institution/firm

Based on the technical requirement in the TOR, the institution/firm will develop a technical proposal. It is noted that the technical proposal will be evaluated using the following criteria.

- a) The study/research institution's general reliability as well as experience and technical capacity in the specific field of the assignment.
- b) The approach in responding to the TOR and the detailed work plan for implementation.
- c) The qualifications and competence of the personnel proposed for the assignment . The personnel will be rated in accordance with:
 - (i) their general qualifications
 - (ii) suitability for the assignment; and
 - (iii) their language qualifications and experience

Part A: PROFILE OF THE STUDY/RESEARCH INSTITUTION

Provide background information on the institution/firm in the related areas of study/research/evaluation. This part will have to indicate the expertise and capacity of institution/firm which submits this technical proposal. The key elements could be (i) reputation of organization and staff (competence/reliability); (ii) institution's experience with proposed study/research; (iii) organizational capability e.g. size of the institution organization, strength of project coordination and support; (iv) quality assurance procedures; (v) experience in related areas of this study/research/evaluation in Viet Nam, if any; (vi) experience in working with UN agencies in Viet Nam, if any; and (vii) financial capacity can be mentioned in this part. Format 1 can be used for summary of the study/research/evaluation conducted by the institution/firm.

Part B: TECHNICAL PLAN

1. Overview/introduction

An overview of what and how to conduct this evaluation by institution.

2. Objectives and key evaluation questions

Overall objective (from the TOR).

Specific objectives (from the TOR).

Evaluation matrix (Key evaluation questions/indicators,...).

3. Design and methodology

Scope and focus.

CPE design (explanation of methodological choice, including the constraints and limitations), sampling design, study sites, etc.

Techniques and tools for data collection and data analysis.

Participatory stakeholders' consultation process.

Ethical issues.

4. Evaluation management and implementation

How to organize/implement and manage this CPE.
Quality assurance/control.
Tentative workplan.
Accountabilities of evaluation team/consultants.

5. Evaluation team

Specify the composition of the evaluation team (e.g., number of team members, team leader with key tasks in conducting this CPE). For the individual members' profile, the table format 2 can be used for the summary of each consultant/CV in each position in this CPE.

6. Final Products

List of final products/Results with the deadlines (see TOR)
Report outline (in annex)

7. Annexes

Below are two formats can be used.

Format 1: Summary of related evaluation conducted by institution (could be 01 page per one evaluation conducted by your institution). Please list only the similar evaluations to CPE (Don't list all study/research conducted by firm/company)

Title of evaluation:		Country:
From .../.../ to .../...		Location:
Estimated cost (in US\$):	Funded by:	
Summary of evaluation (objectives and outputs, who used):		Name of coordinating agency, if any:
Remark, if any:		Availability of publication/report for sharing (title and year of publication), if possible:

Format 2: Evaluation team curriculum vitae (Could be one page per one consultant)

Full name:	
Title:	
Qualifications:	
Previous experience/skills in related study/research/evaluation:	
Role/function to be performed in this evaluation:	
Contact information, if possible:	



Annex 6 of TOR: Evaluation quality assessment (EQA) grid

Title of Evaluation Report: Country Programme Evaluation (CPE) of UNFPA 8th country programme (CP8), 2012 - 2016

Name of Evaluation Manager:

Name of EQA Reviewer (if different to above):

Budget and time frame allocated for this evaluation: CP8

Overall Assessment: Note that the overall assessment must address, as a minimum, the following issues: *scope of the evaluation; methodological design; findings and analysis; credibility of data; recommendations; conclusion; executive summary.*

Quality Assessment criteria	Assessment Levels			
	Very Good	Good	Poor	Unsatisfactory
1. Structure and Clarity of Reporting <i>To ensure report is user-friendly, comprehensive, logically structured and drafted in accordance with international standards.</i> Checklist of minimum content and sequence required for structure: <ul style="list-style-type: none"> i) Acronyms; ii) Exec Summary; iii) Introduction; iv) Methodology including Approach and Limitations; v) Context; vi) Findings/Analysis; vii) Conclusions; viii) Recommendations; ix) Transferable Lessons Learned (where applicable) Minimum requirements for Annexes: ToRs; Bibliography List of interviewees; Methodological instruments used. 	Please insert <u>assessment level</u> followed by your main <u>comments</u> .			
2. Executive Summary <i>To provide an overview of the evaluation, written as a stand-alone section and presenting main results of the evaluation.</i> Structure (paragraph equates to half page max): <ul style="list-style-type: none"> i) Purpose, including intended audience(s); ii) Objectives and Brief description of intervention (1 para); iii) Methodology (1 para); iv) Main Conclusions (1 para); v) Recommendations (1 para). Maximum length 3-4 page 				
3. Design and Methodology <i>To provide a clear explanation of the following elements/tools</i> Minimum content and sequence:				

