

Request for Proposal (RFP)

Date: July 6th 2009

Subject: An analysis of the factors that contribute towards the effective application of the Global Compact Principles by businesses in Vietnam

1. You are requested to submit an English proposal for the initiative "A review of the social and environmental conditions of industries in Vietnam against the Global Compact Principles", as per enclosed Terms of Reference (TOR). The Request for Proposals is open to firms, individuals, Non-Government Organisations and any other relevant organisations.
2. To enable you to submit a proposal, please find attached the relevant documents:
 - Terms of Reference (TOR) (Annex I)
 - Special Service Agreement (Annex II)
 - Vendor Form (Annex III)
 - Guidelines for CV preparation (Annex IV)
3. Your offer comprising of technical proposal and financial proposal, should be received **no later than August 3rd 8 a.m., Ha Noi time**. Please send the technical and financial proposals as separate documents in "pdf" format to Ms. Clelia Daniel (cleliad@vcci.com.vn) with copy to sarac@vcci.com.vn.

Please note that proposals for the research 1 (A review of the social and environmental conditions of industries in Vietnam against the Global Compact Principles) and research 2 (An analysis of the factors that contribute towards the effective application of the Global Compact Principles by businesses in Vietnam) can be submitted by the same bidder. However, the two proposals must be distinct, with 2 separate concept notes and 2 separate budgets.

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

4. A two-stage procedure will be utilised in evaluating the proposals: 1) evaluation of technical proposals (counting for 80% of the overall rating), and 2) evaluation of financial proposals (counting for 20% of the overall rating).

Technical Proposal

5. Your technical proposal should be of a maximum of 4 pages (excluding CV and publications if any) and should include, but not necessarily be limited to, the following information:
 - a) A brief description of your past experience on services of a similar nature to this required service. You should also provide any other information that will facilitate our evaluation of your reliability and capacity to meet our requirements.

- b) If relevant, copies of related publications and/or previous work in the same area .
 - c) Your detailed description of 'Approach and Methodology' you will use, describing your understanding of the objectives of the assignment, your methodology for carrying out the activities and obtaining the expected outputs. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them.
 - d) Your curriculum vitae.
6. Your technical proposals will be evaluated using the following criteria:

EXPERIENCE OF BIDDER RELATED TO SERVICES	
1.1	Experience of working on CSR in Vietnam and working with a range of different stakeholders (max 15)
1.2	Background knowledge of CSR and Global Compact Principles. (max 10)
TECHNICAL CAPABILITIES	
2.1	Master degree (including research) in Business and/or corporate social responsibility or a related field (max 10)
2.3	Understanding of the assignment, of the social and environmental issues for the different industry sectors in Vietnam. (max 20)
2.4	Technical approach and methodology, including proposals to develop a score card to rank industrial sectors for GCVN to support in Vietnam. (max 45)
Total	100

7. Contract Award

Technical proposals which obtained more than 70% of technical points will be considered technically qualified for financial assessment.

Financial offers will be opened only for the technically qualified proposals, and weight 20% of the overall rating.

8. Contract Form

A "lump-sum" SSA contract (Annex III) will be applied.

Financial Proposal

9. Your financial proposal must contain an overall quotation (in US dollars or any convertible currency) for all services to be provided and must itemize the following:

- a) An all-inclusive daily rate;
- b) An all-inclusive amount for local and international travel (including air-ticket (s), DSA, terminals), if any
- c) Other costs (visa, medical check up, vaccinations/inoculations, taxes etc.);
- d) Summary of total cost for the services proposed.

Please 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.

10. Payment

The Global Compact project at VCCI shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (annex VI)) upon acceptance by VCCI of the deliverables specified the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

11. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

You are requested to acknowledge receipt of this RFP and to indicate whether or not you intend to submit a proposal.

Annex I

**TERMS OF REFERENCE
CONSULTANCY FOR THE GLOBAL COMPACT NETWORK VIETNAM (GCVN)**

'An analysis of the factors that contribute towards the effective application of the Global Compact Principles by businesses in Vietnam'

1. OVERVIEW OF PROJECT

The Global Compact Network Vietnam (GCVN) is an alliance of companies, government, trade unions and non-governmental organisations. It exists to promote and improve the working and environmental conditions of Vietnam workers through the implementation of the Global Compact by companies. Its ultimate goal is to be the national corporate social responsible centre of excellence; supporting companies identify, anticipate and diffuse the tensions between business and communities, business and the environment, business and the consumer, leading to sustainable businesses in a sustainable society.

The GCVN was launched in 2007 to support the Government in the implementation of its Sustainable Development Strategy (Agenda 21). The project is implemented through the Vietnamese Chamber of Commerce (VCCI), Sustainable Business for Development Department (SB4D) with funding from UNDP.

