

Basic Information

Procurement Title	RFQ-VNM-2022-006 Providing Conference Service for A 3 day training on gender responsive prosecution for women survivors of violence and a half-day workshop on laws and policies on gender based violence
Deadline for Submission of Quotation	11.05.2022
Commodity Type	Services
Quotation Validity Period	60
Item Category (<i>UNSPSC codes, if available</i>)	
Expected Delivery Date and Time	<input checked="" type="checkbox"/> A 3 day training on gender responsive prosecution for women survivors of violence and a half-day workshop on laws and policies on gender based violence in the week of 25-29/5/2022 <input checked="" type="checkbox"/> As per Service Delivery Schedule attached Time : As per Service Delivery Schedule attached Time Zone of Reference : Hanoi Time
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness <input checked="" type="checkbox"/> Qualifications and experience of proposed staff/personnel <input checked="" type="checkbox"/> Lowest price offer <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Professional Service Contract <input type="checkbox"/> Other Type/s of Contract De minimis Contract

TERMS OF REFERENCE (TOR)

Providing Conference Service for a 3 day training on gender responsive prosecution for women survivors of violence and a half-day workshop on laws and policies on gender based violence

I. BACKGROUND

The United Nations Entity for Gender Equality and the empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Viet Nam, UN Women contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2022-2026 is aligned to the upcoming UN Sustainable Development Cooperation Framework (CF) 2022-2026 and is focused on supporting Viet Nam's fulfilment of Gender Equality commitments under The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the promise of the 2030 Sustainable Development Agenda to "leave no one behind". The key priorities of UN Women in the 2022-2026 period are, (i) People in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam's effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building, promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources; (ii) People in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work; (iii) People in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality, and freedom from all forms of violence and discrimination in line with international standards.

Under the 3rd priority, UN Women has two following projects among others:

- "Essential Services for Women and Girls Subject to Violence in the context of COVID-19 responses and recovery 2020-2022" (ESP phase III) jointly implemented with UNFPA, WHO and UNODC with additional supports from UN Women Regional Office (ROAP).
- "Elimination of violence against women and children in Viet Nam 2021-2025" [EVAWC] jointly implemented with UNFPA and UNICEF

In cooperation with Viet Nam Women's Union (VWU) under these two projects, UN Women will organize two activities as follows:

- One 3-day training on gender responsive prosecution for women survivors of violence as additional capacity building supports for ESP phase III implementation of ROAP. The training's participants are prosecutors and VWU's staff in charge of legal supports for women survivors of violence from 8 provinces including Dien Bien, Ho Chi Minh City, Da Nang, Ha Noi, Hoa Binh, Bac Giang, Ha Nam, Thanh Hoa, Nghe An

- One half-day hybrid workshop on laws and policies on gender based violence for 50 participants from EVAWC project sides includes Dien Bien, Ho Chi Minh City, Da Nang, Ha Noi and livestreamed nationwide.

These activities are back to back in the week of 23-27/5/2022 in a 4* resort in Sam Son, Thanh Hoa.

II. SCOPE OF WORK

The supplier is requested to provide the following services for UN Women (tentatively the week of 23-27/5/2022):

#	Content	unit	quantity	times
	Prosecution training, total 3 days (PM 24/5, AM 27/5, full day 8.00AM to 5.00 PM, 25-26/5/2022) 4* resort in Sam Son, Thanh Hoa - 45 participants			
1	Venue half-day 45 pax, 150-200m2 Set up as requested, Normal sound and lighting system, stage and podium 24/5/2022 from 1.00 PM to 5.00 PM, 1 room 27/5/2022 from 8.00AM to 12.00 PM, 1 room	room	1	2
2	Venue full-day 45 pax, 150-200m2 Set up as requested, Normal sound and lighting system, stage and podium 25/5/2022 from 8.00AM to 5.00PM, 1 room 26/5/2022 from 8.00AM to 5.00PM, 1 room	room	1	2
3	Refreshments (3 types of cakes, 3 types of fruits, tea, coffee): 45 pax x 6 times	pax	45	6
4	Lunch for participants (Vietnamese menu, 10 courses, including 1 soft-drink): 45 pax x 03 meals	pax	45	3
5	Dinner for participants (Vietnamese menu, 10 courses, including 1 soft-drink): 45 pax x 03 meals	pax	45	3
6	Accommodation standard room, breakfast included: 45 persons x 4 nights (check-in 24/5 check-out 28/5)	room	45	4
7	Backdrops for the workshop (6x4.5m2)	pc	1	1
8	Presentation equipment for presentations in 2 languages (LCD projectors, screens, computers, laser pen) (2 set x 2 days; 2sets)	set	2	2
9	Presentation equipment for presentations in 2 languages (LCD projectors, screens, computers, laser pen) (2sets x 2 half-days))	Set	2	2
10	Equipment for interpreter (cabin*1, headset * 50 pieces)	set	1	3
11	Flipchart for group discussion (4 sets x 3 days)	pc	4	3
12	TV/screen for chairperson	pc	1	3
13	Stationery for the class: A0 paper: 30 pieces, A4 paper: 01 ram, multicolor marker pen: 05 boxes; pencils: 05 boxes; scissors: 02 boxes, multicolor papers: 02 gram; glue: 01 box, adhesive tape, 5cm: 05 rolls, cloth adhesive tape, 2cm: 05 rolls; multicolor note 7*12cm: 20 pieces	set	1	1
14	Printing certificate	pc	40	1