Quality Assessment criteria	Assessment Levels			
	Very Good	Good	Poor	Unsatisfactory
<ul style="list-style-type: none"> Explanation of methodological choice, including constraints and limitations; Techniques and Tools for data collection provided in a detailed manner; Triangulation systematically applied throughout the evaluation; Details of participatory stakeholders' consultation process are provided; Details on how cross-cutting issues (vulnerable groups, youth, gender equality) were addressed in the design and conduct of the evaluation. 				
4. Reliability of Data <i>To clarify data collection processes and data quality</i> <ul style="list-style-type: none"> Sources of qualitative and quantitative data have been identified; Credibility of primary (e.g. interviews and focus groups) and secondary (e.g. reports) data established and limitations made explicit; Disaggregated data by gender has been utilized where necessary. 				
5. Findings and Analysis <i>To ensure sound analysis and credible findings</i> <u>Findings</u> <ul style="list-style-type: none"> Findings stem from rigorous data analysis; Findings are substantiated by evidence; Findings are presented in a clear manner <u>Analysis</u> <ul style="list-style-type: none"> Interpretations are based on carefully described assumptions; Contextual factors are identified. Cause and effect links between an intervention and its end results (including unintended results) are explained. 				
6. Conclusions <i>To assess the validity of conclusions</i> <ul style="list-style-type: none"> Conclusions are based on credible findings; Conclusions are organized in priority order; Conclusions must convey evaluators' unbiased judgment of the intervention. 				

Quality Assessment criteria	Assessment Levels			
	Very Good	Good	Poor	Unsatisfactory
7. Recommendations <i>To assess the usefulness and clarity of recommendations</i> <ul style="list-style-type: none"> Recommendations flow logically from conclusions; Recommendations must be strategic, targeted and operationally-feasible; Recommendations must take into account stakeholders' consultations whilst remaining impartial; Recommendations should be presented in priority order 				
8. Meeting Needs <i>To ensure that Evaluation Report responds to requirements (scope & evaluation questions/issues/DAC criteria) stated in the ToR (ToR must be annexed to the report). In the event that the ToR does not conform to commonly agreed quality standards, assess if evaluators have highlighted the deficiencies with the ToR.</i>				

Quality assessment criteria (and Multiplying factor *)	Assessment Levels (*)			
	Unsatisfactory	Poor	Good	Very good
5. Findings and analysis (50)				
6. Conclusions (12)				
7. Recommendations (12)				
8. Meeting needs (12)				
3. Design and methodology (5)				
4. Reliability of data (5)				
1. Structure and clarity of reporting (2)				
2. Executive summary (2)				
TOTAL				

(*) Insert the multiplying factor associated with the criteria in the corresponding column e.g. - if “Finding and Analysis” has been assessed as “good”, please enter the number 50 into the “Good” column. The Assessment level scoring the higher number of points will determine the overall quality of the Report

OVERALL QUALITY OF REPORT: [Insert overall Assessment Level based on highest score above – see Explanatory Note for further guidance and example]



ANNEX III: BID SUBMISSION FORM

To: UNFPA
Address: Tenancy A1, Golden Westlake Executive Residences
151 Thuy Khue Street, Ba Dinh District
Hanoi, Vietnam

Dear Sir / Madam,

The undersigned, having read the solicitation documents of Request for Proposal **UNFPA/VNM/15/04**, hereby offers to provide the services, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

We agree to abide by this bid for a period of **90 days** from the date fixed for opening of bid in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We undertake, if our bid is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a binding contract would result only after final negotiations and award of contract are concluded on the basis of the technical and price bids proposed.

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 1.2 of Annex I.

Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the contract have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 1.3 of Annex I.

Dated this day of [year].

Signature and seal of the bidder:

Name:

Title:

Company:

Email address

ANNEX IV: BIDDERS IDENTIFICATION FORM

RFP UNFPA/VNM/15/04

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	



4. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

Signature and seal of the bidder

Name and title

Name of the company:

Date

ANNEX V: FORMAT OF BIDDER'S PREVIOUS EXPERIENCE AND CLIENTS

Order No. & Date	Description (1)	Client	Contact person, phone number, email address	Date of service		Contract Amount	Satisfactory completion
				From	To	(Currency)	

Bidder shall indicate the description of products, services or works provided to their clients. Please indicate relevant contracts to the one requested in the RFP.

To be attached: Documentary evidence (client's letter or certificate) in support of satisfactory completion of above orders.

