



**PROJECT  
WOMEN'S EMPOWERMENT IN THE PERIOD OF INTERNATIONAL INTEGRATION**

Date: **August 25, 2014**

DESIGNATED INSTITUTION (DI): HO CHI MINH NATIONAL ACADEMY OF POLITICS AND PUBLIC ADMINISTRATION (HCMA)

IMPLEMENTING AGENCY: PROJECT WOMEN IN POLITICS AND PUBLIC ADMINISTRATION, HCMA

**REQUEST FOR PROPOSAL**

1. Request for Proposal from one national individual or team of two senior national experts.
2. You are requested to submit in English a proposal for services in respect of the project identified above. The attached TORs and your proposal will form the basis for a contract between you and the Designated Institution.
3. Your proposal should address the Terms of Reference (TOR), attached to this letter, which describe requirements of the assignment. These TOR will be used in the preparation of any contract arising out of this request. This letter is not to be construed in any way as an offer to contract.
4. A two-stage procedure will be utilized in evaluating the proposals: 1) evaluation of technical proposals, and 2) evaluation of financial proposals.

**Technical Proposal**

1. Your technical proposal should include, but not necessarily be limited to, the following information.
  - a) A brief description of you and an outline of recent experience on projects of a similar nature in Viet Nam or another country. You should also provide any other information that will facilitate our evaluation of your reliability and capacity to meet our requirements. Maximum 500 words.
  - b) Any comments or suggestions on the TOR or on the data, support services and facilities to be provided by the DI. Maximum 300 words.

- c) A detailed description of the manner in which you would respond to the TOR. Submit a detailed workplan and include the number of person-days in each specialization/ role that you consider necessary to carry out the work required in the TOR. Maximum 1,000 words.
- d) The composition of proposed tasks (including supervisory), which you propose to assign to each team member.
- e) Curriculum vitae.
- f) 3 writing samples of interactive lectures/curriculum in Vietnamese or English

2. Technical proposals (2,800 points) will be evaluated using the following criteria:

- a) the consultant's general **expertise** and reliability (750 points), evaluated on the basis of experience and capacity in the specific field of the assignment; The personnel will be rated in accordance with:
  - (i) general qualifications;
  - (ii) suitability for the assignment;
  - (iii) language qualifications.
- b) the **approach** in responding to the TOR and the detailed **workplan** and ability to **write** persuasively and present ideas clearly **(1,150 points)**;

Only proposals, which obtain more than 75% of technical points will be considered technically qualified for financial assessment.

Financial offer: maximum 300 points will be given to the lowest offer and the other bidders will receive the points inversely proportional to their financial offers. Proposal obtaining the highest points (technical points + financial points) will be selected.

### **Financial Proposal**

- 4. Your financial proposal must contain an overall quotation in Vietnam Dong and the equivalent amount in VNĐ and USD for all services to be provided and must itemize the following:
  - a) An all-inclusive day<sup>1</sup>;
  - b) An all-inclusive amount for local travel and DSA, if any;
  - c) Other costs, if any (indicating nature and breakdown);
  - d) Summary of total cost for the services proposed.
- 5. Note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

### **Submission of Technical and Financial Proposals**

- 6. Your proposal is to be divided into a technical and a financial proposal, and submitted electronically in word and PDF formats in separate emails with clear subject headings. It should be delivered to the **Project Women in Politics and Public Administration Office** [womenleadership.hcma@gmail.com](mailto:womenleadership.hcma@gmail.com) on or before **September the 15<sup>th</sup> 2015**. All proposals

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<sup>1</sup> This must be in line with UNDP cost norm.

submitted after that date or proposals not in conformity with the requirements specified above will not be considered.

7. You are requested to hold your proposal valid for 120 days from the deadline for submission. The DI will make its best effort to select a company/organization within this period.
8. Please note that the DI is not bound to select any of the companies/organizations submitting proposals. A contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned with due consideration being given to economy and efficiency. DI does not bind itself in any way to select the company/organization offering the lowest price.
9. Assuming that a contract can be satisfactorily concluded, the assignment is expected to commence at the end of Decem 2014.
10. Requests to submit proposals have also been sent to other individuals, companies/organizations.
11. Any questions should be referred to Women in Politics and Public Administration office by telephone: **(+84) 4 6282 7447; (+84) 4 6282 7474 or email – womenleadership.hcma@gmail.com**. Any written reply to a particular question may be copied to all other invited companies/organizations, at the discretion of DI.