



## REQUEST FOR PROPOSAL (RFP)

From international specialized human rights training institutions/firms

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Development of an online/offline training course on The Convention on the Rights of Persons with Disabilities (CRPD), with a special focus on Viet Nam***

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

Proposals may be submitted at the latest on **Sunday, November 23, 2014** and via email to the address below:

<b><u>By email: For green environment, this is preferred submission method</u></b>	<b><u>By hard copy: (within working hours only)</u></b>
E-mail address for proposal submission: <a href="mailto:nguyen.thuy.nga@undp.org">nguyen.thuy.nga@undp.org</a>	Please submit proposals to:
Separate emails for technical and financial proposal.	Ms. Nguyen Thuy Nga Procurement Assistant UNDP Vietnam 72 Ly Thuong Kiet Street, Hanoi, Vietnam Tel: +84-4-39421495 Ext. 276
With subject: (Name of bidder) RFP for Development of an online/offline training course on CRPD (Email ... of ... emails)	Technical and Financial Proposals are to be submitted in separate envelop.
Maximum size per email: <b>7 MB</b> . Bidders can split proposal into several emails if the file size is large)	With envelop/email subject: (Name of company) RFP for Development of an online/offline training course on CRPD.

### **Note:**

- For both submission methods, please send separate email to notify [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above persons by submission deadline or right after you submit proposals).
- UNDP will acknowledge receipt of the proposals within 3 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 5 working days after submission deadline.

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

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

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

### Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	<b>Development of an online/offline training course on The Convention on the Rights of Persons with Disabilities (CRPD), with a special focus on Viet Nam</b>
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	Project Manager
Frequency of Reporting	Please see information in the TOR
Progress Reporting Requirements	Please see information in the TOR
Location of work	In distance/Home-based
Expected duration of work	November 2014 to 30 March 2015
Latest completion date	30 March 2015
Special Security Requirements	Not applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars – for international bidders <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) – for local bidders
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please see information in the TOR.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager
Type of Contract to be	<input type="checkbox"/> Purchase Order

Signed	<input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</p> <p><b>Weight of technical and financial point:</b></p> <p><b><u>Technical Proposal (70%)</u></b></p> <p><b><u>Financial Proposal (30%)</u></b>  Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>See detailed evaluation criteria in the below table.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder only
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions</a> (Annex 3) <sup>1</sup> <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> <a href="#">Institutional contract for service</a> (Annex 5) <input type="checkbox"/> <a href="#">Long Term Agreement</a> (Annex 6)
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Ms. Nguyen Thuy Nga  Procurement Assistant, UNDP Vietnam  Email: <a href="mailto:nguyen.thuy.nga@undp.org">nguyen.thuy.nga@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## **EVALUATION CRITERIA:**

### **Technical Evaluation Criteria**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise and Capacity of Firm / Organization submitting proposal	45%	450
2.	Adequacy of the proposed approach, methodology and work -plan responding to the ToR	20%	200
3.	Personnel competencies and human resource organization	35%	350
<b>Total</b>			<b>1000</b>

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise and Capacity of Firm / Organization submitting Proposal

Form 2: Adequacy of the proposed approach, methodology and workplan responding to the ToR

Form 3: Personnel competencies

#### **Form 1: Expertise and Capacity of Firm / Organization submitting Proposal**

No.	Criteria	Max. point
1.1	High expertise in providing e-learning courses in the human rights field in general and on the CRPD in particular	150
1.2	More than 10 years of experience in developing online and offline training courses in particular in the area of human rights and the CRPD	100
1.3	Extensive and proven experience in delivering education support programmes with a specialization on human rights and human rights treaties	100
1.4	Extensive and proven experience in addressing the information needs of different stakeholders	60
1.5	Good experience in working with Viet Nam's government	40
<b>Total</b>		<b>450</b>

#### **Form 2: Adequacy of the proposed approach, methodology and workplan responding to the ToR**

No.	Criteria	Max. point
2.1	The degree to which the firm understands the tasks in the TOR	80
2.2	Is the proposal clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	60
2.3	Have all important aspects of the task been addressed?	40
2.4	Is the proposed methodology adequately described?	20
<b>Total</b>		<b>200</b>

#### **Form 3: Personnel competencies of the personnel team proposed by the firm**

No.	Criteria	Point obtainable
3.1	Extensive knowledge of the UN human rights conventions, especially in the	120

	area if the CRPD	
3.2	Extensive and proven IT capacities to develop online training courses related to human rights education	230
3.3	English is the working language	
	<b>Total</b>	<b>350</b>

## FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

- e)
- f) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- g) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**Important Notes:** Please refer to the detailed evaluation criteria in the above table for proving appropriate information and supporting documents to demonstrate the bidders' capacity

**B. Proposed Methodology for the Completion of Services**

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

**C. Qualifications of Key Personnel**

*The Service Provider must provide :*

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

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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



## FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>5</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)*

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

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

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. Cost Breakdown per Deliverable\*

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

### B. Cost Breakdown by Cost Component *[This is only an Example]:*

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>Applicable taxes</b>				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