Signature and seal of the bidder

Countersigned by and seal of Chartered Accountant

Name and title

Name of the company:

Date

ANNEX VI: INSTRUCTION FOR PREPARING TECHNICAL BID

(Please see the Annex 5 of TOR: Suggested outline of the technical proposal to be submitted by the institution/firm)

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Description of the firm and the firm's qualifications: A brief description of your firm/institution and an outline of recent experience on projects of a similar nature. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services such as audited financial statements.
2. Understanding of the requirements for services, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/ days in each specialization that you consider necessary to carry out all work required. .
4. Proposed Team Structure: The composition of the team which you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An Organogram illustrating the reporting lines, together with a description of such organization of the team structure should support your bid.
5. Proposed Project Team Members: Please attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. How you understand our needs and the objective of this project (information needs, performance needs).
7. What your proposed solution approach will be to what we are asking you to do in the terms of reference and why you are proposing these solutions over others.
8. Detailed description of your proposed deliverables
9. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
10. Detailed description of the technical specifications of your proposal
11. A list of tasks which are out-of-scope versus in-scope.
12. Details on your company references and so on
13. Why you would be qualified for this CPE (Similar reference deliverables, ideally with live examples).
14. UNFPA requests bidders to submit information on environmental and social policies and any related documentation in their bid. In the long term it is UNFPA's intention to incorporate



environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements. More information can be accessed on the Global Compact web site, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at procurement@unfpa.org. UNFPA encourages suppliers now to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact.

15. Copies of current certificates such as GMP/quality, FSC/CPP, manufacturer's ISO certificate for the product, manufacturer's CE certificate, USA 510k, Japan QS standard, etc as and if applicable
16. All standard forms as explained under clause 10.1 of the Annex I

The bidders should not include any information which is requested to be submitted separately with financial proposals in their technical proposals. Such action will definitely lead to disqualification of entire proposal.

ANNEX VII: PRICE SCHEDULE FORM

(Please refer to the following format for preparing the Price Schedule in Excel spreadsheet)

PRICE SCHEDULE FORM RFP No. UNFPA/VNM/15/04

The Bidder is required to submit the Financial Bid separately from the rest of the RFP as indicated in the Instructions to Bidders.

The Financial Bid must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Item	Description	Number & Description of Staff by Level	Daily Rate (US\$ or VND)	Days to be Committed	Total Amount (US\$ or VND)
1. Steps					
TOTAL PROFESSIONAL FEES					
2. Estimated out-of-pocket expenses					
TOTAL OUT-OF-POCKET EXPENSES					
TOTAL FEES (Professional + out-of-pocket expenses)					

NOTES:

1) *All related taxes are included in the offered prices.*

2) *In case of discrepancy between unit price and the grand total, the unit price per item shall prevail.*

Signature and seal of the Bidder: _____

Name and title: _____

Name of the Company: _____

Date: _____



ANNEX VIII: UNFPA GENERAL CONDITIONS FOR CONTRACTS

(Please see the UNFPA General Conditions of Contract attached to this RFP)



ANNEX IX: UNFPA SPECIAL CONDITIONS FOR CONTRACTS

[No special conditions applied for this Contract]

ANNEX X: CHECKLIST ON UNFPA CONDITIONS FOR CONTRACTS

Kindly complete and submit this document as part of the Technical Proposal.

Criterion	Response from the bidder
Did your firm review the original RFP including Annexes UNFPA/VNM/15/04 the subsequent revisions posted on United Nations Global Market Place and the answers to the questions received from prospective bidders in full before submitting the technical and financial proposals?	
Does your firm fully agree with all the Terms and Conditions given in the RFP UNFPA/VNM/15/04 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective bidders? (if your answer is other than YES please fill the table below)	

The original Term/ Condition as per the RFP UNFPA/VNM/15/04 and the subsequent revisions.	Proposed deviation (Alternate clause), if any, by the bidder	Reason for proposing alternate clauses

Special Note: If your firm proposes any deviations from the terms and conditions stipulated on the RFP document all such should be summarized using this form. Such proposals should not be indicated within the main body or any other part of your technical proposal. Please be advised that if the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the bid. Please avoid proposing semantic changes.

	On behalf of Business Authority	On behalf of Legal Authority
Signature		
Name		
Title		
Company		
Email address		
Registration No.		

