



REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical support in development of climate change scenarios in Viet Nam.**

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

Proposals may be submitted on or before **Sunday, September 15, 2013 (Hanoi time)** and via email or courier mail to the address below:

**United Nations Development Programme Viet Nam
72 Ly Thuong Kiet Street, Hanoi, Viet Nam
Procurement Unit**

Email: procurement.vn@undp.org

(Maximum size per email: 7MB)

With subject: {name of bidder} RFP for Technical support in development of climate change scenarios

Technical and Financial Proposals are to be submitted in separate envelop/email.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
8/30/2013

Description of Requirements

Context of the Requirement	Please refer to the TOR
Implementing Partner of UNDP	Viet Nam Institute of Meteorology, Hydrology and Environment (IMHEN)/MONRE
Brief Description of the Required Services	To perform climate downscaling on IMHEN super computer system using PRECIS model driven by CMIP5 datasets
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Viet Nam Institute of Meteorology, Hydrology and Environment (IMHEN)/MONRE / UNDP
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> The installation of PRECIS and run PRECIS driven by different GCMs and different RCPs are performed at IMHEN's office in Ha Noi, Viet Nam, some of the other activities can be implemented at the location of the service provider.
Expected duration of work	September - December 2013
Target start date	Late September 2013
Latest completion date	December 2013
Travels Expected	Please refer to the TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
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 <input type="checkbox"/> Euro

	<input checked="" type="checkbox"/> Local Currency (Vietnam Dong) Note: - For international bidders: All prices shall be quoted in US dollars. - For local bidders: All prices shall be quoted in Vietnam Dong (Otherwise, prices shall be converted to Vietnam Dong at UN Exchange Rate at the submission deadline.)																				
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																				
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																				
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Submission of detailed work plan</td> <td>20% of total contract amount</td> <td></td> <td rowspan="5"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Final products are finalized and approved by IMHEN and UNDP</td> <td>80% of total contract amount</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Submission of detailed work plan	20% of total contract amount		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Final products are finalized and approved by IMHEN and UNDP	80% of total contract amount										
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Viet Nam Institute of Meteorology, Hydrology and Environment (IMHEN)/MONRE / UNDP																				
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract or <input checked="" 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>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 15% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 50% <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a-b) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4 – Annex 4a) <input checked="" type="checkbox"/> Others: 1. Evaluation Criteria (Annex 5);
Contact Person for Inquiries (Written inquiries only) ¹	<p>Ms. Nguyen Thi Hoang Yen Procurement Associate, UNDP Viet Nam Email: nguyen.thi.hoang.yen@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information	Bidders are responsible for checking the UNDP website (http://www.vn.undp.org/content/vietnam/en/home/operations/procurement/procurement_notices/) for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal.

¹ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- 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.*

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

[Designation]

[Date]

FINANCIAL PROPOSAL FORM

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, such as travel and out-of-pocket expenses, 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.

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

Having examined the Solicitation Documents, we offer to provide all the services in the TOR for the sum of

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				

b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

We agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

TERMS OF REFERENCE

Provision of services:	TECHNICAL SUPPORT IN DEVELOPMENT OF CLIMATE CHANGE SCENARIOS IN VIET NAM
Project ID and title:	UNDP/MONRE - Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions – ID: 00060851.
Expectation Time:	September 2013 – December 2013
Supervision:	Viet Nam Institute of Meteorology, Hydrology and Environment (IMHEN)/MONRE and UNDP

1) GENERAL BACKGROUND

The results from scientific research worldwide and in Viet Nam has shown that climate change is imposing greater impacts on the activities of socio-economic development and environmental protection in all regions, which has become one of the greatest challenges to sustainable development of humanity in general and to Viet Nam in particular.

