

Request for Proposal (RFP)

Solicitation Title:	Aid Acceptance and Tax Exemption/Refund Consultant
Project Number (Top Level Only)	102533.049
Submit Proposal and Questions to:	ProcurementVietnam@fhi360.org
Date of Issue of RFP:	21 October 2021
Date Proposal Due:	27 October 2021
Approximate Date Consultant Contract Issued to Successful Candidate(s):	30 October 2021
Contract end date:	To be determined

Method of Submittal:

Respond via e-mail by 27 October 2021 with attached documents in MS Word or PDF format. The vendor agrees to hold the prices in its offer for the duration of the assignment.

BACKGROUND

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

The **Meeting Targets and Maintaining Epidemic Control (EpiC)** is a five-year, global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID). EpiC Vietnam's goal is to deliver efficient, affordable, results-based technical assistance and direct services while closing remaining gaps in Vietnam's efforts to meet HIV epidemic control targets and address the global COVID-19 pandemic.

We are seeking a qualified individual to develop and facilitate approval of the COVID-19 Aid Acceptance Plan and help facilitate EpiC's tax exemption/refund process.

SCOPE OF WORK

The qualified individual will collaborate with EpiC to work with the Finance and Planning Department of the Ministry of Health to develop an Aid Acceptance Plan for equipment and supplies supported by EpiC to targeted central and provincial hospitals majoring in provinces Ho Chi Minh City, Binh Duong, Dong Nai, Long An, Tay Ninh and flexible to other additional provinces and extended for upcoming fund. Once the plan is approved by the MOH, the consultant will coordinate with focal provinces on appropriate procedures for handing over equipment and supplies. The consultant will then complete the tax exemption paperwork process. This plan will aim to facilitate a robust working mechanism with central/provincial

recipients and enable the tax exemption/refund following regulations of Decree 80/2020/NĐ-CP dated 8 July 2020 and any additional regulations applicable.

DELIVERABLES

Task No.	Task description	Deliverables	Timeline
1	Research Decree 80/2020/NĐ-CP, relevant regulations and coordinate with focal point at Finance and Planning Department/MOH on action plan	<ul style="list-style-type: none"> • A brief of requirement procedure of each role including central hospital, provincial hospital, center (via Department of Health) • Official letter, documents sending to MOH, central/provincial DOH/hospital 	5 Nov 2021
2	Coordinate with provincial coordinators on procedures and next steps	Get official acceptance/request from recipient	10 Nov 2021
3	Draft Aid Acceptance plan	Identify agreed quantity, item, budget and agreed timeline between donor, recipient/MOH	20 Nov 2021
4	Facilitate review and approval process between stakeholder focal person, leadership	Approval of Aid Acceptance Plan	30 Nov 2021
5	Collect documents and facilitate tax exemption/refund process	Submission of documents to tax authorities	1 Mar 2022 or defined later
6	Finalize tax exemption/refund	Successful tax exemption/refund results	1 July 2022 or defined later

TIMETABLE AND ADDRESS FOR SUBMISSION

Proposals are due no later than 27 October 2021. Required documentation listed below must be e-mailed to ProcurementVietnam@fhi360.org.

REQUIRED DOCUMENTATION

The proposal must include the following items:

- A proposal that outlines the consultant's approach to:
 - o Developing one A4 page action plan for how the individual will meet the deliverables within this RFP
 - o Brief clause, term in the guideline Decree 80 and steps of action plan that can applied on the Aid Acceptation.
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- Biography or CV
- 2 reference letters
- A detailed price offer with specific level of effort (working days) on each deliverable (including Personal Income Tax if applicable) in Vietnam Dong (VND)



EVALUATION CRITERIA

- Proposed approach's alignment with project needs
- Experience including professional portfolio and references
- Timeline
- Cost