ANNEX XI – SUPPLIER QUALIFICATION REQUIREMENTS

Supplier qualification requirement No. 1: Legal and regulatory requirements

This will be fundamentally judged based on the Annex X - Checklist on UNFPA Conditions for Contracts that will be submitted by the bidders. Special consideration will be given to the proposals not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Proposals should clearly indicate, for each of the UNFPA Conditions for Contracts for Services that the bidder does not accept, the reason for the non-acceptance and the alternative provision. (Please use Annex X)

Supplier qualification requirement No. 2 – Legal status of the bidder

Technical Proposals from the bidders should provide evidence that the bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However evidence on such registrations should be provided)

Supplier qualification requirement No. 3 – Bidder's eligibility

Technical Proposals from the bidders should provide written confirmation that they are not listed in any of the banned/ suspended vendor lists. (Annex III: Bid Submission Form)

- Vendor ineligibility list posted on the United Nations Global Market Place (UNGM).
- UNPD Suspended Vendor List.
- The World Bank's corporate procurement listing of non-responsible vendors and ineligible firms and individual.
- Security Resolution 1267 List.

ANNEX XII - JOINT VENTURE PARTNER INFORMATION FORM

[The bidder shall fill in this Form in accordance with the instructions indicated below.]

Date: *[insert date (as day, month and year) of Bid Submission]*

RFP No.: UNFPA/VNM/15/04

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[Insert bidder's legal name]</i>
2. JV's Party Legal Name: <i>[Insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[Insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[Insert JV's Part year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[Insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Instructions to Bidders Sub-Clauses 1.1, 1.2 and 1.3. <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties



ANNEX XIII: TEMPLATE OF THE CONTRACT FOR PROFESSIONAL SERVICES

CONTRACT BETWEEN THE UNITED NATIONS POPULATION FUND AND OFFICIAL NAME OF THE CONTRACTOR

This Contract dated is made

BETWEEN

(i) the **UNITED NATIONS POPULATION FUND** a subsidiary organ of the General Assembly of the United Nations in terms of Article 22 of the Charter of the United Nations, with its Headquarters at 605, Third Avenue, NY10158, New York, USA (hereinafter referred to as “**UNFPA**”);

and

(ii) [official name of company in full], a company incorporated in [country], with its registered office at [address] (hereinafter referred to as “**the CONTRACTOR**”);

(Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

WITNESSETH

WHEREAS, **UNFPA** wishes to engage the services of **the CONTRACTOR** in order to perform services in respect of [insert summary description of the services] as explained under **Annex II** of this contract. (hereinafter referred to as the “**Services**”);

WHEREAS, **the CONTRACTOR**, represents that it possesses the requisite knowledge, skill, personnel, resources and experience and that it is fully qualified, ready, able and willing to undertake and provide the Services according to the terms and conditions as provided herein;

NOW, THEREFORE, in consideration of their mutual covenants and subject to the terms and conditions set forth below, the Parties agree as follows:

Article 1: Purpose of the Services

1.1 The purpose of this Contract is to perform services for UNFPA on [Describe the technical characteristics and depict the intended use of the services to be provided and the equipment and/or material to be used/installed. It is advisable to describe the technical characteristics of the services in terms of operation capability. When possible use specifications and standards to better define the scope of the contract].

Article 2: Contract Documents

(Delete/amend Annexes which are not applicable as appropriate)

2.1 This Contract together with the Annexes as enumerated below constitutes the entire contract between UNFPA and **the CONTRACTOR**.



2.1.1 Annex I: UNFPA General Conditions for Contracts for the **Provision of Services/ Goods and Services/ De Minimis Contracts** (*Select the applicable version*) as published with **RFP UNFPA/CPH/YY/XXX**

2.1.2 Annex II: UNFPA Terms of Reference as published with **RFP UNFPA/CPH/ YY/XXX**

2.1.3 Annex III: the CONTRACTOR's Technical proposal dated **DATE OF THE PROPOSAL** in response to **RFP UNFPA/CPH/ YY/XXX** incorporated herein by this reference.

2.1.4 Annex IV: the CONTRACTOR's Financial proposal dated **DATE OF THE PROPOSAL** in response to **RFP UNFPA/CPH/ YY/XXX** incorporated herein by this reference.

2.1.5 Annex V: UNFPA's Responses to the Questions Received from Prospective Bidders against the **RFP UNFPA/CPH/ YY/XXX**

2.1.6 Annex VI: Clarification from the CONTRACTOR on their **Financial/Technical** proposal dated **DATE OF THE PROPOSAL** in response to the **RFP UNFPA/CPH/ YY/XXX**

2.1.7 Annex VII: Template of UNFPA Purchase Order.

2.2 This Contract and its Annexes constitute the entire understanding and agreement between and by the Parties concerning the subject matter of this Contract and supersedes all contemporaneous or prior representations, negotiations and understandings.

Article 3: Obligations of the CONTRACTOR

3.1 **The CONTRACTOR** shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with this Contract.