[Designation]

[Date]

## CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

**Note:**

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 07 MB. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email by **23 November 2014** (Hanoi time).
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
<b>A</b>	<b>Fully filled Technical proposal (Following template in Annex 2-a) including:</b>			
1	Company profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
2	Business Licenses			
3	Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, contact references			
4	Quality control systems to ensure quality of the required service			
5	Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.			
6	Proposed methodology			
7	CVs of key personnel			
8	Sample/demo of training course			
<b>B</b>	<b>Dully signed Price Schedule</b> (following template in Annex 2-b)			
<b>C</b>	<b>This duly filled, checked, certified submission checklist to be attached to the submission</b>			
<b>D</b>	Separate email to notify <a href="mailto:nguyen.thuy.nga@undp.org">nguyen.thuy.nga@undp.org</a> that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above persons by submission deadline or right after you submit proposals).			

## Annex 3 - Terms of reference

**TITLE:**

**Development of an online/offline training course on The Convention on the Rights of Persons with Disabilities (CRPD), with a special focus on Viet Nam**

**COUNTRY OF ASSIGNMENT:**

**In distance/Home-based**

### 1) GENERAL BACKGROUND

Project 00073304 - *“Follow-up and Support to the Implementation of Viet Nam’s Universal Periodic Review Recommendations: Increasing Viet Nam’s Human Rights Capacity”* - is a joint initiative between the Ministry of Foreign Affairs of Viet Nam (MOFA) and United Nations Development Program (UNDP). The Project aims to fill Viet Nam’s capacity gaps in the human rights field with a view to allowing Viet Nam to play a more active role in international and regional human rights mechanisms and to more effectively implement human rights obligations at national levels. Towards that goal, the Project will, *inter alia*, provide access to human rights expertise and knowledge, and support the generation, dissemination, monitoring and evaluation of human rights information.

The Convention on the Rights of Persons with Disabilities (the CRPD), the first human rights treaty of the third millennium, is an international human rights treaty of the United Nations intended to protect the rights and dignity of persons with disabilities. Parties to the CRPD are required to promote, protect, and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities. The CRPD has served as the major catalyst in the global movement from viewing persons with disabilities as objects of charity, medical treatment and social protection towards viewing them as full and equal members of society, with human rights. The rights recognized by the CRPD cover almost all policy fields from justice to transport, from employment to information technology, from social to health policy. The CRPD is also the only UN human rights instrument with an explicit sustainable development dimension.

The CRPD and its Optional Protocol was adopted on 13 December 2006 at the United Nations Headquarters in New York and entered into force on 3 May 2008. The CRPD has now been signed by 155 countries worldwide, and ratified (made legally binding) by 127. Viet Nam signed the CRPD in 2007 and has been carrying out essential procedures and legal preparations necessary to ratify the Convention.

To raise the awareness of the CRPD, introduce the major content of the CRPD and support Vietnamese stakeholders in the eventual implementation of the CRPD, the Project wishes to contract a specialized human rights training institution working in partnership with a team of national consultants to develop an online/offline training course on the CRPD relevant to Viet Nam's context.

### 2) OBJECTIVES OF THE ACTIVITY

***The general objectives of the activity are:***

- To increase the awareness and understanding of the training course takers of the content of the CRPD and necessary law and policy adjustments to harmonize Viet Nam's legal framework with the CRPD after Viet Nam ratifies the CRPD;
- To prepare stakeholders for the implementation of the CRPD and connect them with one another;
- To develop a system of user-interactive online learning for the CRPD course and other courses that the Project will work on later.

***The activity aims at the following specific objectives:***

- A DVD package of training on the CRPD is developed to disseminate relevant information, experiences and perspectives concerning the CRPD in the context of Viet Nam (offline training course);
- An online learning system is developed to give access to the training course on the CRPD with relevant information, experiences and perspectives concerning the CRPD in the context of Viet Nam (online training course).

### **3) SCOPE OF WORK**

***Followings are the description of services and activities to be implemented by the contracted specialized human rights training institution in partnership with a team of national consultants on thematic contents:***

- The contracted specialized human rights training institution is to develop a Viet Nam focused training course on the CRPD that can be run online (at low bandwidth) as well as offline (from DVD).
- The key contents of the training course are:
  - provision of relevant knowledge and information about the major contents of the CRPD and related aspects (to all training course takers);
  - provision of research and analysis of the impact of ratifying the treaty on the life of persons with disabilities in Viet Nam and in the world (to all training course takers);
  - sharing of the perspectives of disabled people's organizations (DPOs) in Viet Nam and other countries of the CRPD (to all training course takers);
  - sharing of relevant (i.e. with high applicability to Viet Nam) experiences and insights of implementing the CRPD and the opportunities and challenges in the implementation of the CRPD, especially in the harmonization of the Vietnamese legal framework with the CRPD (to all training course takers);
  - provision to each stakeholder (i.e. depending on the sub-groups of training course takers, e.g. civil society, people with disabilities, etc.) with concrete tools, suggestions, comparative examples, best practices on how to support the implementation of the CRPD and its provisions in the context of Viet Nam
  - sharing of other relevant interpretation and guidance on specific elements of the CRPD.
- The contents of the training course are in both Vietnamese and English languages with relevant subtitles for audio lecture sections;
- The contents, including the research inputs and translations, of the training course are developed by the contracted specialized human rights training institution working in partnership with a contracted team of national consultants selected by DIO, MOFA;
- The training should be particularly aimed at civil society organizations, especially DPOs, and other stakeholders working in the protection and promotion of rights of people with disabilities, but should also, to the extent possible, be accessible for a more general public, especially to people with disabilities;

