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12 October 2017

REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/VNM/RFP/17/01

For the establishment of a:

CONTRACT FOR PROFESSIONAL SERVICES

In regards to:

SUPPLY/PROVISION OF CONSULTANCY SERVICES to UNFPA HA NOI, VIET NAM
FOR DESIGNING A FATHERHOOD PROGRAMME –
PREVENTING MEN'S VIOLENCE AGAINST WOMEN IN VIET NAM

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the above-mentioned services. Your company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a contract for professional services (CPS) between your company and UNFPA.
2. To enable your company to submit a Bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Section VII:	Contractual Forms

3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids.
4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than **15h00 (Ha Noi Time, GMT+7) on Wednesday, 08 November 2017.**



- a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 19.4 Submission of hard copy Bids, and should reach the following address:
United Nations Population Fund (UNFPA)
Green One UN House
304 Kim Ma Street, Ba Dinh District, Ha Noi
Viet Nam
 - b. If you choose to submit your Bid electronically, your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 19.3 Submission of electronic Bids, should reach the email inbox of vbiddtender@unfpa.org. Do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
5. Bids received after the stipulated date and time will be rejected.
 6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form **SECTION VI – ANNEX A: BID CONFIRMATION FORM**. A completed Form should be e-mailed to: **Ms. Nguyen Minh Ha, Admin/Finance Associate – UNFPA Viet Nam** at mnguyen@unfpa.org no later than **25th October 2017** and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
 7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: **Ms. Nguyen Minh Ha, Admin/Finance Associate – UNFPA Viet Nam** at email: mnguyen@unfpa.org

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.
 8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](http://ungm.org). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: <https://www.ungm.org/Public/Pages/RegistrationProcess>

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email 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.
 9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.
 10. This letter is not to be construed in any way as an offer to contract with your company/institution.

Yours sincerely,

Do Thi Thu Ha
Operations Manager
UNFPA Viet Nam

Table of Contents

SECTION I: INSTRUCTIONS TO BIDDERS	5
A. INTRODUCTION	5
1. General	5
2. Eligible Bidders	5
3. Cost of Bid	6
4. Fraud and Corruption	6
5. Zero Tolerance	8
6. Disclaimer	8
B. SOLICITATION DOCUMENTS	8
7. UNFPA Bidding document	8
8. Clarifications of Bidding documents	8
9. Amendments to Bidding documents	9
C. PREPARATION OF BIDS	9
10. Language of the Bid	9
11. Bid currency and prices	9
12. Conversion to single currency	9
13. Most favored pricing	10
14. Validity of Bids	10
D. SUBMISSION OF BIDS	10
15. Documents establishing eligibility and conformity to Bid documents	10
16. Technical Bid	10
17. Financial Bid	11
18. Partial & Alternative Bids	11
19. Submission, sealing, and marking of Bids	11
19.3. Submission of electronic Bids	11
19.4. Submission of hard copy Bids	12
20. Deadline for submission of Bid and late Bids	13
21. Modification and withdrawal of Bids	13
22. Storage of Bids	13
E. BID OPENING AND EVALUATION	13
23. Bid opening	13
24. Clarification of Bids	14
25. Preliminary examination of Bids	14
26. Non-conformities, errors, and omissions	15
27. Evaluation of Bids	15
28. Technical evaluation	16

29.	Supplier qualification requirements	20
30.	Financial evaluation	21
31.	Total score.....	21
F.	AWARD OF CONTRACT AND FINAL CONSIDERATIONS	21
32.	Award of Contract.....	21
33.	Rejection of Bids and annulments	21
34.	Right to vary requirements and to negotiate at time of award.....	21
35.	Signing of the Contract	22
36.	Publication of Contract Award	22
37.	Payment Provisions.....	22
38.	Bid protest.....	22
39.	Documents establishing sustainability efforts of the Bidder	22
	SECTION II: TERMS OF REFERENCE (TOR)	23
	SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID	30
	SECTION III: GENERAL CONDITIONS OF CONTRACT.....	31
	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT	32
	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS	33
	SECTION VI: BID AND RETURNABLE FORMS	35
	SECTION VI – ANNEX A: BID CONFIRMATION FORM	36
	SECTION VI – ANNEX B: BID SUBMISSION FORM.....	37
	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM.....	38
	SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE.....	41
	SECTION VI – ANNEX E: PRICE SCHEDULE FORM	42
	SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM.....	43
	SECTION VI – ANNEX G: CHECKLIST OF BID FORMS.....	44
	SECTION VII: CONTRACTUAL FORMS	47
	SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES.....	48

SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General

- 1.1. UNFPA's Procurement Services Branch wishes to establish a contract for professional services with a qualified supplier(s) for the provision of **consultancy services for designing a Fatherhood Programme – preventing men's violence against women in Viet Nam** in support of UNFPA Viet Nam's 9th Country Programme (2017-2021).
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with a single supplier.
- 1.3. In the event of UNFPA signing a contract the following shall apply:
 - 1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems, located in Viet Nam, that wishes to avail itself of such terms, after written consent from UNFPA's Procurement Services Branch;
 - 1.3.2. The contract template specified in **SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES**, shall be used.