3.2 **The CONTRACTOR** shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

3.3 **The CONTRACTOR** shall submit to **UNFPA** the deliverables specified hereunder according to the following schedule:

DELIVERABLES	DEADLINE	RESPONSIBILITIES OF UNFPA	RESPONSIBILITIES OF THE CONTRACTOR

All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by **the CONTRACTOR** by [MAIL, COURIER AND/OR E-MAIL] to the address specified in **9.4** below.

The **CONTRACTOR** represents and warrants the accuracy of any information or data provided to **UNFPA** for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

The **CONTRACTOR** represents and warrants that honesty shall prevail during the formation and execution of this contract, including but not limited to the process of selection of **the CONTRACTOR** and to the execution of the services included in the scope of the contract. The **CONTRACTOR** shall



report any allegation of Fraud to **UNFPA**. Any fraudulent conduct carried out by the CONTRACTOR may result in the termination of this contract.

Article 4: Remuneration and Payments

4.1 As full compensation for the complete and satisfactory performance of the Services under this Contract, **UNFPA** shall pay **the CONTRACTOR** the fixed contract price as follows:

Currency: XXX
Total amount in figures: XXX
Total amount in words: XXX

4.1.1 The contract value mentioned above is the fixed contract price which will be paid to **the CONTRACTOR** to fulfill all the requirements of the **Annex II** including normal and acceptable deviations on the depth of the work to the satisfaction of UNFPA. This fixed contract price is inclusive of all applicable cost of material, professional charges, allowances, travel related costs and any other miscellaneous expenses applicable.

4.1.2 UNFPA will issue annual Purchase Orders before commencing annual service deliveries. Only Purchase Orders made pursuant to this Contract and only for the services stipulated in such Purchase Orders will constitute a commitment on UNFPA's part. **The CONTRACTOR** should not accept any work from UNFPA under this Contract without receiving an official Purchase Order of UNFPA. An email, a Memo or official letter will not be treated as an official Purchase Order. (Please refer **Annex VII** for a Sample Purchase Order of UNFPA) **(Delete if not applicable. Remember to delete Annex VII from Article 2.1 too.)**

4.1.3 Any additional expenditure should be incurred by **the CONTRACTOR** after communicating and agreeing with UNFPA. Such additional expenses should be well justified and established based on pre agreed rates **(Annex IV)** as applicable.

4.1.4 **(Should be used only if the travel related expenses are agreed to be handled separate from the fixed contract price mentioned under Article 4.1 above. Delete if not applicable)**

(Following options are available. Please use the most appropriate clause to the case being handle, giving due consideration for the best interest of the organization and how the matter was treated at RFP(solicitation) stage.)

Travel related expenses will be reimbursed to the Contractor upon submission of original Invoices. (The actual cost or the projected expenditure per the financial proposal (Annex IV) from the Contractor whichever is the lower)

OR

Travel related expenses (Travel tickets, DSA and terminal expenses) will be processed strictly per the UN travel rules and regulations **should the contractor will be requested to travel under this contract. Expenses associated with such travels** are not included in the contract value mentioned above under Article 4.1. The Contractor should contact the UNFPA focal point on Technical/ Operational matters provided under clause 9.4 for instructions before making travel arrangements.

OR

The sub budget total provided above under Article 4.1 for travel related expenses; USD XXXXX under Article 4 will be the maximum budget ceiling acceptable for travel related expenses. The actual expenses will be reimbursed to the contractor on submission of detail expenditure report together with required supporting document, subject to the maximum expenditure ceiling provided above. The contractor is requested to use the most direct and cheapest options for international travels after collecting three quotations for each mission.

OR

The travel related expenses will be reimbursed based on the actual values and the maximum expenditure reimbursable on each mission will be decided based on the UN travel rules and regulations.

- 4.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by **the CONTRACTOR** in the performance of the Contract.
- 4.3 Payments effected by UNFPA to **the CONTRACTOR** shall not be deemed to relieve **the CONTRACTOR** of its obligations under this Contract nor as an acceptance of UNFPA of the **CONTRACTOR**'s performance of the Services.
- 4.4 UNFPA shall effect payments to **the CONTRACTOR** after satisfactory completion of the deliverables stipulated under Article 3.3 and acceptance by UNFPA of the deliverables and invoices submitted by **the CONTRACTOR** to the address specified in Article 9.4 (to the focal point on Technical and Operational matters) below, upon achievement of the corresponding milestones and for the following amounts:

Milestone	Amount	Target date
Ex: Upon submission of the final Inception Report to the satisfaction, and the acceptance of UNFPA and submission of associated invoice.		

Invoices will indicate the milestones achieved and corresponding amount payable.

