



**Food and Agriculture Organization  
of the United Nations**

FAO Reference: FAVIE/EOI/LOA/2025/01

## **Request for Expression of Interest (EOI)**

### **Scope of Services**

The Food and Agriculture Organization of the United Nations (FAO), intends to pre-qualify a group of organizations in a timely manner, and potentially solicit proposals from them shortly thereafter.

The services being sourced are: Researching and evaluating Vietnam's national legislation, regulations, and registration on the management and use of plant protection products, biopesticides, and microbial pest control products (MPCs); identifying shortcomings, limitations and proposing improvements based on FAO guidelines and international experience; developing the guidelines for registration of MPCs in Vietnam and TOT training.

### **Mandatory minimum requirements**

In order to qualify, the organizations intending to participate must meet the following requirements:

- Not be currently suspended or debarred by FAO, any other UN organization, the EU or the World Bank.
- Be a governmental entity.
- Have satisfactory financial and management capacity to implement the required services.
- Agree to abide by the UN Supplier Code of Conduct.
- Accept the FAO's General Terms and Conditions for Letters of Agreement (LoAs).
- Must have taken all necessary corrective actions in case the entity had received allegations of sexual exploitation and abuse.

### **Selection Process**

At this stage, FAO is prequalifying organizations potentially suitable for providing the required services. Interested parties that pre-qualify may be requested to submit an offer that will be considered in a combined technical and financial evaluation process, and they should be ready to submit such proposal within **01 week** from FAO's notice of prequalification.

### **Procedure for submission of EOI:**

In order to be considered, all replies to or questions about this notice should be submitted as soon as possible uniquely through the following channel of communication:  
to FAO in Viet Nam via email ([fao-vn@fao.org](mailto:fao-vn@fao.org)) with a title of email:  
**Expression of Interest No. FAVIE/EOI/LOA/2025/01 – TCP/RAS/3907 Project.**  
Your final reply to this notice should be received no later than **17 May, 2025**

**NOTE:**

- This notice does not constitute a solicitation of a binding offer.
- Submitting a reply to this notice does not automatically guarantee the receipt of an invitation to submit any follow up solicitation documents.
- Your expression of interest will only be considered if it contains all of the information and documentation required in the Response Form (parts A, B, C and D).
- FAO reserves the right to require compliance with additional conditions when issuing additional follow up notices.
- FAO reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process, without any obligation to inform the interested organisations of the grounds for FAO's action.

## RESPONSE FORM

### A - GENERAL INFORMATION

Please insert the required information in the table below. You will find instructions and clarifications on the information required under the column "Instructions" in the table.

INFORMATION REQUIRED		INSTRUCTIONS
Supplier Name		Write <i>only the legal name</i> of the supplier here in CAPITAL LETTERS
UNGM Number		The vendor's number in the UN Global Marketplace
Type of Organization		
Nature of Business		Please specify.
Supplier Webpage		Internet site of the supplier (only one)
Country		Please insert the country where the supplier is legally registered.
City		City or town or village name (community)
Address		Physical address of the vendor - Street number, Road, Block, etc. <i>(Mandatory)</i>
Province (or similar) (if applicable)		Region, state, province, location etc. (NOT country name)
Postcode (if applicable)		Postal code
Phone number		Please include phone country code in this format: 00countrycode
Fax number (if applicable)		Please include phone country code in this format: 00countrycode
Supplier Email Address		Email address (for queries)

### B. KEY SELECTION CRITERIA

The organisations who express their interest will have to provide evidence of meeting the requirements listed below.

1	Specialized technical experience and local knowledge: Please describe
2	Qualifications of Personnel matching the expertise required for implementing the services: Please describe
3	Legal status, governance and brief history of the organization (Please attach the legal registration certificate): Please describe
4	[FAO Manager: Please specify other requirements]

### C. ELIGIBILITY AND CAPACITY PROFILE OF POTENTIAL SERVICE PROVIDERS

Please mark the appropriate box.