	Color printing, A4 size, Couche 300 gsm			
15	Photocopy, A4 size, black & white	<i>page</i>	200	45
16	Provide extensive logistic supports to coordinate with UN Women and VWU for organizing the workshop.	<i>person</i>	5	3
17	<p>Resource Presenters/ Speakers meeting the following</p> <p>1st resource person to make a 15-minute presentation on policies and practices on prosecution of violence against women cases in Viet Nam</p> <p>Criteria for the resource person</p> <ul style="list-style-type: none"> - Master degree on prosecution/ laws or related fields - Having at least 10 years of working experience on prosecution - Having working experience with VWU will be an advantage <p>2nd resource person to make a 15-minute presentation on VWU's practices in working with prosecutors to support women survivors</p> <p>Criteria for the resource person</p> <ul style="list-style-type: none"> - Master degree on laws or related fields - Having at least 3 years of management and practical experience on implementation of policies and practices on prosecution of violence against women cases - Experience in conducting workshops and engage with relevant stakeholders for gender equality <p>3 resources persons to share local experience of supporting women survivors through prosecution process:</p> <p>Criteria for the resource persons:</p> <ul style="list-style-type: none"> - BA degrees on social sciences or related fields - Experience working on gender and gender based violence - Experience in conducting workshops and engage with relevant stakeholders for gender equality 	<i>person</i>	5	1
18	Car rental, 29-seat car, Hanoi-Thanh Hoa/Thanh Hoa-Hanoi, for participants	<i>trip</i>	2	1
19	Car rental, 7-seat car, Hanoi-Thanh Hoa/Thanh Hoa-Hanoi, for VIPs/ speakers from VWU and SPP	<i>trip</i>	2	2
20	Air ticket HCM-Thanh Hoa-HCM	<i>ticket</i>	2	1
21	Air ticket Danang-Hanoi-Danang	<i>ticket</i>	2	1
22	Air ticket Dien Bien-Hanoi-Dien Bien	<i>ticket</i>	2	1
23	7-seat-car Noi Bai-Thanh Hoa/Thanh Hoa-Noi Bai	<i>trip</i>	2	2