- 4.5 Payments made by UNFPA shall be made to the **CONTRACTOR**'s following bank account:

Name of Bank:
 Bank Address:
 Account Name:
 Account Number:
 Bank ID:
 SWIFT Code for non-US Banks:
 Currency

- 4.6 Without any prejudice to any other rights or remedies that UNFPA may have under this Contract, UNFPA may withhold payments to **the CONTRACTOR** if the Services are not performed in accordance with this Contract until **the CONTRACTOR** has remedied such performance. The withholding by UNFPA of any payment shall not, unless UNFPA decides to terminate the Contract, relieve **the CONTRACTOR** of its obligations to continue performance under this Contract.

- 4.7 All Stipends and other allowances, if any, to be paid by UNFPA are to be compensated for at rates not to exceed any current applicable governing rates within the United Nations System.

Article 5: General

- 5.1 **The CONTRACTOR** shall not do any work, provide equipment, materials or supplies or perform any other services which may result in any charges in excess of the above mentioned amounts without the prior written agreement of UNFPA [*include UNFPA staff member in charge- Chief of Procurement for HQ procurements*].
- 5.2 The purchase of equipment and supplies under this Contract, if applicable, will be executed in accordance with procedures established by UNFPA, unless UNFPA is satisfied that **the CONTRACTOR's** own procurement procedures and practices adequately demonstrate the required levels of integrity, fairness and transparency.
- 5.3 **The CONTRACTOR** will maintain, within the contracting period of time, detailed financial records, which clearly identify all funds received from UNFPA and expended by **the CONTRACTOR** for the implementation of the Contract. **The CONTRACTOR** is also required to ensure that adequate systems of internal control are put in place to ensure the financial management of this contract is conducted with the required level of due diligence.

Article 6: Special Conditions

[Insert any special conditions if applicable. Example of sentence introducing special conditions:

Owing to [.....], Article(s) [.....] of the General Conditions in Annex I shall be amended to read/be deleted.]

Proposed special conditions associated with security requirements linked with travel. (Delete if not applicable)

6.1 Security

- 6.1.1 **The CONTRACTOR** shall be fully responsible for the safety and security of personnel and for the safekeeping of all equipment and supplies in the custody of **the CONTRACTOR** or Personnel.
- 6.1.2 **The CONTRACTOR** shall ensure that the Personnel abide by all security regulations, policies and procedures of the United Nations applicable to its performance under this Contract. UNFPA shall inform and, to the extent necessary, update **the CONTRACTOR** for prevailing United Nations security regulations, policies and procedures from time to time. **The CONTRACTOR** shall schedule its activities and performance and provide the relevant UNFPA office with sufficient advance notice of any activities, including movements of Personnel or equipment to enable the relevant UNFPA office to obtain all necessary authorization(s).
- 6.1.3 To the extent that the United Nations security regulations, policies and procedures prevailing in the Mission Area, or any part or parts thereof, require that any activities and/ or movements of personnel, equipment or supplies may only take place in the company of a security escort, UNFPA shall be responsible for providing such security escort upon the same terms and conditions as such escorts are provided to United Nations personnel. **The CONTRACTOR** shall ensure that all Personnel comply with all orders and directives issued by such security escorts.
- 6.1.4 The UNFPA may, at its sole discretion, consent to the inclusion of Personnel in the UNFPA security plan to the extent that it applies within the Mission Area on the same terms that are

offered to implementing partners of UNFPA. Notwithstanding this provision, **the CONTRACTOR** acknowledges and agrees that the UNFPA shall have no obligation to evacuate Personnel from the Mission Area in case of emergency or due to security developments. However, in case of emergency that require the evacuation of Personnel from the Mission Area, the UNFPA shall assist **the CONTRACTOR**, to the extent feasible, in obtaining any necessary landing clearances from the relevant authorities.

6.1.5 Notwithstanding the foregoing, **the CONTRACTOR** acknowledges and agrees that the UNFPA shall not be liable to **the CONTRACTOR**, or Personnel, in connection with the provision, or failure to provide, any security assistance pursuant to this **Article 6.1**, or otherwise, and **the CONTRACTOR** shall indemnify, defend, hold and save harmless the UNFPA and its officials, employees and agents from and against any claim or liability of any nature arising in respect of any security or security related incident, including without limitation, the death, injury or illness of any Personnel, or the loss, damage, destruction, sabotage or theft of any equipment or supplies in the custody of **the CONTRACTOR** or Personnel. The forgoing indemnity is without prejudice to any other indemnity provided by **the CONTRACTOR**, or any other rights or remedies of the UNFPA, under this Contract.