1	ELIGIBILITY	YES	NO
1.1	Please confirm that there are no pending legal actions against your organization. If there are, please provide more details in the Comments box below (question 1.7).	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Does your organisation have a bank account in its name?	<input type="checkbox"/>	<input type="checkbox"/>
1.3	<p>Is the organisation a state authority or legally registered with state authorities, or recognized by international treaties as one of the following? If yes, please tick the appropriate answer below.</p> <p><input type="checkbox"/> a governmental institution;</p> <p><input type="checkbox"/> an inter-governmental institution (e.g. other United Nations agency);</p> <p><input type="checkbox"/> a non-governmental organization;</p> <p><input type="checkbox"/> a legally registered community/ civil society organization;</p> <p><input type="checkbox"/> an academic or public research institution;</p> <p><input type="checkbox"/> a charitable foundation.</p> <p>Please provide the legal registration date, place, and registration number in the Comments box below (question 1.7).</p>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do you declare that your organisation is NOT currently suspended or debarred by FAO, any other UN organization, the EU or the World Bank? If yes, please provide details in the Comments box below (question 1.7).	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do you declare that your organisation is not connected in any way to and does not provide support to individuals or entities associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011)?	<input type="checkbox"/>	<input type="checkbox"/>
1.6	<p>Please confirm that, to the best of your knowledge, your organisation does not have any personal or professional relationships with FAO?</p> <p>If the answer is YES, please provide all relevant details under point 1.7 below. Please note that the disclosure must include, but not be limited to:</p> <ul style="list-style-type: none"> <li>- ANY current or past employment relationship with FAO of your organisation's representatives and employees;</li> <li>- ANY current or past relationship with any FAO staff member (family members, spouses, etc.) of your organisation's representatives and employees.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Please provide any explanations, comments and qualifications to the answers provided above regarding the eligibility criteria:		
2	GOVERNANCE	YES	NO
2.1	Does your organisation have internal statutes and bylaws that govern your policies, procedures, ownership and management?	<input type="checkbox"/>	<input type="checkbox"/>
2.2	If the answer to the previous question is yes, do the statutes and bylaws foresee that a governing body controls the management?	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Does the governing body meet on a regular basis and perform oversight functions?	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Does your organisation have statutory reporting requirements (e.g.: on financial results and management actions)?	<input type="checkbox"/>	<input type="checkbox"/>

2.5	If the answer to the previous question is yes, is your organisation in compliance with such requirements for the previous three fiscal years?	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Does your organisation have anti-fraud and corruption policy with clear sanction and rules?	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on governance:		
3	ORGANIZATIONAL STRUCTURE AND STAFFING	YES	NO
3.1	Does your organisation have a manual with clearly defined policies for transparent and competitive recruitment and personnel management?	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Are the job descriptions for the staff in your organisation clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Does your organisation have professional staff employed on full time basis dedicated to the following areas?		
	Accounting and finance	<input type="checkbox"/>	<input type="checkbox"/>
	Internal audit	<input type="checkbox"/>	<input type="checkbox"/>
	Procurement	<input type="checkbox"/>	<input type="checkbox"/>
	Human Resources	<input type="checkbox"/>	<input type="checkbox"/>
	Communication	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Please confirm that your organisation is able to provide the required services satisfactorily without recruiting additional resource persons; if not, please specify the expertise that would be outsourced and the activities for which it would be required in the Comments box below (question 3.11).	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Does the organisation have a formal policy for record keeping and document management?	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Are there structured internal reporting formats and procedures established to facilitate reporting the performance of externally-financed activities?	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Does your organisation document its performance through annual or periodic reports which are made public?	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Does your organisation have a documented internal control framework which is distributed and made available to staff and updated periodically?	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Does the organisation have a code of conduct or any other official guidelines regarding ethical behavior and administrative sanctions procedures for employees?	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Is the organization's staff trained to maintain their basic safety and security during humanitarian field operations?	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on organizational structure and staffing:		
4	ACCOUNTING POLICIES AND PROCEDURES	YES	NO
4.1	Does your organisation have an accounting system that allows for proper recording of financial transactions from United Nations agencies, including allocation of expenditures in accordance with the respective components, disbursement categories and sources of funds?	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Are all accounting and supporting documents retained in an organized system that allows authorized users easy access?	<input type="checkbox"/>	<input type="checkbox"/>