2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.
- 2.2. Bidders and all parties constituting the Bidder may hold any nationality.
- 2.3. Bidders must not have a conflict of interest in order to be considered eligible. 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:
 - 2.3.1. Are, or have been associated in the past, with a company 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 and/or services to be purchased under this Bid.
 - 2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids accepted under instructions to Bidders clause 18 is not permitted. However, this does not limit the participation of subcontractors in more than one Bid.
 - 2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
 - 2.3.4. The following information must be disclosed in the Bid:
 - 2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and

- 2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
- 2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
 - 2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
 - 2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
 - 2.4.3. Included on 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;
 - 2.4.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA
- 2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
 - 2.7.1. The completed Joint Venture Partner Information Form,
 - 2.7.2. **SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION** FORM, must be included with the Bid; and
 - 2.7.3. All parties to the JV shall be jointly and severally liable; and
 - 2.7.4. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded a contract, during the validity of the contract.

3. Cost of Bid

- 3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

4. Fraud and Corruption

- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
- 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.

- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
- 4.4.1. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - 4.4.2. “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
 - 4.4.3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - 4.4.4. “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - 4.4.5. “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
 - 4.4.6. “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
- 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
- 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices in competing for, or in executing, a UNFPA contract/agreement.
- 4.7. Any supplier participating in UNFPA’s procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
- 4.8. Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations 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 Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.
- 4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)

5. Zero Tolerance

5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).

6. Disclaimer

6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. SOLICITATION DOCUMENTS

7. UNFPA Bidding document

7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGM\)](#).

7.2. Bidding documents consists of the following:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Annex A:	Instructions for Preparing Technical Bid
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Annex A:	Bid Confirmation Form
Annex B:	Bid Submission Form
Annex C:	Bidder Identification Form
Annex D:	Bidder's Previous Experience
Annex E:	Price Schedule Form
Annex F:	Joint Venture Partner Information Form
Annex G:	Checklist of Bid Forms
Section VII:	Contractual Forms
Annex A:	Template of Proposed Contract for Professional Services

7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the Bid or result in the rejection of the Bid.

7.4. Bidders are cautioned to read Section II – Terms of Reference, 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.

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

8. Clarifications of Bidding documents

8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

Ms. Nguyen Minh Ha, Admin/Finance Associate, mnguyen@unfpa.org

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than **31st October 2017 at 15:00 (Ha Noi Time, GMT+7)**¹.

8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, (www.ungm.org).

8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents

9.1. At any time prior to the Bid submission deadline, 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 issuing an amendment.

9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.

9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

C. PREPARATION OF BIDS

10. Language of the Bid

10.1. Bid documents and all related correspondence will be written in **English**.

10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices

11.1. All prices shall be in **US dollars (USD)** or any other convertible currency.

11.2. The Bidder shall indicate on the Price Schedule Form in accordance to **SECTION VI – ANNEX E: PRICE SCHEDULE FORM** the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.

12. Conversion to single currency

12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the [UN Operational Rate of Exchange \(UNORE\)](#) on the last day for submission of Bids.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

13. Most favored pricing

- 13.1. By submitting a Bid, the Bidder certifies that the same services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

14. Validity of Bids

- 14.1. Bids must remain valid for **90 calendar days** after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

D. SUBMISSION OF BIDS

15. Documents establishing eligibility and conformity to Bid documents

- 15.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses **16** Technical Bid and **17** Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.
- 15.2. Submission of a Bid that 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.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

16. Technical Bid

- 16.1. Documents establishing the eligibility of the Technical Bid:

- 16.1.1. Completed and signed Bid Submission Form; [SECTION VI – ANNEX B: BID SUBMISSION FORM](#) in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.
- 16.1.2. Completed Bidder Identification Form; [SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM](#) in PDF format.
- 16.1.3. Completed Bidder's Previous Experience; [SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE](#) in PDF format.
- 16.1.4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in [SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID](#) in PDF format
- 16.1.5. Supporting documents/information per the Supplier Qualification Requirements; [SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS](#)
- 16.1.6. Completed Joint Venture Partner Information Form (if applicable); [SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM](#) in PDF format.
- 16.1.7. Copy of last three years of audited financial statements.

17. Financial Bid

- 17.1. Bidders must complete the Price Schedule Form in accordance to [SECTION VI – ANNEX E: PRICE SCHEDULE FORM](#) both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.
- 17.2. Please consider the following information when completing the Price Schedule Form:
- 17.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in [SECTION VI – ANNEX E: PRICE SCHEDULE FORM](#). Bidders are required to provide separate figures for each of the steps for each item.
 - 17.2.2. 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 broken down into itemized prices.
 - 17.2.3. All prices/rates Bid must be **inclusive of all taxes** (if any). The applicable unit of measure should be clearly indicated.
 - 17.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

18. Partial & Alternative Bids

- 18.1. Partial Bids are **not allowed** under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.
- 18.2. Alternative bids are **not accepted**. In the event of a supplier submitting more than one bid, the following shall apply:
- 18.2.1. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
 - 18.2.2. All bids will be rejected if no indication is provided as to which bids are alternative bids.

19. Submission, sealing, and marking of Bids

- 19.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.
- 19.2. UNFPA provides alternative methods of Bid submission:
- 19.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause [19.3](#)
 - 19.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause [19.4](#)
 - 19.2.3. Any of the above options is acceptable and only one method is required. In accordance with UNFPA's green procurement initiative, electronic submissions are strongly encouraged.

