



Công ty TNHH Lọc hóa dầu Nghi Sơn
Nghi Sơn Refinery & Petrochemical Limited
Liability Company (NSRP LLC)

Request for Proposal

September 8, 2017

Dear potential partner,

Re: Request for Proposal for Livelihood Restoration End-line Survey

Nghi Sơn Refinery and Petrochemical LLC (NSRP), through its social performance consultant Monkey Forest Consulting (MFC), is seeking to undertake an end-line survey as part of its Livelihood Restoration Management program. This survey will be conducted in specific communities within the Nghi Sơn Economic Zone, located in the Tinh Gia district of Thanh Hoa province, Vietnam. The survey's expected duration is October 23 to November 19, 2017. Additional information, including detailed timings, may be found in the attached Request for Proposal (RFP).

Interested parties are invited to submit an application (as outlined in the RFP) by email to Mr. Simon Cuerden at simon.cuerden@monkeyforestconsulting.com and copy Mr. Nam Nguyen at nam.nguyen@monkeyforest-asia.com and Mr. Dang Dinh Ngoc at ngoc.dd@nsrp.com.vn

Applications should be received no later than September 22, 2017 by 11:00 a.m. (Vietnam time).

Yours truly,

Simon Cuerden
Livelihoods Restoration Manager
Monkey Forest Consulting





Request for Proposal

Project	2017 NSRP Livelihood Restoration End-line Survey	Due date	September 22, 2017 by 11:00 a.m. (Vietnam time)
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Purpose of this document

The purpose of this Request for Proposal (RFP) is to invite organizations to submit a technical and financial proposal for conducting a Livelihood Restoration end-line survey.

Location of work

The end-line survey will happen in the Nghi Son Economic Zone, Tinh Gia district, Thanh Hoa province, Vietnam. It will take place in the following four communes: Hai Yen, Mai Lam, Tinh Hai and Nguyen Binh.

Project background

The Nghi Son Refinery and Petrochemical (NSRP) complex is located about 250 kilometers south of Hanoi in the Nghi Son Economic Zone within Tinh Gia district of Thanh Hoa province, Vietnam. This \$9 billion project is strategically important for the Government of Vietnam to meet the increasing domestic demand for refined and petrochemical products driven by rapid industrialization and modernization of the country.

Since beginning construction in 2013, thousands of households have been affected by the project. Subsequent land acquisition has caused physical and economic displacement for approximately 3,900 households. This has resulted in significant socio-economic change relating to sources of income and place of residence in addition to having an overall impact on community social support networks. Accordingly, NSRP has implemented a number of livelihood restoration measures with the aim of assisting NSRP project-affected households and in complement to the government's planned Livelihood Restoration Plan (LRP).

The project baseline survey was completed in July 2013 and is supported by an adapted version of key indicators based on the UK Department for International Development's (DFID) Sustainable Livelihoods framework. The end-line assessment will utilize the DFID benchmarks for assessing household livelihoods since the baseline and during the project's progression.

End-line survey objectives

Lender requirements oblige NSRP to demonstrate that it has been able to "improve, or restore, the livelihoods and standards of living of displaced persons" pursuant to the tenets of the International Finance Corporation's *Performance Standard 5 for Land Acquisition and Involuntary Resettlement*.



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The overarching goal of NSRP's livelihood restoration plan is to empower project-affected households to restore—or improve upon—the level of livelihoods they enjoyed prior to resettlement.

The main objective of the end-line survey is to demonstrate the change in livelihoods of the project-affected households. MFC has developed a set of indicators to measure these livelihoods; these indicators will be explained in more detail to the winning bidder.

Scope of work / Expected deliverables

The successful service provider will conduct a survey of approximately 2,200 project-affected households.

This consultancy includes at least five aspects fundamental for the final product:

1) Preparatory phase

NSRP will be responsible for preparing the questionnaire and may invite comments and / or suggestions from the service provider.

During this phase, the proposed consulting firm will:

- (a) Organize suitably qualified interviewers to conduct the end-line survey;
- (b) Arrange a systematic plan for interviewing the selected households;
- (c) Undertake a desk review of any relevant material provided by NSRP pursuant to the agreed methodology and work plan;
- (d) Provide their input / suggestions for the NSRP prepared questionnaire;
- (e) Ensure survey data will be accurately recorded using a reputable software;
- (f) Assume responsibility for all survey logistics. This includes, but is not limited to, transportation (to and from Thanh Hoa/ survey site), accommodation etc.;
- (g) Participate in questionnaire piloting; and
- (h) Coordinate with NSRP training for survey objectives, the questionnaire, and data collection and entry procedures.

2) Fieldwork implementation phase

During this phase, the proposed consulting firm will:

- (a) Conduct a face-to-face interview using the NSRP prepared questionnaire with one household representative from each selected household (expected duration for each questionnaire is 30–45 minutes);
- (b) Collect field data from selected households across the project affected areas;
- (c) Comply with a clearly defined and demonstrable quality control process;
- (d) Co-operate with random auditing by the NSRP monitoring and evaluation team; and
- (e) Provide regular updates in accordance with NSRP project management practices.





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3) Data entry and cleaning phase

During this phase, the proposed consulting firm will:

- (a) Enter the data using a reliable statistical package;
- (b) Create the data entry form;
- (c) Comply with a clearly defined and demonstrable quality control process;
- (d) Ensure the results are entered in tandem with the survey data collection; and
- (e) Support the NSRP data monitoring evaluation team. This includes, but is not limited to, answering clarification and follow-up questions, additional data cleaning, and providing field context for data.