GCVN has three main deliverables:-

CSR promoted in Vietnam through the local Global Compact Network

The intended output of the Global Compact Network Vietnam is to establish a pioneering alliance of companies, Government bodies, non-governmental organisations, academic institutions and media that work together to improve working and environmental conditions of businesses in Vietnam.

CSR embedded in Vietnam through Training, Research and Curriculum Development

The Global Compact Network Vietnam will act as a catalyst to improving the social responsibility of business through developing and disseminating best practice tools, brokering multi-stakeholder dialogue, providing advice, develop university curricula and Train of Trainer programmes to support the inclusion of CSR modules in the national education.

Stakeholders engaged in partnerships within the Global Compact to advance the Millennium Development Goals (MDGs) in a more efficient and strategic way

The Global Compact Network Vietnam will develop strategic partnerships and support national initiatives that are committed to promoting private sector's participation in

development processes and improving the working and environmental conditions of workers in Vietnam.

In order to maximise the impact of its work in Vietnam the GCVN is looking to focus its work in key industrial sectors.

2. OBJECTIVES, SCOPE AND TASKS

GCVN is currently seeking a consultant/s to contribute to the design of its future activities. Many activities are already on-going in the field of CSR and the GCVN would like to make strategic choices in a coherent and documented way.

The **objective** of the consultancy is to understand the main factors that contribute towards the successful application of the global compact principles by businesses in specific industries in Vietnam and to develop a model of best practice. These specific industries will be identified through a first Research (***A review of the social and environmental conditions of industries in Vietnam against the Global Compact Principles***) which preliminary results are expected late September 2009.

Findings from the research will shape GCVN's future programmes which aim to provide effective support to member companies and other stakeholders to improve the social and environmental standards of business in Vietnam.

The main **tasks** which the consultant/s will be asked to do will include:

- Outlining and analyzing the key enablers and constraints for Vietnamese companies adopting the global compact principles in specific industries. This will involve reviewing existing literature and conducting semi-structured interviews with relevant businesses, Ngo's, government agencies, academic institutions and trade unions.
- Developing an appropriate best practice 'Global Compact' model for businesses working in specific industries in Vietnam. This model will be developed in close consultation with businesses and relevant stakeholders.
- Preparing a set of recommendations outlining what support the GCVN should provide to companies and other key stakeholders to promote best practice CSR models in Vietnam.

3. EXPECTED DELIVERABLES

The consultant/s will be expected to:

1. Provide weekly progress updates to GCVN
2. Prepare a final report which consists of :-
 - A summary of findings and recommendations
 - A detailed analysis of the forces that enable and constrain the adoption of the Global Compact principles in businesses in specific industries

- A best practice model for Vietnam of specific industrial sectors and areas of the global compact. This will be presented as a case study format clearly detailing the strategy, cost, and benefits for the company
- A set of detailed recommendations outlining what support the GCVN should provide to companies acting in the identified sectors and other key stakeholders to enable the successful implementation of the global compact principles

3. Conduct a workshop (conclusion meeting) for the members of the GCVN team.

4- INDICATIVE TIMESCALE

Because this consultancy requires preliminary findings from a previous research, the consultant(s) is/are expected to start in September and complete the task by the end of November 2009.

5- MANAGEMENT ARRANGEMENTS

The consultant and/or firm will be contracted directly by the project implementing partner (Vietnam Chamber of Commerce and Industry (VCCI) and will report to the Partnership/ Research specialist at the project, with input from the Project Manager and Senior Technical Advisor of the GCVN.

6- QUALIFICATIONS AND EXPERIENCE OF THE TEAM

-> Academic background

Masters Degree in business, corporate responsibility and/or a related field

A research degree (MPhil or PhD) would be preferable

-> Skills and experience

Minimum 5 years of professional experience - including at least two in managing responsible businesses and/or CSR related programmes;

Previous involvement in CSR programmes in Vietnam would be an advantage

Fluency in English (essential) and an understanding of Vietnamese (an advantage)

GCVN is committed to working with local resources; The team should comprise at least one international and one national researchers.

8- SUPPORT PROVIDED

The consultants can expect support and guidance from the GCVN team during the assignment.

