

**Women's Leadership:
Empowerment of Women in the Period of International Integration**

PROJECT NUMBER: 74548

Date: **September 29th, 2015**

NATIONAL DESIGNATED INSTITUTION (DI): MINISTRY OF FOREIGN AFFAIRS (MOFA)

IMPLEMENTING AGENCY: Department of Economic Affairs, MOFA

**REQUEST FOR PROPOSAL
Facilitator of eLearning course Ready for Success – training of potential
women candidates**

1. Request for proposal from a national expert;
2. You are requested to submit in English a proposal for services in respect to the project identified above. The attached TOR and your proposal will form the basis for a contract between you and the National 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 with your company/organization.
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

5. Your technical proposal should include, but not necessarily be limited to, the following information.
 - a) A brief description of you and why you are a qualified candidate for this consultancy. 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) A detailed description of the manner in how you are able to fulfil this consultancy position. 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.

- c) A 3 minute video of yourself (uploaded to Youtube) presenting a candidate action plan;
- d) Examples of discussion questions to pose for different modules of the eLearning course Ready for Success;
- e) Results of past student evaluations of courses you have taught or facilitated and changes you made in your facilitation style or course because of the evaluation;
- f) Your CV.

6. Technical proposals will be evaluated using the following criteria:

- a) The consultant's general **expertise** and reliability, evaluated on the basis of experience and capacity in the specific field of the assignment (200 out of 1000points);
- b) The **approach** in responding to the TOR and the detailed **workplan** (350 out of 1000 points);
- c) The qualifications and competence of the **personnel** proposed for the assignment for a total of (450 out of 1000 points). The personnel will be rated in accordance with:
 - (i) their general qualifications;
 - (ii) suitability for the assignment;
 - (iii) their language qualifications.

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

- 7. Your financial proposal must contain an overall quotation in Vietnam Dong for all services to be provided and must itemize the following:
 - a) An all-inclusive day rate;
 - b) Other costs, if any (indicating nature and breakdown);

- d) Summary of total cost for the services proposed.
8. 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

9. Your proposal is to be divided into a technical and a financial proposal, and submitted electronically in PDF format in separate emails with clear subject headings. It should be delivered to the **Women's Leadership Project Office** at women.leadership.vn@gmail.com on or before **October 15th, 2015**. All proposals submitted after that date or proposals not in conformity with the requirements specified above will not be considered.
10. 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.
11. Please note that the DI is not bound to select any of the consultants, 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.
12. Assuming that a contract can be satisfactorily concluded, the assignment is expected to commence end of February.
13. Requests to submit proposals have also been sent to other individuals, companies/organizations.
14. Any questions should be referred to Women's Leadership Project Office by telephone: **+844 39448526/27** or email - women.leadership.vn@gmail.com . Any written reply to a particular question may be copied to all other invited companies/organizations, at the discretion of DI.