Being aware of the effects of climate change to the country's development, the Government of Viet Nam has gradually strengthened legal frameworks on climate change. The National Target Program to Respond to Climate Change (NTP-RCC) was issued in 2008 and 2012, the National Strategy and the National Action Plan on Climate Change was approved in 2011 and 2012, respectively. Lately, the Party General Secretary signed the Resolution No. 24-NQ/TW of actively responding to climate change and strengthening natural resource management and environment protection on 3/6/2013. The Climate Change and Sea Level Rise Scenarios for Vietnam, led by the Ministry of Natural Resources and Environment (MoNRE) was developed and published in 2009 and updated in 2012 and to be updated in 2015.

In response to the needs of the Government to implement the priorities set forth in the NTP-RCC, with the funding from UNDP, MONRE implementing the project entitled "*Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions*". The "Viet Nam Institute of Meteorology, Hydrology and Environment (IMHEN) of MONRE was assigned to be the Government Focal Point for this project. The main aim of the project is to have frameworks, mechanisms and capacities in place to inform, guide and coordinate: (i) analysis of climate change related risks and formulation of CC adaptation policy responses and investment plans; and (ii) analysis of Green House Gas emissions, and formulation of investment plans and ways to change consumer behaviour for low-carbon economic development.

The project aims to the following three outcomes:

- (1) Climate change policy formulated and mainstreamed, a National Target Program to cope with Climate Change and related action plans formulated, and policy and management capacities for roll out strengthened;
- (2) Improved knowledge base and national research capacity strengthened to deliver analysis for evidence-based planning and policy development, and implementation of CC-related measures to support sectors and provinces in rolling out the NTP.
- (3) Build capacities for regulation, guidance, local policy measures, and project management, and formulate concrete regulations, policy measures and investment plans for CC adaptation and GHG emissions control.

To achieve the outcome 2, specifically the *Output 2.1: Scientific CC scenarios for Viet Nam developed*, there is a need of technical services from institution with top scientific knowledge and experiences in PRECIS modelling and climate change issue. The services should include installing PRECIS model on IMHEN's cluster and ensuring smooth running of PRECIS with the new CMIP5 GCMs. The service needed to be based on results of the report (Annex 4a: http://www.mediafire.com/download/wp72s1deeeq1thb/Annex_4a.pdf). PRECIS regional climate Modelling System was installed on IMHEN's IT and related infrastructure, as well as configuration advice was provided. This TOR lays out the provisions of this needed services and related information as foundation for UNDP/MONRE/IMHEN to seek for the most competent service provider.

2) OBJECTIVES OF THE ASSIGNMENT

To perform climate downscaling on IMHEN super computer system using PRECIS model driven by CMIP5 datasets

3) SCOPE OF WORK

Install and provide technical support to running PRECIS model driven by at least 3 GCMs in the CMIP5 dataset with four RCPs for each GCM including high (RCP8.5), medium (RCP6.0), medium low (RCP4.5) and low (RCP2.6) greenhouse gas concentration scenarios on the IMHEN cluster system.

4) DURATION OF ASSIGNMENT, DUTY STATION

Duration: The assignment is expected to carry over a period from September 2013 to December 2013.

Duty station: The installation of PRECIS and run PRECIS driven by different GCMs and different RCPs are performed at IMHEN's office in Ha Noi, Viet Nam, some of the other activities can be implemented at the location of the service provider.

5) FINAL PRODUCTS

- A detailed work plan for the consultancy services
- PRECIS 2.0 operational on IMHEN's new cluster
- CMIP5 dataset in the format readable by PRECIS from at least 3 GCMs
- Run PRECIS model driven by at least 3 GCMs in the CMIP5 dataset with four RCPs for each GCM including RCP8.5, RCP6.0, RCP4.5 and RCP2.6 greenhouse gas concentration scenarios on the IMHEN cluster system.
- Scientific and technical training for installation of the new version PRECIS systems and it's application will be provided
- New boundary conditions, tools and methods should be provided when they become available so that IMHEN can re-run experiments and update climate database. Technical report on outlining facilities and capacity currently available at IMHEN and recommendation on remaining requirements

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

Output-based fees will be paid as per approval of reports by the Implementing agency IMHEN and UNDP, who are responsible for monitoring the overall implementation of the service.