4) Data analysis

During this phase, the proposed consulting firm will:

- (a) Coordinate with NSRP to develop a data analysis outline;
- (b) Analyze and export the data pursuant to the outline; and
- (c) Support NSRP with data analysis until final report acceptance.

5) Report preparation

NSRP will be responsible for preparing the report, with assistance from the service provider.

During this phase, the proposed consulting firm will:

- (a) Coordinate with NSRP to develop a data analysis outline;
- (b) Coordinate with NSRP in the writing of the report pursuant to the outline;
- (c) Support NSRP in all aspects of delivering the report, including working overtime should time pressures necessitate, but without changing the budget;
- (d) Revise the report pursuant to NSRP requests; and
- (e) Submit to NSRP a full data collection set, including hard and soft copies.

Preparation and submission of bids

All bids must be in English. Qualified and interested parties are invited to submit bids with the following:

1) Cover letter: a one-page cover letter signed by a responsible bidding agency representative.

2) Detailed technical proposal: a detailed plan for accomplishing the tasks laid out in this RFP, including:

- (a) Introduction: a brief overview of this assignment, as understood by the bidder, and a brief statement of the team's overall technical approach;
- (b) Demonstrate an understanding of the study's objectives;
- (c) Project management approach: to include study team composition, including level of effort for each member and their respective roles;
- (d) Tentative work plan, including a timeframe for the completion of the survey and data entry;
- (e) Quality assurance procedures for each stage of the survey process; and



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(f) Ethical considerations.

3) Annex A: Cost proposal: a detailed budget for completing the proposed activities within the stated timeframe.

4) Annex B: References: a list of at least two former or current clients for whom similar work has been done, together with their addresses, telephone numbers and emails.

5) Annex C: Finances: the proposed consulting firm is requested to confirm its ability to:

- (a) Issue a VAT “red” invoice or if not, specify the type of invoice, and;
- (b) Receive international wire transfers in United States dollars in payment for services rendered.

6) Annex D: Legal requirements: The consulting firm shall describe its legal structure (corporation, non-profit organization, etc.), provide a legal registration number (or tax identification number), and shall list the names and job titles of all owners, directors and any person with financial authority relevant to the proposed scope of work. The selected proponent will be required to sign a non-disclosure agreement. Furthermore, the selected proponent will be asked to sign a conflict of interest disclosure, indicating any relationships (whether by blood or marriage) for any of the mentioned individuals or any proposed employees of the project, its deputies, managers, superintendents, directors or any other decision-making personnel working for NSRP or its sub-contractors.

RFP tentative schedule

RFP distribution	September 8, 2017
Proposal submission deadline	September 22, 2107 by 11:00 a.m. (Vietnam Time)
Proposal evaluation	September 22–28, 2017
Contract signing	September 29, 2017
Pre-survey preparation	September 30–October 22, 2017
Service provider training / orientation	October 23–24, 2017
Consulting firm data collection / data entry	October 25–November 19, 2017
Consulting firm data analysis / support for report preparation	November 20–December 17, 2017

RFP submission schedule

Interested parties are invited to submit an application (as outlined in the RFP) by email to Mr. Simon Cuerden at simon.cuerden@monkeyforestconsulting.com and copy Mr. Nam Nguyen at



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Nghi Sơn Refinery & Petrochemical
Limited Liability Company (NSRP LLC)

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nam.nguyen@monkeyforest-asia.com and Mr. Dang Dinh Ngoc at ngoc.dd@nsrp.com.vn
Applications should be received no later than September 22, 2017 by 11:00 a.m. (Vietnam time).

Requests for clarification

Requests for clarification, if any, should be directed by email to Mr. Simon Cuerden at simon.cuerden@monkeyforestconsulting.com All requests should be received no later than September 15, 2017 by 9:00 a.m. (Vietnam time).

Attachments

Attachment 1: Brief description of NSRP Livelihood Restoration strategies.





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Attachment 1: A brief description of NSRP Livelihood Restoration strategies

Nghi Sơn Refinery and Petrochemical LLC (NSRP) is committed to working with affected villages and communes to address their development priorities and build upon project-related opportunities that are sustainable and support their business goals. This strategy contributes to the project's social acceptance and compliance with the International Finance Corporation's *Performance Standards on Environmental and Social Sustainability*.

NSRP has spearheaded this commitment with an on-site Social Performance team and Strategic Social Investment (SSI) program. NSRP has funded and implemented the project, supported by Monkey Forest Consulting consultants in SSI, Stakeholder Engagement, Grievance and Resettlement, and Communications. SSI is an approach adopted by NSRP, and other international leading-edge industrial projects, that discourages philanthropic donations and ad-hoc practices in favour of a more sustainable model to promote autonomy to share the benefits of the project.

NSRP Livelihood Restoration works in conjunction with project affected households in areas near the operation and resettlement sites. This strategy is successful when company strengths and needs align with community aspirations to help build the capacity of local people, businesses, and communities. These communities are then able to take advantage of the project in such a way to help advance their social and economic aspirations.

The objective is to not only mitigate social risk and contribute to the social acceptance of the project, but encourage communities to thrive and become more resilient.