Table 1-- Global Compact Principles

Areas	Global Compact Principles
Human Rights	
1	Business should support and respect the protection of internationally proclaimed human rights
2	Make sure that they are not complicit in human rights abuses
Labour	
3	Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining
4	The elimination of all forms of forced and compulsory labour
5	The effective abolition of child labour
6	The elimination of discrimination in respect of employment and occupation
Environment	
7	Business should support a precautionary approach to environmental challenges
8	Undertake initiatives to promote greater environmental responsibility
9	Encourage the development and diffusion of environmentally friendly technologies
Anti-corruption	
10	Business should work against corruption of all forms, including extortion and bribery

(<http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html>)

**Annex 2
Special Service Agreement
No _____**

MEMORANDUM OF AGREEMENT MADE THIS _____ day of _____ 20__ between the Vietnam Chamber of Commerce and Industry (hereinafter referred to as "VCCI") and _____ (hereinafter referred to as "the Individual contractor") whose address is _____

WHEREAS VCCI desires to engage the services of the Individual contractor on the terms and conditions hereinafter set forth, and:
WHEREAS the Individual contractor is ready and willing to accept this engagement of services with VCCI on the said terms and conditions,
NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

The Individual contractor shall perform the following services as described in the Terms of Reference attached hereto as (Annex 1) and its proposal dated (Annex II)

2. Duration of Agreement

This Agreement shall commence on the ___ day of _____ 20 __, and shall expire upon satisfactory completion of the services described in the TOR, but not later than the ___ day of _____ 20 __, unless sooner terminated in accordance with the terms of this Agreement. This Agreement is subject to the General Conditions for SSA of the United Nations Development Programme (Annex III).

3. Consideration

As full consideration for the services performed by the Individual contractor under the terms of this Agreement, VCCI shall pay the Individual contractor (vendor No.....) upon certification by VCCI that the services have been satisfactorily performed, the total sum of _____ (including all other costs for daily fees, airfares, DSA, terminals, visa, medical expenses, taxes as listed in the contractor's proposal)

Where two currencies are involved, the rate of exchange shall be the United Nations Operational Rate of Exchange on the day the UNDP instructs its bank to effect the payment(s).

4. Rights and Obligations of the Individual contractor

The rights and obligations of the Individual contractor are strictly limited to the terms and conditions of this Agreement, including its Annexes. Accordingly, the Individual contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, as expressly provided in this Agreement. The Individual contractor shall be solely liable for claims by third parties arising from the Individual contractor's own negligent acts or omissions in the course of

performing this Agreement, and under no circumstances shall VCCI be held liable for such claims by third parties.

5. Beneficiary

The Individual contractor selects _____ as beneficiary of any amounts owed under this Agreement in the event of death of the Individual contractor while performing services hereunder as per the SSA insurance coverage table (Annex IV)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

By signing below, I, the Individual contractor acknowledge and agree that I have read and accept the terms of this Agreement, including the General Conditions for SSA which form an integral part of this Agreement, and that I have been provided with a copy of, have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

AUTHORIZING OFFICER:
Vietnam Chamber of Commerce and industry

DATE

SUBSCRIBER:

DATE

Annex III
VENDOR FORM
(to be used for issuing contract and making payment)

Item	Information required	Information provided
1	Vendor name (as appeared on Identity card for Vietnamese and on Passport for foreigners):	
2	Identity Card (for Vietnamese citizen)	
3	Passport No: (for foreigners)	
4	Vendor Type: (Staff, SC, SSA, Fellow, Supplier, etc.)	
5	Sex:	
6	Nationality:	
7	Office Name & Address: (with telephone, fax numbers, email)	
8	Home Address: (with telephone, email)	
9	Vendor's Bank Information: (***)	
	Account Name/Title: (exactly as registered at the Bank)	
	Bank Name:	
	Bank Branch Name (if any):	
	Full Address:	
	BSB code: (for Australian banks)	
	ABA No: (for US banks)	
	Bank ID (Swift code): (8 or 11 characters)	
	Account No:	
	Currency of Account:	
	IBAN No (for European banks):	
	Intermediary/Correspondent Bank (if applicable):	

(***) Bank information is mandatory

Guidelines for Preparation of Curriculum Vitae

I. GENERAL PERSONAL INFORMATION

In this section, the following main pieces of information should be provided: name of the candidate, sex, age, marital status, current work position/title, name of the employing organization, office address/ phone/fax/email, home address/phone/email, etc...

II. EDUCATION AND TRAINING

This section is meant to provide information on the formal academic and short-term training courses that the candidate has taken; the major subjects of such courses; the degrees, diplomas or certificates that the candidate was awarded; the foreign languages that he/she acquired and their levels of proficiency; and other skills that he/she gained through such education/training. The information provided should be detailed enough to give an overview of the types of academic or substantive knowledge that he has gained through his/her academic and training courses.

III. WORK EXPERIENCES

In this section of the CV, the candidate is expected to provide the following main types of information: his/her previous work positions, the durations or years of such positions; the names of respective employing organizations; main functions or duties that the candidate performed under each position. **For freelance consultant, please provide your experience in similar and relevant field, skill or expertise to the service and qualifications required in the TOR.** The information provided should be detailed enough to give an overview of the types of practical experience (including managerial experience) that he/she has acquired during his/her years of previous employment.

IV. OTHER QUALIFICATIONS

If the candidate has other skills or competencies that have not been included in or did not fit into the above sections, he/she should feel free to provide information on such skills/competencies in this section.