The service provider will undertake required services under the direct supervision of IMHEN and in close collaboration with the National Technical Advisor and Project Manager (PM).

The results of work will be met the project and UNDP quality and procedures.

7. COPY RIGHTS

All intellectual property and proprietary rights, including rights to maps, drawings, photographs, documents and any other materials produced during this consultancy will become the sole property of the UNDP Viet Nam, which will have the sole right to publish the same in whole or in part and to adapt and use them as may seem desirable, and to authorise all translations and quotations from them. The contractor will not publish or use any of this material without the prior permission of UNDP Viet Nam.

8. DEGREE OF EXPERTISE AND QUALIFICATIONS

General requirements:

High qualification experts of service provider or high equivalent demonstrated work experience in a relevant area are appreciated. The successful service provider must also demonstrate:

- Ability to prepare data for running PRECIS model
- Understanding of development and experience on PRECIS model development;
- Good understanding of climate change and environment;
- Written communication skills with a strong and clear writing skill;

Requirements for the Team leader:

- Doctor/Master degree in model development (mandatory criteria) and at least 5 years experience in model development. Having experience in running model for Viet Nam is an advantage.
- 2 years of experience in model training
- Have ability to work independently and organize, manage complex tasks or lead a small-sized group of technical consultants

Requirements for experts (team members):

- Bachelor degree (mandatory criteria) and have experience and in-depth professionalism regarding PRECIS model development and climate change scenario development. Having experience in running PRECIS model for Viet Nam is an advantage.
- Have experience in model training
- Have ability to work independently and have good team working skill
Please see detailed requirements in the evaluation sheet in the RFP

Note: Proposal that includes team leader or team member who does not meet the mandatory criteria shall be rejected.

9. ADMIN SUPPORT AND REFERENCE DOCUMENTS

The main documents and other key reference documents are available upon request and at CBCC office.

10. PAYMENT TERMS

Payment shall be made following the below milestones:

- + 20% of the total contract value is paid upon submission of detailed work plan.
- + 80% is paid when final products are finalized and approved by IMHEN and UNDP

EVALUATION CRITERIA

TECHNICAL COMPONENT	Max Points	Min Points
1. Firm's Capacity and Expertise	150	100
2. Understanding of the Assignment, Approach, methodology, work plan	350	250
3. Personnel	500	350
	1000	700

1. Firm's Expertise and Capacity	Weight	Max Points
1.1. Do the organization, staff and general reputation of the firm indicate competence and reliability?	30%	45
1.2. Are the firm's knowledge, experience and size relevant to the project?	10%	15
1.3. Have similar projects been carried out for other major multi- or bilateral clients?	40%	60
1.4. Does the firm have relevant experience in Vietnam?	13%	20
1.5. What is the extent of the organizational capability of the firm or association implementing the services required (i.e. loose consortium, holding company or one firm/institution)?	7%	10
Total points section 1	100%	150
2. Understanding, Work plan and Approach	Weight	Max Points
2.1. Understanding of the TORs	14%	50
2.2. Technical approach and methodology	58%	200
2.3. Work plan (logicality and practicality)	14%	50
2.4. Team composition (capacity for implementing all the defined tasks)	14%	50
Total points section 2	100%	350
3. Personnel	Weight	Max Points
3.1. Team Leader	60%	300
- International experience in model development		50
- Training experience in modelling		50
- Professional Experience in model development		150
- Ability to work independently and lead a small-sized group of technical consultants		50
3.2 Experts	40%	200
- International experience in model development		20
- Training experience in modelling		30
- Professional Experience in the model development and climate		150

change scenario development		
<i>Total points section 3</i>	100%	500
TOTAL	100%	1000