19.3. Submission of electronic Bids

- 19.3.1. Bidders must enter the following text in the subject line: [UNFPA/VNM/RFP/17/01, Company Name](#), and specify **“Technical Bid”** or **“Financial Bid”**. Example below:
- 19.3.1.1. [UNFPA/VNM/RFP/17/01 \[Company name\]](#), Technical Bid email X
 - 19.3.1.2. [UNFPA/VNM/RFP/17/01 \[Company name\]](#), Financial Bid

19.3.1.3. Submissions without this text in the subject line may be rejected.

19.3.2. Electronic submissions must be sent only to vbiddtender@unfpa.org. Bids received at vbiddtender@unfpa.org mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

19.3.3. The total size of the email submission must **not exceed 20 MB**, including e-mail body, attachments, and headers.

19.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in clauses 16 & 17. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.

19.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform Ms. Nguyen Minh Ha, Admin/Finance Associate at mnguyen@unfpa.org

19.4. Submission of hard copy Bids

19.4.1. Bidders must prepare one Original set of all Bid documents, In addition to the hard copy; Bidders should enclose their Bid documents in a USB or CD containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.

19.4.2. Marking of hard copy Bids

19.4.2.1. The **outer envelope** must be clearly marked with:

UNITED NATIONS POPULATION FUND
 Green One UN House
 #304 Kim Ma Street, Ba Dinh District, Ha Noi
 Viet Nam
 UNFPA/VNM/RFP/17/01 - “Company Name”
 Attention: Ms. Nguyen Minh Ha, Admin/Finance Associate
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

19.4.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.

19.4.2.3. The **inner envelopes** must be clearly marked with:

UNITED NATIONS POPULATION FUND
Green One UN House
#304 Kim Ma Street, Ba Dinh District, Ha Noi
Viet Nam
 UNFPA/VNM/RFP/17/01 - “*Company Name*”
 Attention: Ms. Nguyen Minh Ha, Admin/Finance Associate
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

Submission 1 of 2: UNFPA/VNM/RFP/17/01 [*Company name*], Technical Bid
 Submission 2 of 2: UNFPA/VNM/RFP/17/01 [*Company name*], Financial Bid

20. Deadline for submission of Bid and late Bids

- 20.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.
- 20.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

21. Modification and withdrawal of Bids

- 21.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
- 21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 21.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 19 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”. Any revision to the Bid must be received by the deadline.
- 21.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

22. Storage of Bids

- 22.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA’s RFP.

E. BID OPENING AND EVALUATION

23. Bid opening

- 23.1. UNFPA will conduct an internal Bid opening on **8th November 2017 at 16:00 (Ha Noi Time, GMT+7²) at the office of UNFPA Viet Nam, #304 Kim Ma Street, Ha Noi, Viet Nam.**

² <http://www.timeanddate.com/worldclock/city.html?n=69>

- 23.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders' names and submitted documents shall be announced and recorded on the Technical Bid opening report.
- 23.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
- 23.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders' names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
- 23.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

24. Clarification of Bids

- 24.1. 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 Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

25. Preliminary examination of Bids

- 25.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
- 25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
- 25.3. A substantially responsive Bid 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:
 - 25.3.1. Affects in any substantial way the scope, quality, or services specified; or
 - 25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or
 - 25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 25.4. UNFPA considers material deviations to include, but not be limited to the following:
 - 25.4.1. During preliminary examination of Bids
 - 25.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;

- 25.4.1.2. 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 of Contract and Limitation of Liability;
- 25.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
- 25.4.1.4. Non-eligibility of the Bidder;
- 25.4.1.5. Financial information is included in the Technical Bid.
- 25.4.2. During technical evaluation of Bids and qualification of Bidders:
 - 25.4.2.1. Bids do not reach the minimum threshold on technical score.
 - 25.4.2.2. The Bidder does not meet the minimum conditions for qualification.
- 25.4.3. During Financial evaluation of Bids:
 - 25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3
 - 25.4.3.2. Required price components are missing;
 - 25.4.3.3. The Bidder offers less quantity than what is required
- 25.5. 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.

26. Non-conformities, errors, and omissions

- 26.1. Provided that a Bid is substantially responsive:
 - 26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
 - 26.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities 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.
 - 26.1.3. UNFPA shall correct arithmetical errors on the following basis:
 - 26.1.3.1. 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;
 - 26.1.3.2. 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.

27. Evaluation of Bids

- 27.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.

- 27.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.
- 27.3. 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 person not officially concerned with such process until the contract award is published.
- 27.4. 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.
- 27.5. 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.

28. Technical evaluation

- 28.1. The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

Criteria	[A] Maximum Points	[B] Points attained by the Bidder	[C] Weighting %	[B] x [C] = [D] Total Points
<p>1. The firm's general reliability as well as experience in designing Fatherhood Programme</p> <p>Points to assess:</p> <ul style="list-style-type: none"> <i>An established organization with at least 7 years of practical experience in providing consultancy services in relevant areas (10 points).</i> <i>Experience in designing of and/or development and implementation of Fatherhood Program in prevention of VAW (40 points)</i> <i>Track record in designing and implementing successful interventions of engaging men in actions for gender equality, preventing and responding to VAW in different contexts, especially those in Asian countries. (20 points)</i> <i>Organizational capability (having clear governing bodies including organisation chart – staff size for undertaking the consultancy work), coordination and financial management (having appropriate project management capacity including financial management system) (10 points)</i> <i>Have expertise and experience in results based management and human rights-based approach to programming (10 points)</i> <i>Experience working with multi-, bilateral programmes/projects and UN agencies, particularly UNFPA and/or other development partners in Viet Nam (10 points)</i> 	100		10%	