- The training course is interactive and includes review questions with multiple choices, quizzes, and other interactive activities. The training course is not text heavy but light and easy to grasp. The training should be action oriented rather than being an academic exercise. As the capacity of stakeholders varies; the training should refrain as much as possible from using overly technical language and jargon;
- The training course is reviewed by a peer/stakeholder group mediated by the team of national consultants before it is finalized;
- The training should incorporate the inputs of disabled people's organizations (DPOs) in Viet Nam;
- The training course, which can be accessed by users from all over the country, should make use of the opportunity to connect stakeholders working in the disability field in Viet Nam with one another for potential follow-up;
- After completing the training users should obtain a printable certificate.

***A team of national consultants hired by the project team will be selected to work with the international specialized human rights training institution with the following expected responsibilities:***

- To provide documents on areas of disability and national legal framework to support the contracted international specialized human rights training institution to develop the online training course with the above-described content;
- To review the content developed by the international specialized human rights training institution and to review the translation of the training course by the international specialized human rights training institution;
- To lead the consultation round-table/workshop for consulting on the first version of the training course that the international specialized human rights training institution has initially developed. (The consultation should involve a wide range of participants such as ministries, DPOs, international organizations working on disabilities and other relevant stakeholders. The first version of the course will then be adjusted based on the comments received at the round-table)

***A team of national consultants on technical issues will be selected with the following expected responsibilities:***

- To develop the technical features for a system of online learning for the CRPD training course so that the training course can be run on the Project/MOFA website;
- To obtain approval from relevant government authorities to put the CRPD training course online for public access.

#### **4) DURATION OF ASSIGNMENT AND DUTY STATION**

- ***Duration of assignment:*** from 15 November 2014 to 30 March 2015.
- ***Duty station:*** distance working (Home-based) with communications via the internet

#### **5) FINAL PRODUCTS**

***Followings are the description of the final package of the training course:***

- Format: An online format and an offline format (DVD)
- Languages: Vietnamese and English
- Suitability for people with disabilities: Verbal and text subtitles (to facilitate readers with visual and hearing impairments)
- Content: As described in the scope of work and approved by UNDP and MOFA

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The contracted international specialized human right institution and national consultants and will work under the guidance of MOFA-DIO on substantive contents, under the direct coordination of the Project Officers on supportive and procedural issues, under the supervision of the Project Manager on monitoring progress (work plan, reporting timeline, etc.) and under the review of the National Project Director on the evaluation of the final outputs. The contractor will receive administrative support from the Project Team.

The international specialized human rights training institution will provide a sample/demo and a detailed product proposal of the training course in their technical proposal.

The first version of the CRPD training course will be shared with a panel of peer/stakeholder reviewers before it will be finalized.

Monitoring and Progress Control will be in accordance with the following timeline:

#	Activities	Timeline/DL
2.	Signing of contracts	November 2014
3.	Briefing meeting, submission of work plan	December 2014
4.	Completion of draft training course	December 2014
5.	Roundtable to discuss training course content	January 2015
6.	Finalization of training course content	March 2015
7.	Approval of training course content	March 2015
8.	Completion of online learning system and offline DVDs	March 2015
9.	Debriefing meeting	March 2015

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

Please refer to the evaluation criteria table.

## **8) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

Followings are administrative supports which will be provided by the Project Office to the contractor:

- Organization of online meetings;
- Sharing of contacts to the team of national consultants

- Facilitation of the content approval procedures.

Reference documents related to UNDP procedures should be referred in UN/UNDP website: <http://www.un.org.vn> and <http://www.undp.org.vn>

## 9) REVIEW TIME REQUIRED AND PAYMENT TERM

- Review/approval time required to review/approve outputs prior to authorizing payments: 10 days and that required for the final product: 15 days.
- ***To international specialized human rights training institution***
  - First payment: 20 percent of the contract value shall be paid upon submission of the working plan and outline of the CRPD Training Course with PMU acceptance.
  - Second payment: 40 percent of the contract value shall be paid upon PMU's acceptance of the draft version (in English) of the CRPD Training Course;
  - Third payment: 40 percent of the contract value upon PMU receives the digitalized product in English and Vietnamese with approved content.
- Overall, payments will be paid in accordance with the progress of outputs achieved as per UNDP rule upon the specific certifications.

## 10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE      ☐ PARTIAL      ☐ INTERMITTENT      ☐ FULL-TIME

*(In distance)*