6.1.6 Communication Associated with Security Issues

Operational arrangements on security issues should be confirmed to all stakeholders including the focal points identified under section **9.4** of this Contract through email communication on timely manner.

Article 7: Entry into force and duration of contract

- 7.1 This Contract shall become effective upon its signature by both Parties
- 7.2 The term of this Contract will commence on [insert date] and will remain in force for a period of [...] year(s) unless terminated earlier in accordance with Article ... of UNFPA's **General Conditions for Contracts for the Provision of Services/ Goods and Services/ De Minimis Contracts (Annex 1)**. **(Select the appropriate version)**
- 7.3 All time limits contained in the Contract shall be deemed to be of the essence in respect of the performance of the Services.
- 7.4 Termination or expiry of this Contract or part thereof will not affect any accrued rights or liabilities of either Party nor will it affect the coming into force or continuation in force of any provision of this Contract which expressly or by implication is intended to come into or continue in force on or after such termination.

Article 8: Amendment

Any modification to this Contract shall require an amendment in writing between both Parties duly signed by the authorized representative of the CONTRACTOR and **[include name and position of UNFP staff member- Chief of Procurement for HQ procurements]** on behalf of UNFPA or her/his duly authorized representative.

Article 9: Miscellaneous

- 9.1 UNFPA is committed to preventing, identifying and addressing all acts of fraud against UNFPA as well as third parties involved in UNFPA activities.

9.2 [Use this text if bid is to be issued by Procurement Services Branch, otherwise delete and use text for CO/RO] Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org, who will then make an assessment of the complaint and provide a reply to the Supplier within a week and, if required, advise the Supplier on further recourse.

[Use this text if bid is to be issued by CO/RO, otherwise delete and use text for PSB]: Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly with the UNFPA Head of Office at [enter email address]. The UNFPA Head of Office will then make an assessment of the complaint and provide a reply to the supplier within a week. If the supplier is not satisfied with the reply provided by the UNFPA Head of Office, the supplier may escalate the complaint to the Chief, Procurement Services Branch at procurement@unfpa.org, who will reply to the supplier within a week and advise the Supplier on further recourse if required.

9.3 No terms or provisions of this Contract will be deemed waived and no breach excused, unless such waiver or excuse is in writing and signed by the Parties giving the waiver or excuse. No consent to, or excuse or waiver of, a breach of this Contract shall constitute a consent to, excuse or waiver of any other subsequent breach.

9.4 Any notice, request or approval required or permitted to be given or made under the Contract shall be made in writing in the English language. Such notice, request or approval, shall be deemed to be duly given or made when it shall have been delivered by either (i) personal delivery against receipt, (ii) recognized overnight delivery service, (iii) postage prepaid, return receipt requested certified mail, (iv) facsimile, or (v) email, addressed to the party or parties for whom intended at the addresses shown below or such other addresses as intended recipient previously shall have designated by written notice previously given pursuant to the Contract.

For UNFPA:

Contractual Matters:	Technical / Operational Matters:
Name, Title, Branch/ Division UNFPA, Address Tel: Email:	Name, Title, Branch/ Division UNFPA, Address Tel: Email:

For the CONTRACTOR:

Contractual Matters:	Technical / Operational Matters:
Name, Title, Branch/ Division Name of the Contractor, Address Tel: Email:	Name, Title, Branch/ Division Name of the Contractor, Address Tel: Email:

- 9.5 Severability: If any provision of this Contract is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- 9.6 UNFPA strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNFPA Contractors. Accordingly, any registered company that is found to have undertaken unethical, unprofessional or fraudulent activities, will be suspended or forbidden to continue business relations with UNFPA.
- 9.7 UNFPA requires that all Contractors observe the highest standard of ethics during procurement and execution of work. Pursuant to this policy, UNFPA defines the terms set forth as follows:
- (a) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract;
- (b) Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition.
- UNFPA will declare a Contractor ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA-financed contract/agreement if at any time it determines that the Supplier has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNFPA-financed contract/agreement.
- 9.8 Contractors, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Division for Oversight Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Contract, and to debar and remove the CONTRACTOR from UNFPA's list of registered suppliers.
- 9.9 UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this UNFPA personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, stationery, transportation, recreational trips to sporting or cultural events, theme parks or offers of holidays, or and any other forms of benefits. The CONTRACTOR shall not offer any forms of gifts, hospitality or benefits to UNFPA personnel.
- 9.10 During the validity of this Contract, the CONTRACTOR shall inform UNFPA immediately, by written notice to procurement@unfpa.org, if it is debarred by the World Bank or suspended by any UN organization. Failure to fulfill this requirement will be considered as a breach of agreement and UNFPA reserves the rights to consider invalid any purchase orders issued during a suspension/debarment period.