<p>2. Understanding of the terms of reference</p> <p>The technical proposal that addresses all requirements of this TOR with budget estimation, included a clear presentation/discussion of:</p> <ul style="list-style-type: none"> • <i>The required contents of the program design as stated in the TOR (35 points)</i> • <i>The required contents of the toolkit/handbook (35 points)</i> • <i>A clear and concise elaboration on how the program design and toolkit/handbook are suitable for the context of Viet Nam (both urban and rural contexts, and the institutional context) (30 points)</i> 	100		10%	
<p>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</p> <p>The technical proposal included a clear presentation/ discussion of:</p> <ul style="list-style-type: none"> • <i>Proposed approach including explanation of the model choice, and the required resources and capacity for implementation of the models (50 points)</i> • <i>Proposed detailed workplan and timetable for fulfilling the tasks indicated in the TOR (30 points)</i> • <i>Quality assurance mechanism throughout the phases of the assignment (20 points)</i> 	100		40%	

<p>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</p> <ul style="list-style-type: none"> • <i>Team having overall combination of skills and competencies is adequate and relevant to the consultancy as requirement of the TOR, particularly, the team should have profound working experiences in engaging men in actions for gender equality and VAW prevention and responding (30 points)</i> • <i>Distribution of roles and tasks for team members is coherent in regards to the ToR (20 points)</i> • Team leader (25 points) : <ul style="list-style-type: none"> ✓ A post-graduate degree in behaviour change communication, or anthropology, social science related field; ✓ At least 15-years of working experience in intervention programs on GBV/DV and gender; ✓ International experience on designing behaviour change communication program on gender and/or development area, experience on gender transforming and working with men and boys is an asset; ✓ Experience in working in Asia, working experience in Viet Nam is an asset; ✓ Strong analytical and strategic thinking skills; ✓ Solid knowledge on results based management (RBM) and ability to develop results based programming; ✓ Solid understanding of a human rights-based approach to programming; ✓ Demonstrated capacity to be innovative and flexible; and ✓ Excellent English writing skills demonstrated in academic papers or reports. • Team members (25 points): <ul style="list-style-type: none"> ✓ Having a post-graduate degree in gender and development, or social science related field; ✓ At least 7-years of working experience in GBV/DV and gender program; ✓ International and national experiences on designing intervention programmes on GBV/DV and gender discrimination, focus on male involvement; ✓ Substantive knowledge and insight of the development context of Viet Nam, especially with regard to GBV/DV, gender inequality, male involvement, and related policies, guidelines and programs; ✓ Excellent English writing skills demonstrated in academic papers or reports. 	100		40%	
GRAND TOTAL ALL CRITERIA	400		100%	

28.2. Scoring Scale System

28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

29. Supplier qualification requirements

29.1. The responses from the Bidders compared to [SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM](#) and [SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE](#) of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed contract.

Number	Supplier Qualification Parameter	Bid is acceptable? (YES/NO)	Justification
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 of Contracts (Section III)	
2	Bidder is established as a company and legally incorporated in the country		
3	Bidder is not a banned or suspended supplier		

29.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder's capabilities and capacity to execute the services satisfactorily before deciding on award.

29.3. 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 have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

30. Financial evaluation

- 30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and is considered qualified through the supplier qualification process described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.
- 30.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form [SECTION VI – ANNEX E: PRICE SCHEDULE FORM](#). The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

$$\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}$$

31. Total score

- 31.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

$$\text{Total Score} = [70\%] \text{ Technical Score} + [30\%] \text{ Financial Score}$$

F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

32. Award of Contract

- 32.1. UNFPA intends to award the Contract for Professional Services to the Bidder(s) that obtains the highest combined score of the Technical and Financial evaluation.

33. Rejection of Bids and annulments

- 33.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/purchase orders or if the Bidder from UNFPA's perspective is not in a position to deliver pursuant to the contract.
- 33.2. UNFPA reserves the right to annul the RFP 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.
- 33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

34. Right to vary requirements and to negotiate at time of award

- 34.1. At the time of award of the contract UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP by up to 20% without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.
- 34.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the contract to ensure that the Financial Bid is competitive on all aspects of the price.
- 34.2.1. 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.

34.2.2. 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.

35. Signing of the Contract

35.1. The procurement official will send the successful Bidder(s) the contract for professional services for a fixed contract value, which constitutes notification of award. Successful Bidder(s) shall sign and date the contract, and return it to UNFPA within 10 calendar days of receipt of the contract. To facilitate the process of signing the contract, Bidders are expected to have reviewed the template of Contract for Professional Services, found in **SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES** of the Bidding documents prior to submitting a Bid. 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.

35.2. UNFPA reserves the right to discontinue the contract if the supplier's performance is not satisfactory to UNFPA.

36. Publication of Contract Award

36.1. UNFPA will publish the following contract award information on United Nations Global Marketplace <http://www.ungm.org>, unless it is deemed to be in the interest of UNFPA not to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract amount and the issue date of the contract/purchase order.

37. Payment Provisions

37.1. 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.

38. Bid protest

38.1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of contract may complain to the UNFPA Head of the Business Unit [Ms. Astrid Bant, UNFPA Viet Nam Representative at bant@unfpa.org]. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief of the Procurement Services Branch at procurement@unfpa.org.

39. Documents establishing sustainability efforts of the Bidder

39.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating 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 to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.