4.3	Are the following functional responsibilities performed by different units or individuals: (a) authorisation to execute a transaction; (b) recording of the transaction; and (c) custody of assets involved in the transaction?	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Are the functions of ordering, receiving, accounting for and paying for goods and services segregated?	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Are bank reconciliations prepared by individuals other than those who make or approve payments?	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Does your organisation have in place controls for the preparation and approval of payroll expenditures?	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Does your organisation have a system for controlling that direct staff salary costs reflect the actual amount of staff time spent on a project?	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Does your organisation have specific controls for authorizing the actions and approving the reimbursement or payment of travel and hospitality costs?	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Does your organisation have specific controls over cash payments?	<input type="checkbox"/>	<input type="checkbox"/>
4.10	Does your organisation have published rates for hospitality expenses?	<input type="checkbox"/>	<input type="checkbox"/>
4.11	Does your organisation take out insurance for health and/or repatriation of the staff working in field locations?	<input type="checkbox"/>	<input type="checkbox"/>
4.12	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on accounting policies and procedures:		
5.	OPERATIONAL CAPACITY	YES	NO
5.1	Does the organisation have at least 3 full-time staff?	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Does your organisation have previous experience in the target area for the requested activities?	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Does your organisation have in-country core resources such that can maintain continuing field presence and basic operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Do you maintain full-time year-round offices in the area(s) of the proposed operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Do you have external collaborators residing full time in the area(s) of the proposed operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Does your organisation own and operate in the area vehicles that can provide adequate transport capacity for the required operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Does your organisation own and operate in the area warehouse facilities that can provide adequate storage for the required operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.8	If the answer to the previous question is yes, do any such required warehouse facilities have adequate physical security?	<input type="checkbox"/>	<input type="checkbox"/>
5.9	Does your organisation own and operate in the area IT equipment and resources that can provide adequate connectivity and electronic support for the required operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.10	If applicable, does your organisation have the necessary training and facilitation skills for providing training to the beneficiaries in the target area(s)?	<input type="checkbox"/>	<input type="checkbox"/>
5.11	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on operational capacity:		

6.	FINANCIAL REPORTING AND ASSET MANAGEMENT	YES	NO
6.1	Does your organisation have established financial reporting procedures that specify what reports are to be prepared, the source system for key reports, the frequency of preparation, what they are to contain and how they are to be used?	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Are your organization's overall financial statements audited regularly by an independent auditor in accordance with appropriate national or international auditing standards? If so, please provide the name of the auditor in the Comments box below (question 6.9).	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Were there any major issues related to ineligible expenditure involving donor funds reported in the audit reports over the past three years? If yes, please provide more details in the Comments box below (question 6.9).	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Does your organisation have a computerized financial management system?	<input type="checkbox"/>	<input type="checkbox"/>
6.5	If the answer to the previous question is yes, can the computerized financial management system produce financial reports on cash-basis accounting?	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Does your organisation have in place a policy and procedures to protect assets from fraud, waste and abuse?	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Is responsibility for receiving and issuing inventory segregated from that for updating the inventory records?	<input type="checkbox"/>	<input type="checkbox"/>
6.9	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on financial reporting and asset management:		
7.	PROCUREMENT AND CONTRACT ADMINISTRATION	YES	NO
7.1	Does your organisation have written procurement policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Are exceptions to procurement procedures approved by management and documented?	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Does your organisation have a computerized procurement system with adequate access controls and segregation of duties between entering purchase orders, approval and receiving of goods?	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Does your organisation have a structured procurement unit with defined reporting lines?	<input type="checkbox"/>	<input type="checkbox"/>
7.5	Do your organisation procedures require written or ERP-based authorizations for purchases?	<input type="checkbox"/>	<input type="checkbox"/>
7.6	Does your organisation apply formal guidelines and procedures to identify, monitor and deal with potential conflicts of interest with potential suppliers/procurement agents?	<input type="checkbox"/>	<input type="checkbox"/>
7.7	Does your organisation follow well-defined rules and procedures for sourcing suppliers (e.g.: wide broadcasting of tenders)?	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Does your organisation follow well-defined rules and procedures to ensure a secure and transparent bid and evaluation process?	<input type="checkbox"/>	<input type="checkbox"/>
7.9	Does your organisation have rules and procedures on management / administration of major contracts?	<input type="checkbox"/>	<input type="checkbox"/>
7.10	Does your organisation have specifically designated personnel to monitor expiration of performance securities, warranties, liquidated damages and other risk management instruments?	<input type="checkbox"/>	<input type="checkbox"/>
7.11	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on procurement and contract administration:		

#### D. SUBMISSION OF EXPRESSION OF INTEREST

In response to the Invitation for Expressions of Interest published on DD.MM.YYYY, I the undersigned, confirm on behalf of my organisation, \_\_\_\_\_ (*please insert the name of your organisation*) our interest to undertake the activities as mentioned in the notification. As instructed, we have enclosed all the necessary documents, as per the guidelines/format provided, for your information and records.

Date: \_\_\_\_\_

Name and function: \_\_\_\_\_

Seal of the organisation  
and signature of its representative