Vendors listed on any of the following lists are considered ineligible by UNFPA:

- Vendor ineligibility list posted on the United Nations Global Market Place (UNGM).
- UNPD Suspended Vendor List.
- The World Bank's corporate procurement listing of non-responsible vendors and ineligible firms and individual.



- Security Resolution 1267 List.

- 9.11 By signing this Contract, the CONTRACTOR agrees that UNFPA is free to share this Contract with other UN Agencies for their use in direct ordering.
- 9.12 For every Purchase Order, UNFPA shall publish on UNGM (<http://www.ungm.org>) the following information: Purchase Order Reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract Value and Issue Date of the Purchase Order. *(Delete if not applicable)*
- 9.13 Currently UNFPA is requesting information on environmental policies and other environmental documentation in bids submitted by prospective vendors. In the long run it is UNFPA's intention to incorporate environmental and social criteria considerations into the evaluation process. It is also UNFPA's intention over the long-term to request all suppliers to adhere to Global Compact requirements. Therefore, suppliers should begin to research and subscribe to this agreement. For more information or assistance with signing up for the Global Compact, please contact PSB at procurement@unfpa.org.

IN WITNESS WHEREOF, the authorized representatives of the Parties have signed this Contract on the dates set forth below: _

For UNFPA

For (CONTRACTOR)

Signature _____

Signature _____

Name _____

Name _____

Title/Date _____

Title/Date _____

(N.B. Each page of the contract is to be initialed)

ANNEX XIV: CHECK LIST ON BIDDING FORMS

The following checklist is provided as a courtesy to bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the bidder's internal reference and does not need to be submitted with the bid.

ACTIVITY	LOCATION	YES / NO/ NOT APPLICABLE	REMARKS
Have you read and understood all of the Instructions to Bidders in Annex I of the bidding documents?	Annex I		
Have you reviewed and agreed to the UNFPA Conditions of Contracts?	Annex VIII		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	Annex IX		
Have you completed the Bid Submission Form?	Annex III		
Have you completed the Bidder's Identification Form?	Annex IV		
Have you completed the Format of Bidder's Previous Experience and Clients?	Annex V		
Have you completed and signed the Price Schedule Form?	Annex VII		
<i>[Delete if not applicable]</i> Have you completed the Joint Venture Partner Information Form?	Annex XII		
Have you reviewed all of the relevant contract form(s)?	Annex XIII		
<i>[Delete if not applicable]</i> Have you prepared a copy of your company's registration in the country of operation?	Annex XI		
Have you prepared a copy of the previous year's audited company Balance and Financial Statements?	Annex I, 10.1		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	Annex I, 1.3, Annex III		
<i>[Delete if not applicable]</i> Have you provided any copies of current certificates such as GMP/Quality, FSC/CPP, manufacturer's ISO certificate for the product, manufacturer's CE certificate, USA510k, Japan QS standard, etc.	Annex VI		
Have you provided a copy of any of your company's environmental or social policies, and any related documentation?	Annex I, 29		
Have you reviewed the UN Global Compact requirements?	Annex 1, 29		
Have you sealed and marked the bids according to Instructions to Bidders Clause 12.1 (hard copy bids) or Clause 12.2 (electronic bids)?	Annex I, 12.1 and 12.2		
If submitted electronically, is the file size of the bid less than 9MB? (If the file size is above 9 MB, refer to Instructions to Bidders Sub-Clause 12.2)	Annex I, 12.2		
Have you noted the bid closing deadline?	Cover letter, #5		
Have you provided information on Supplier qualification Requirements?	Annex XI & Annex X		
<i>[Delete if not applicable]</i> Have you provided	Annex XI		

ACTIVITY	LOCATION	YES / NO/ NOT APPLICABLE	REMARKS
documentary evidence that the bidder has successfully completed at least one similar contract within the last five years for supply of goods?			
<i>[Delete if not applicable]</i> Have you provided contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback?	Annex XI		
<i>[Delete if not applicable]</i> Have you provided sufficient documentation of your company's ability to undertake the contract, i.e., <ul style="list-style-type: none"> - List of similar contracts executed for other clients including contract details. - Evidence that the bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts. 	Annex V Annex XI		
<i>[Delete if not applicable]</i> Have you provided sufficient documentation of your company's managerial capability? <ul style="list-style-type: none"> - Details of company's managerial structure. - Quality assurance systems in place. 			
Have you supplied Client's certificates in support of the satisfactory operation of the goods as specified above?	Annex V		
Have you checked Annex I, 10.1 & 10.2 and provided all requested documentation in right format.	Annex I, 10.1 and 10.2		