SECTION II: TERMS OF REFERENCE (TOR)

CONSULTANCY SERVICE TO DESIGN A FATHERHOOD PROGRAMME – PREVENTING MEN'S VIOLENCE AGAINST WOMEN IN VIET NAM

1. BACKGROUND

Gender Based Violence (GBV) and gender discrimination against women and girls persist as ones among major problems for Vietnam's social and economic development. The economic cost of violence against women (VAW) in family setting to society is high as there are costs related to income, services and productivity. But the social costs are even higher as VAW has a substantial impact on the social cohesion and resilience of communities and hence on economic growth and poverty reduction³. Women are frequently subjected to physical, psychological, emotional, and sexual violence. The National Study on Domestic Violence against Women in 2010 shows that 58% of ever-married women aged 18-60 had experienced some forms of violence at least once in their lifetime by their husbands or intimate partners⁴.

Domestic violence (DV)/VAW and sex ratio at birth (SRB) imbalance are manifestations of gender inequality, discrimination and unequal power relations between men and women, both as groups and as individuals. Yet, DV in Viet Nam continues to be viewed predominantly as a woman's issue, tied to internal family conflict, and son preference is often seen as an inter-generational gender 'norm'. Recent research conducted with men and boys in Viet Nam and in the region, however, suggest that well-designed and well-implemented interventions can transform discriminatory attitudes and practices among men as well as women which regard women as less worthy and subordinate to men and contribute to GBV and SRB imbalance⁵. Central to these studies has been recognition that existing laws and policies, and on-going work with women and girls to address GBV and SRB imbalance must be complemented by work with men and boys to change social norms around masculinity in order to make them more gender equitable. Further, they recommend that excluding men and boys will be detrimental to effecting real and lasting change in gender relations. It is important to address mindsets and attitudes and involve men and boys in efforts to address gender inequality; because men are often the primary decision makers in the family, they can also be partners and agents of change. Positive male role models need to be identified and encouraged to advocate for social change!

Among ongoing intervention programmes in Vietnam on responding to GBV, few programmes are involving men and boys as a part of the solution to end VAW, while they are a key part of the problem. The role of men and boys is very important in ending VAW as they need to be persuaded to accept their role in preventing violence and protecting and respecting women. Women alone cannot end VAW. Individual men must do more than simply being 'against violence'. They must seek to understand the factors which underlie and contribute to VAW. They must develop an awareness of how these factors have influenced their own beliefs, attitudes and behaviours and adopt new beliefs, new attitudes, and most importantly new behaviours.

³ Estimating the costs of domestic violence against women in Viet Nam (UN, 2012)

⁴ National Study on Domestic Violence against Women in Viet Nam (GSO, 2010)

⁵ Recent following studies 1)'Teach the wife when she first arrives': Trajectories and pathways into violent and non-violent masculinities in Viet Nam; 2) Masculinities and Violence against Women and 3) Study on Gender, Masculinity and Son Preference in Nepal and Viet Nam.

Fatherhood is a key life-stage for all men. It provides an opportunity not just to influence the next generation, but our own generation. It provides an opportunity to examine how the factors that contribute to VAW impact on our choices and behaviours on a daily basis. It provides an opportunity to reflect on issues of masculinity and gendered power relations, and the range of complex, interconnected factors which shape the social conditions that lead to VAW. Most importantly, it provides an opportunity for men to actively work towards the creation and maintenance of equal and respectful relationships with women. A great father is one who practices fathering in such a way as to move us, as a society, closer towards ending men's VAW.

Therefore, in consultations with different partners on primary prevention of VAW, it is recommended to use a *Fatherhood Program* as an approach to address men and boys in their relationships with each other, the relationship of fathers with their children, and their intimate partners. The program will aim at changing thinking, norms, values and behaviour that will benefit boys and men as well as girls and women through healthier, happier, mutually respectful and safer relations and lives. The program will help boys and men to challenge taken-for-granted male privileges and entitlements and to find new gender-equitable ways of expressing masculinities: **no lesser man, but better men**. To be successful the program will not exclusively focus on boys and men, but will be implemented in collaboration with other ongoing intervention projects to address girls and women to change their attitudes, values, expectations and behaviour.

In this context, within the framework of UNFPA support to the Vietnamese Government in the period 2012-2016, UNFPA committed to support its implementing partners to develop and implement a Fatherhood Program in prevention of VAW and gender discrimination. To ensure that the program is culturally appropriate, in late 2016, UNFPA had contracted an institution working in the area of engaging men and boys in preventing men's VAW to conduct needs assessment and develop strategy of Fatherhood Program which provided inputs for designing and piloting the Program from 2017 onward. The Need Assessment Report and Strategy of Fatherhood Program are now available.

In continuation, under the framework of Country Program 9 (2017-2021), UNFPA is planning to support Viet Nam Farmer's Union (VFU) and social organisations (SOs) to design and pilot a Fatherhood Program during 2018-2021. Towards this, the UNFPA Viet Nam Country Office will commission an institution to design a Fatherhood Program together with a Toolkit and a Handbook for piloting this Program in the next four years and possible scaling up in Viet Nam later on.

2. PURPOSE/OBJECTIVES

The main objectives of this consultancy are:

- To design a Fatherhood Program (including a Parenting Component) with a concrete implementation plan for piloting in the next four years (2018-2021) and scaling up later on; and
- To develop a Toolkit and a Handbook for piloting and scaling up the Fatherhood Program in 2018-2021.

3. FINAL PRODUCTS

- A Design of a Fatherhood Program (in English language) including a Parenting Component with a concrete implementation plan for piloting in the next four years (2018-2021) and scaling up later on; and

- A Toolkit and a Handbook (in English language) for piloting the Fatherhood Program in 2018-2021 and scaling up later on.