23	'Provide service to distribute terminal allowance for participants from HCMC/Da Nang/ Dien Bien to WS location, following the information provided by UN Women (excluded tax and service charges) 3 provinces * 2 pax/province Maximum amount: 4,796,000 VND	<i>package</i>	1	1
24	Provide service to distribute allowance for two-way bus tickets to participants travelling from provinces (Hòa Bình, Bắc Giang, Hà Nam, Nghệ An) to Hanoi/ Thanh Hóa; following the information provided by UN Women (excluded tax and service charges). 4 provinces*3pax/province Maximum amount: 5,964,000 VND	<i>Package</i>	1	1
25	'Provide service to distribute travel allowance for participants travelling from Thanh Hoa to WS location; following the information provided by UN Women (excluded tax and service charges). 1 provinces*4pax/province Maximum amount: 1,000,000 VND	<i>package</i>	1	1
26	Resource person(s) to assist logistic support and distribute cash to participants	<i>pax</i>	1	4
Law and policies workshop, total 0.5 days (PM 27/5) 4* resort in Sam Son, Thanh Hoa - 50 participants				
1	Venue half-day 45 pax, 150-200m2 Set up as requested, Normal sound and lighting system, stage and podium	<i>room</i>	1	1
3	Refreshments (3 types of cakes, 3 types of fruits, tea, coffee): 50 pax x 1 times	<i>pax</i>	50	1
4	Lunch for participants (Vietnamese menu, 10 courses, including 1 soft-drink): 50 pax x 01 meals	<i>pax</i>	50	1
5	Dinner for participants (Vietnamese menu, 10 courses, including 1 soft-drink): 50 pax x 01 meals	<i>pax</i>	50	1
6	Accommodation standard room, breakfast included: 10 persons x 2 nights	<i>room</i>	10	2
7	Backdrops for the workshop (6x4.5m2)	<i>pc</i>	1	1
8	Presentation equipment for presentations in 2 languages (LCD projectors, screens, computers, laser pen) (2 set x 0.5 days)	<i>set</i>	2	1
9	Equipment for interpreter (cabin*1, headset * 50 pieces)	<i>set</i>	1	1
10	Flipchart for group discussion (4 sets x 0.5 days)	<i>pc</i>	4	1
11	TV/screen for chair person	<i>pc</i>	1	1
12	Sound System and Video Conference for Zoom/Remote connection (2-language on Zoom)	<i>set</i>	1	1
13	Camera full HD	<i>pc</i>	2	1
14	DATA VIDEO TABLE (MIXER TABLE FOR VIDEO)	<i>set</i>	1	1
15	Internet by Cap minimum international speed 5MB (1 line for online meeting, 1 line for livestream)	<i>package</i>	2	1
16	Livestream on Facebook and fanpage	<i>package</i>	1	1
17	Record and Edit audio of recap video of maximum 5 minutes	<i>package</i>	1	1
18	Photocopy, black & white, size A4	<i>page</i>	100	50

19	Provide extensive logistic support to coordinate with UN Women and VWU for organizing the workshop.	<i>person</i>	5	2
20	Panelists 04 Resource persons to join the panel share about updated policies related to Gender Equality (GE) and Gender Based Violence (GBV) as well as updated practices in dealing with Sexual harassment and Domestic Violence cases Criteria for the resource persons: - Master degree on social sciences or related fields - Having at least 3 years of management and practical experience on policy implementation on policies and on GE, GBV - Having at least 3 years of management and practical experience on policy implementation on GBV prevention and response	<i>person</i>	4	1
21	MC and moderator	<i>person</i>	2	1
22	Performance (2 short roleplays with maximum 7 actors/ actresses, performance in 20 minutes x 1 play)	<i>package</i>	1	1
23	Car rental, 7-seat car, Hanoi-Thanh Hoa/Thanh Hoa-Hanoi, for VIPs, speakers/ presenters/ MCs and moderators	<i>trip</i>	3	1
24	'Provide service to distribute travel allowance for participants travelling from home to WS location; following the information provided by UN Women (excluded tax and service charges). Maximum amount: 5,000,000 VND	<i>package</i>	1	1

III. FINAL PRODUCTS

- Event services are arranged as per request from UN Women under this TOR.
- Equipment is well installed on time as request from UN Women.
- Services will be provided on time and in good quality and meet the minimum standards required by UN Women
- Signed documents for cash distribution to participants with supporting documents (copies of ID cards).

IV. MANAGEMENT ARRANGEMENT

The service provider will arrange sufficient number of high level of professional, committed and responsive managerial, technical staff to work with UN Women before and during the events to ensure that the event to be organized professionally, effectively and efficiently.

V. EXPERTISE AND REQUIRED QUALIFICATIONS

- Minimum 3 years of experience providing accommodation and conference services
- Experience working with multi-national organization, inter-governmental and the United Nations Agencies in related area.
- Full capacity to provide sufficient high level of professional, committed and responsive managerial, technical and support staffs to accommodate the high demands from the Government Agency and UN Women,
- Being entrusted and used to provide service to high level government agencies
- High capacity to provide no disruption of online presentation, discussions and sharing with top quality internet, sound and visual systems.

- Provide offer that meets technical requirements listing in the TOR.
- Qualified speakers/presenter (Attachment of CVs of speakers/ presenters for evaluation).

VI. TIMING AND PAYMENT

UN Women will pay after completion each event based on the invoices provided after the events.