4. INTENDED USES & USERS

4.1. *Intended uses:*

- To provide inputs for piloting a Fatherhood Program during 2018-2021 and scaling up late on, focusing on engaging men in promoting gender equality and ending VAW in Vietnamese context.

4.2. *Intended users:*

- *Primary users:* UNFPA, Viet Nam Farmers' Union and Social Organisations.
- *Secondary users:* Programmers, policy-makers, professionals, researchers, managers and others who are concerned about prevention of VAW would also find information useful in their specific work.

5. SCOPE AND FOCUS

Under the supervision of the Gender Team Leader of the UNFPA Viet Nam Country Office, the selected institution will contact an assigned staff of UNFPA, and consult with the Vietnam Farmers' Union and Center for Creative Initiatives in Health and Population (CCIHP) to design a Fatherhood Program (including a Parenting Component) with a concrete implementation plan, and to develop a Toolkit and a Handbook for piloting the Program in Viet Nam in the next four years (2018-2021) and scaling up later on.

During 2018-2021, the Fatherhood Program will be piloted in three rural provinces of Viet Nam by VFU and urban areas by CCIHP. Both VFU and CCIHP have rich experience on engaging men and boys in prevention and response to VAWG in Viet Nam context.

The Program Design will include but not limit to the following contents:

- Background/justification for the program;
- Objectives;
- Target groups;
- Scope;
- Log-frame (with clear input, output and outcome indicators);
- Key activities across the Four Strategic Priorities;
- Time frame;
- Detailed budget breakdown; and
- M&E Plan.

The Toolkit/Handbook will include but not limit to the following contents:

- Introduction: Introduction; Learning Objectives; Context; Purpose and scope; Language and Terms; How to use the Toolkit/Handbook;
- Detailed description of each module;
- Activities;
- Discussion guides;
- Evaluation tools; and
- Resources.

6. APPROACH AND METHODOLOGY

6.1. Approach:

The following approach will be applied:

- *The interested institution is expected to submit a technical proposal that meets the requirements of this TOR together with a detailed plan and a proposed budget to implement this consultancy assignment, when applying for this consultancy;*
- *The interested institution will have a briefing with UNFPA, VFU and CCIHP on the technical proposal and implementation plan for clarification if needed; and*
- *The selected institution will have different consultations with UNFPA, VFU and CCIHP during the designing process to ensure the program to become effective, culturally appropriate, and sustainable.*

6.2. Methodology:

A detailed methodology has to be included in the technical proposal.

7. ACCOUNTABILITIES

7.1. The selected institution will:

- be technically and contractually accountable to UNFPA Viet Nam Country Office for all aspects of the assignment;
- deliver the tasks of this TOR in close consultation and collaboration with the Gender Team leader and an assigned UNFPA Program Officer at all times;
- brief UNFPA on the progress of this assignment based on each milestone set in the timeframe;
- consult UNFPA with any difficulties faced during the progress of the consultancy assignment; and
- be responsible for the quality of the report, expected results and deliverables.

7.2. UNFPA Country Office (CO) will

- develop a contract between UNFPA and the selected institution;
- provide necessary background documents;
- provide support, including logistics support if needed for the selected institution to complete the assignment, as mentioned in this TOR;
- monitor the progress and quality of the consultancy assignment; and
- provide comments on the report before it is finalized.

8. PROVISION OF MONITORING AND PROGRESS CONTROLS

Monitoring and progress control will be indicated according to the following schedule:

No	Task	Location	Deadline
1.	Desk review of related documents	Home-based	W1 – Dec 2017
2.	Develop an outline for the Fatherhood Program and send to UNFPA	Home-based	W1 – Dec 2017

3.	Feedback from UNFPA, VFU and CCIHP on the outline of the Fatherhood Program		W1- Dec 2017
4.	Design the draft Fatherhood Program	Home-based	W2 - Dec 2017
5.	Feedback from UNFPA, VFU and CCIHP on the draft Fatherhood Program		W3 - Dec 2017
6.	Revise and finalise the Fatherhood Program	Home-based	W4 - Dec 2017
7.	Develop a Toolkit outline	Home-based	W3 – Jan 2018
8.	Feedback from UNFPA, VFU and CCIHP on the Toolkit outline		W4- Jan 2018
9.	Develop a draft Toolkit	Home-based	W4 – Feb 2018
10.	Feedback from UNFPA, VFU and CCIHP on the draft Toolkit		W2- Mar 2018
11.	Revise and finalise the Toolkit	Home-based	W3 - Mar 2018
12.	Develop a Handbook outline	Home-based	W1 – Apr 2018
13.	Feedback from UNFPA, VFU and CCIHP on the Handbook outline		W2 - Apr 2018
14.	Develop a draft Handbook	Home-based	W1 – May 2018
15.	Feedback from UNFPA, VFU and CCIHP on the draft Handbook		W2- May 2018
16.	Revise and finalise the Handbook	Home-based	W4- May 2018

9. BACKGROUND DOCUMENTS

The following documents will be provided to the selected institution:

- Country Programme Document (CPD);
- Strategic Plan Document (SPD);
- One Strategic Plan (OSP);
- Project Investment Proposals (PIPs) of Ministry of Labor, Invalid and Social Affairs (MOLISA) and Social Organizations (SOs);
- Policy briefs on Gender-based Violence (GBV) and Sex Ratio at Birth (SRB);
- National Fatherhood Programme in Viet Nam: Needs Assessment Report; and
- National Fatherhood Strategy.

10. DEGREE OF EXPERTISE AND QUALIFICATIONS

UNFPA is looking for an institution to deliver this assignment. The institution should clearly indicate the activities and deliverables each consultant of their team will be responsible for, and a team leader should be nominated.

10.1. Requirements for the institution:

- An established organization with at least 7 years of practical experience in providing consultancy services in relevant areas. Working experience in Viet Nam is preferable;
- Experience in designing of and/or development and implementation of Fatherhood Program in prevention of VAW;
- Experience in men's engagement for GBV prevention; and
- Experience working with multi-, bilateral programs/projects, UN agencies, particularly UNFPA and/or other development partners.

10.2. Requirements for key consultants (one team leader and not more than 2 senior consultants, at least one member of the team has strong background and working experiences in development, implementation and evaluation of gender projects/programs):

- Team leader:
 - A post-graduate degree in behaviour change communication, or anthropology, social science related field;
 - At least 15-years of working experience in intervention programs on GBV/DV and gender;
 - International experience on designing behaviour change communication program on gender and/or development area, experience on gender transforming and working with men and boys is an asset;
 - Experience in working in Asia, working experience in Viet Nam is an asset;
 - Strong analytical and strategic thinking skills;
 - Solid knowledge on results based management (RBM) and ability to develop results based programming;
 - Solid understanding of a human rights-based approach to programming;
 - Demonstrated capacity to be innovative and flexible; and
 - Excellent English writing skills demonstrated in academic papers or reports.
- Team members:
 - Having a post-graduate degree in gender and development, or social science related field;
 - At least 7-years of working experience in GBV/DV and gender program;
 - International and national experiences on designing intervention programmes on GBV/DV and gender discrimination, focus on male involvement;
 - Substantive knowledge and insight of the development context of Viet Nam, especially with regard to GBV/DV, gender inequality, male involvement, and related policies, guidelines and programs;
 - Excellent English writing skills demonstrated in academic papers or reports.

11. REVIEW TIME REQUIRED AND PAYMENT TERM

A contract for professional services will be signed between UNFPA Viet Nam and the selected institution.

Payment will be made in three installments as follows:

- ***The first installment:*** 30% of the estimated contract value will be transferred to the contractor after receipt of the draft Fatherhood Program;
 - ***The second installment:*** 30% of the estimated contract value will be transferred to the contractor after receipt and acceptance of the final Fatherhood Programme by the UNFPA's Gender Team Leader; and
 - ***The final installment:*** The remaining of 40% of the estimated contract value will be disbursed after all final products are delivered by the contractor and accepted by the UNFPA's Gender Team Leader.
- Payments will be reduced by 10% if the submission of the report of expected outputs is delayed more than 20 days due to the negligence of the contractor or other reasons which have not been justified to and accepted by UNFPA.

12. ESTIMATED BUDGET:

Indicative budget for this consultancy service is about USD76,000.

SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing 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.
2. Your firms' understanding of the requirements for services and the objective of this project, 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 that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
12. All standard forms as explained under clause Section I: Instructions to Bidders, clause 16

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.

SECTION III: GENERAL CONDITIONS OF CONTRACT

UNFPA's General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

De Minimis Contracts (Low value Contracts)	For contract/PO values below USD 100,000, covering both goods and/or services	English	French	Spanish
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SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

SERVICES DEFINED	Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.
KEY PERFORMANCE INDICATORS	<p>Successful Bidder's performance will be monitored and evaluated by UNFPA on a yearly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p>Services:</p> <ul style="list-style-type: none"> • Expected output achieved • Satisfactory level of quality and technical competence • Effective and timely communication and professionalism
PAYMENT TERMS	<p>UNFPA's policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA's policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization 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 in such cases.</p> <p>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.</p>
LIQUATED DAMAGES	<p>In the event of a Contract being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct <i>between 1% and 3%</i> of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order.</p>

SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

1. Legal and regulatory requirements

- 1.1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts: De Minimis Contracts. (For this, use **SECTION VI – ANNEX B: BID SUBMISSION FORM**)

2. Legal status of the Bidder

- 2.1. 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 evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)
- 2.2. Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation demonstrating that is duly authorized to supply these goods/services to the country of destination
- 2.3. In the case of a Bidder not doing business within the country of destination, the Bidder is or will be represented by an agent in the country that is equipped and able to carry out the supplier's maintenance, training, repair and spare parts-stocking obligations prescribed in the **SECTION I: INSTRUCTIONS TO BIDDERS** and **SECTION II:**

3. Bidder's eligibility

- 3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (**SECTION VI – ANNEX B: BID SUBMISSION FORM**)
 - Listed as suspended or removed by the United Nations Procurement Division (UNPD);
 - Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
 - Included on 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;
 - Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

4. Experience and Technical Capacity

- Company's managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the services that will be issued pursuant to the contract and complete the deliverables within the stipulated delivery period

SECTION VI: BID AND RETURNABLE FORMS

Below find an overview of the attached Bidding and returnable forms required for the RFP.

Description		Status	Preferred file for submission
Annex A:	Bid Confirmation Form	Mandatory	PDF
Annex B:	Bid Submission Form	Mandatory	PDF
Annex C:	Bidder Identification Form	Mandatory	PDF
Annex D:	Bidder's Previous Experience	Mandatory	PDF
Annex E:	Price Schedule Form	Mandatory	PDF & Excel
Annex F:	Joint Venture Partner Information Form	Optional	PDF
Annex G:	Checklist of Bid Forms	Not Applicable	Not Applicable

SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

To:	UNFPA Viet Nam Ms. Nguyen Minh Ha	Date:	
		Email:	mnguyen@unfpa.org
From:	<i>[Insert Company Name]</i>		
	<i>[Insert Contact person from Company]</i>		
	<i>[Insert Telephone number]</i>		
	<i>[Insert E-mail address of contact person]</i>		
	<i>[Insert Postal address of Company]</i>		
Subject:	UNFPA/VNM/RFP/17/01		

<input type="checkbox"/>	YES, we intend to submit a bid in response to the above mentioned RFP.
<input type="checkbox"/>	NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):

- () The requested products and/or services are not within our range of supply.
- () The requested products are not available at the moment.
- () We are unable to submit a competitive bid for the requested products/services at the moment.
- () We cannot meet the requested specifications.
- () The information provided for bidding purposes is insufficient and unclear
- () Your RFP document is too complicated
- () Insufficient time is allocated to prepare an adequate Bid.
- () We cannot meet the delivery requirements.
- () We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- () Our current capacity is overbooked
- () We are closed during the holiday season
- () We had to give priority to other clients' requests
- () We do not sell directly, but through distributors
- () We have no after-sales service available in the recipient country
- () The person handling bid is away from the office
- () Other (please specify)

<input type="checkbox"/>	YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.
<input type="checkbox"/>	No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

Name:		E-mail:	
Post Title:		Telephone	



SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA Viet Nam
#304 Kim Ma Street, Ba Dinh District, Ha Noi, Viet Nam

The undersigned, having read the original RFP documents of UNFPA/VNM/RFP/17/01 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, 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 RFP documents.

Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.

Original term/condition per RFP UNFPA/VNM/RFP/17/01 and the subsequent revisions	Proposed deviation (alternate clause), by the undersigned	Reason for proposing alternate clause

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

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of contract are concluded on the basis of the Technical and Financial Bids.

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

	On behalf of Business Authority	On behalf of Legal Authority
Signature:		
Name:		
Title:		
Name of Company:		
Telephone:		
Email:		

SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/VNM/RFP/17/01

1. Organizational Information	
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 (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 (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 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)	
Be advised that this person must be available during the two weeks following the Bid opening date.	

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	



SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

Order No. & Date	Description ⁶	Client	Contact person, phone number, email address	Date of service		Contract Amount	Satisfactory completion
				From	To	(Currency)	

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:		Countersigned by and stamp of Chartered Accountant	
Name and title:		Name and title:	
Name of Company:		Name of Company:	
Telephone:		Telephone:	
Email:		Email:	
Date:		Date:	

⁶ Please indicate relevant contracts to the one requested in the RFP.

SECTION VI – ANNEX E: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be **inclusive** of all taxes (if any).
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					\$\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$\$
Total Contract Price (Professional Fees + 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 stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	

SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM

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

Date: *[insert date (as month, day, and year) of Bid Submission]*
UNFPA/VNM/RFP/17/01

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i>
2. Joint Venture (JV) 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 Section I: Instructions to Bidders clause 2: Eligible Bidders. <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

SECTION VI – ANNEX G: CHECKLIST OF BID 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/ N/A	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?	SECTION I: INSTRUCTIONS TO BIDDERS		
Have you reviewed and agreed to the UNFPA General Conditions of Contracts?	SECTION III: GENERAL CONDITIONS OF CONTRACT		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT		
Have you completed the Bid Submission Form?	SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you completed the Bidder's Identification Form?	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you completed the Bidder's Previous Experience Form?	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form?	SECTION VI – ANNEX E: PRICE SCHEDULE FORM		
Have you completed the Joint Venture Partner Information Form?	SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: CONTRACTUAL FORMS		
Have you prepared a copy of your company's registration in the country of operation?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you prepared a copy of the previous year's audited Company Balance Sheet and Financial Statements?	Section I: Instructions to Bidders, clause 16 & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		

Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	SECTION VI – ANNEX B: BID SUBMISSION FORM & Section I: Instructions to Bidders clause 2.4		
Have you provided a copy of any of your company's environmental or social policies, and any related documentation?	Section I: Instructions to Bidders, clause 39		
Have you reviewed the UN Global Compact requirements?	Section I: Instructions to Bidders, clause 39		
Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (electronic Bids) or clause 19.4 (hard copy Bids)?	Section I: Instructions to Bidders, clause 19		
If submitted electronically through email, is the file size of the Bid less than 20 MB? (If the file size is above 20 MB, refer to Instructions to Bidders clause 19.3.3)	Section I: Instructions to Bidders, clause 19.3.3		
Have you noted the Bid closing deadline?	Invitation letter Number 4		
Have you provided information on Supplier Qualification Requirements?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS & SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided sufficient documentation of your company's ability to undertake the services, i.e., <ul style="list-style-type: none"> - List of similar contracts/LTAs executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements 	SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		

<p>Have you provided sufficient documentation of your company's managerial capability?</p> <ul style="list-style-type: none"> - Details of company's managerial structure. - Quality assurance systems in place. 	<p>SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM</p>		
<p>Have you supplied clients' certificates in support of the satisfactory operation of the goods/services as specified above?</p>	<p>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE</p>		
<p>Have you checked Section I: Instructions to Bidders, clauses, 16 & 17 and provided all requested documentation in the correct formats?</p>	<p>Section I: Instructions to Bidders, clauses 16 & 17</p>		

SECTION VII: CONTRACTUAL FORMS

Below find an overview of the attached contractual forms for this RFP.

Description		Status	Preferred file for submission
Annex A:	Template of Contract for Professional Services	Mandatory	PDF



SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES