



United Nations Population Fund
304 Kim Ma Street, Ba Dinh District
Ha Noi - Viet Nam
Tel: 84-24-38500100; Fax: 84-24-37265520
Email: vietnam.office@unfpa.org
Website: <http://vietnam.unfpa.org>
www.facebook.com/unfpa.vietnam

Date: 14 November 2022

REQUEST FOR QUOTATION RFQ N^o UNFPA/VNM/RFQ/22/16

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

PROFESSIONAL SERVICES FOR ORGANIZING A YOUNG TALENT SYMPHONY CONCERT "GIRL DESERVES TO SHINE" ON 10 DECEMBER 2022 IN HA NOI

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in Viet Nam, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Service Requirements/Terms of Reference (TOR): See Annex II

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Nguyen Minh Ha</i>
Tel N ^o :	<i>84-24-38500 328</i>
Email address of contact person:	<i>mnguyen@unfpa.org</i>

Questions will be answered in writing and shared with parties as soon as possible.

III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain **technical proposal** in response to the requirements outlined in the TOR and **price quotation**.

The quotation must be signed by the bidding company's relevant authority and submitted in PDF format.



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IV. Instructions for submission

Quotations should be prepared based on the guidelines set forth in Section III above and are to be sent by email to the UNFPA Viet Nam's secured email address vbiddtender@unfpa.org no later than **Friday, 18 November 2022 at 15:00 Ha Noi Time**¹.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/VNM/RFQ/22/16-[Company Name]**
Quotations, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

V. Overview of Evaluation Process

Price quotations will be evaluated and scored in a one-step process by an ad-hoc evaluation panel. The winning bidder is the one that offers a technically acceptable quotation at the lowest price.

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain **the lowest-priced technically acceptable offer**.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>
UNFPA/VNM/RFQ/22/16



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investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit [Ms. Naomi Kitahara, UNFPA Viet Nam Representative at kitahara@unfpa.org]. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



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ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

ANNEX II:
Terms of Reference

ANNEX II - TERM OF REFERENCE

An event organizer for organizing a Young Talent Symphony Concert “Girl deserves to shine” on 10 December 2022 in Ha Noi

1. BACKGROUND

Gender-biased sex selection (GBSS) is a discriminatory practice that is a result of a complex web of factors: deep-seated patriarchal attitudes and beliefs that lead families to value sons over daughters, declining fertility and the desire for small families, and commercialization and misuse of medical technology that enables sex selection. Sex ratio imbalances are expected to have a lasting impact on population dynamics in the affected countries with significant socio-economic consequences, resulting in a ‘marriage squeeze’ and further reinforcing the subordination of girls and women. The issue therefore requires a multi-faceted response.

Gender-biased sex selection as a harmful practice remains persistent in Viet Nam and it has been identified as the major cause of an imbalance in the Sex Ratio at Birth (SRB) in the country. The skewed SRB in Viet Nam towards more boys has rapidly increased and reached 111.5 boys per 100 girls in 2019 as indicated in the 2019 Population and Housing Census on, against the biologically “normal” SRB of 105-106 boys per 100 girls. The UNFPA’s State of the World Population Report 2020 estimates that for Viet Nam alone, 40,800 female births are estimated to be missing every year, as shown in the unbalanced SRB. Further evidence shows that this demographic imbalance is a result of prenatal sex selection based on son preference and low value of girls, which are deeply rooted in the traditional culture in Viet Nam.

The project “Addressing Gender Biased Sex Selection and related harmful practices in Asia” aims to address son preference, low value of girls and gender inequalities resulting in gender-biased sex selection (GBSS) in countries of prevalence in Asia, thus in line with SDG 5 on gender equality and the empowerment of women, in particular SDG Target 5.3 on eliminating all forms of harmful practices. The project will facilitate interventions at country level, as well as south-south exchange and collaboration among countries that have long experience in grappling with the problem and address its causes and consequences. The focus countries include Bangladesh, Nepal and Viet Nam.

In Viet Nam, many activities under an overarching theme “Girls deserve to shine” have been organized over the past years and will continue to be organized in the coming time to highlight the important value of girls in society and change the harmful practice of son preference. Under the framework of this project, two Concerts on the topic “Girls deserve to shine” were successfully organized by UNFPA in collaboration with the Ministry of Culture, Sport and Tourism (MOCST) and Viet Nam National Symphony Orchestra (VNSO) in 2020 and 2021 on the occasion of 16 Day Activism on violence against women and girls from 25th November to 15th December as well as the National Action Month on Gender Equality, Prevention and Response to Gender Based Violence. To keep up the positive impact of these two events on raising public awareness on the value of girls within the context of addressing GBSS and ending violence against women and girls in Viet Nam, a Young Talent Symphony Concert “Girls deserve to shine” will be organized at Viet Nam National Academy of Music in Ha Noi on 10 December 2022. Expected guests will be Leaders of Ministry of Culture, Sport and Tourism (MOCST), Ministry of Labour-Invalids and Social Affairs (MOLISA), Ministry of Health (MOH) and other line ministries, National Assembly, and other related state organizations; representatives from embassies and international development partners; heads of UN agencies and selected UN staff, CSOs including organizations/networks for women, public audience, especially young people and women with disabilities, and the media.

In this regard, UNFPA is looking for a professional event organizer to accomplish the following purpose/objectives and scope of work.

2. PURPOSE/OBJECTIVES

The main objective of this professional service is to organize the Young Talent Symphony Concert in Viet Nam National Academy of Music (VNAM) to raise awareness of the public, especially policy makers and young people on the need to address son preference issue and promote the value of girls. The concert will be at 77 Hao Nam street on 10 December 2022 tentatively from 7.30 pm to 10.30 pm as per the attached agenda.

The Specific Objectives are to:

- Design and print the communication products to promote the event.
- Produce a 4-5 min introduction video and a 2 min teaser video on the Young Talent Symphony Concert and share it on KOLs' fan pages.
- Organize the welcoming ceremony, the outdoor photo exhibition of 8 billion population and soloists of the Young Talent Symphony Concert.
- Broadcast the livestream of Young Talent Symphony Concert on Fan-page of VTV3 – Ca phe sang and re-share on UNFPA's YouTube and fan page.
- Take photos of the guests, soloists during the event.

3. SCOPE OF WORK

Under the overall management of the Programme Specialist on Human Rights and Gender, the close supervision and detailed technical guidance and inputs from the UNFPA consultants on Communications and Gender-Biased Sex Selection (GBSS) , the selected company will be in charge of the following activities:

3.1 Preparation before the event organization

- Design and print the event's communications products including backdrops, standees, slogans, invitation letter, tickets
- Design and create QR code for the concert booklet;
- Take photos of 7 soloists and conductors for photo exhibition for concert exhibition
- Produce short video clips of young girl soloists to promote "Girls deserve to shine";
- Share the introduction video on KOL's fan pages
- Contract with the Viet Nam National Academy of Music at 77 Hao Nam street, Ha Noi for organizing the Youth Talent Concert in the evening of 10th December 2022;
- Get the permission from Ha Noi Department of Culture, Sport and Tourism (DOCST) for organizing the Young Talent Concert in the Viet Nam National Academy of music at 77 Hao Nam street, Ha Noi;
- Organise the welcoming ceremony, photo exhibition and facilitate the livestream session to the Young Talents Concert in the evening of 10th December in the Viet Nam National Academy of Music at 77 Hao Nam street, Ha Noi;
- Inviting KOLs to participate in the Young Talent Symphony Concert and facilitating them to share the messages and photos on their fanpages;
- Develop the MC scripts for the Young Talent Symphony Concert
- Set up and carry the Communication products of 8 bill campaign to the event for exhibitions

3.2 Preparation during the Event Organization:

- Organize the welcoming ceremony, the outdoor photo exhibition of 8 billion population and soloists of the Young Talent Symphony Concert in Viet Nam National Academy of Music at 77 Hao Nam street, Ha Noi from 8.00 pm to 11 pm of Saturday 10 December 2022.
- Provide a woman MC who can speak both English and Vietnamese
- Broadcast the livestream of Young Talent Concert on Fan-page of VTV3 – Ca phe sang and re-share on UNFPA’s YouTube and fan page from 8 pm to 10 pm on 10 December 2022;
- Take photos of the guests, soloists during the event;

UNFPA’s review and acceptance must be obtained on all the above-mentioned contents before they are actually implemented.

4. DELIVERABLES:

The event organizer should deliver the products for the Young Talent Symphony Concert under the request and agreement from UNFPA as follows:

No	Content	Timeline	Remark
I	Deliverables before the event organization		
1	The event’s communications products including backdrops, standees, slogans, invitation letter, tickets designed and printed		
1.1	A backdrop on the stage and in front of the hall of Viet Nam National Academy of Music at 77 Hao Nam designed and printed	9 December 2022	The backdrop of the stage is 3.1 m x 7 m The backdrop out side of the hall is 2.5 m x 4m Colour theme: orange, happy and positive images of women and girls).
1.2	5 Standees of the event designed and printed	5 December 2022	To display at the event (size 80cm x 180cm)
1.3	750 event tickets designed and printed	25 November 2022	With the QR code of concert booklet on ticket (size 12cm x 18 cm; colour/couche/ 250gsm/ one side)

No	Content	Timeline	Remark
1.4	A backdrop of the event designed and hang up in Green One United Nation office in 304 Kim Ma street	30 November 2022	Size: 3.5 m x 7 m Colour theme: orange, happy and positive images of women and girls).
1.5	10 slogans designed and printed	20 November 2022	To use for producing video and taking photos at the event
2	The concert programme booklet designed and QR code created;	30 November 2022	No need to print
3	Photos of 7 soloists and conductors for photo exhibition taken for concert exhibition	5 December 2022	7 Photos will be set up in the wooden photo frame (75cm x 100cm)
4	4-5 min video clips of young girl soloists to promote "Girls deserve to shine" produced and a 2 min teaser video	30 November 2022	
5	Contract with the Viet Nam National Academy of Music at 77 Hao Nam street, Ha Noi for organizing the Youth Talent Concert in the evening of 10 th December 2022 signed;	20 November 2022	
6	The permission from Ha Noi Department of Culture, Sport and Tourism (DOCST) for organizing the Young Talent Concert in the Viet Nam National Academy of music at 77 Hao Nam street, Ha Noi is issued before the event	5 December 2022	
7	The welcoming ceremony, photo exhibition, facilitate the livestream session to the Young Talents Concert in the evening of 10 th December in the Viet Nam National Academy of Music at 77 Hao Nam street, Ha Noi prepared;	10 December 2022	A welcome room set up for VIP guests A space for photo exhibition set up outside the concert hall

No	Content	Timeline	Remark
8	At least 5 KOLs to participate in the Young Talent Symphony Concert invited and the key messages and photos shared on their fan pages;	1-10 December 2022	
9	MC scripts for the Young Talent Symphony Concert in both Vietnamese and English prepared	5 December 2022	
10	Communication products of 8 bill campaign carried to the event and set up for exhibitions	9 December 2022	Products provided by UNFPA
II	Deliverable during the event organization		
1	Availability of Reception team from 7 pm – 11 pm at the event	10 December 2022	2 women with Ao Dai and 2 men in white shirts
2	Availability of a woman MC from 7-11 pm for the concert	10 December 2022	MC can speak dual languages (Vietnamese/English)
3	The livestream of Young Talent Concert on Fan-page of VTV3 – Ca phe sang and re-share on UNFPA’s YouTube and fan page from 8 pm to 10 pm on 10 December 2022 broadcast	10 December 2022	04 cameras, mixer, stand-by technicians and high speed Internet lease lines for livestream session
4	Media Booth and Reception set up outside the event	10 December 2022	
5	Sound and light system, sound diffusion pattern, electricity for the concert prepared	10 December 2022	Based on the condition of Viet Nam Academy of Music
6	10 bunches of flowers prepared	10 December 2022	
7	Photos of the Young Talent Symphony Concert delivered to UNFPA	11 December 2022	A professional photographer arranged and the files of original photos sent to UNFPA
8	Water for audience during the concert provided with paper cups	10 December 2022	5 big bottles (19 liters) with 750 paper cups
9	A 5 minute compilation video for the whole concert produced	18 December 2022	

5. INTENDED USES AND USERS

Intended uses:

- To raise the knowledge of gender equality, stopping son preference and promoting the value of girls.

Intended users:

- People in general and especially policy makers and young people.

6. APPROACH AND METHODOLOGY

- The assignment will be conducted in gender and human rights responsive and inclusive approach.

7. ACCOUNTABILITIES

7.1. *The selected entity will:*

- Be technically and contractually accountable to UNFPA Country Office for all aspects of the assignment;
- Deliver the TOR in close consultation and collaboration with the UNFPA Gender Team leader and GBSS Programme Consultant;
- Brief UNFPA on progress of the assignment against the planned timeframe;
- Consult with UNFPA, MOCST, VNSO and other event suppliers to address challenges and problems arising during the consultancy assignment; and
- Be responsible for the quality of the activities and deliverables.

7.2. *UNFPA Country Office (CO) will:*

- Develop a contract for signature between UNFPA and the selected entity;
- Provide necessary background documents relating to GBSS Programme;
- Facilitate the selected organization in completing its assignment, as mentioned in the TOR;
- Monitor the progress and quality of assignment by the UNFPA GBSS Programme Consultant under the overall guidance of the Gender Team Leader; and
- Organize meetings with relevant parties such as MOCST, VNSO, event supplier to agree on the programme deliverables.

8. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected entity will implement the listed activities to deliver the expected products in close consultation with UNFPA as per the following timeframe.

No	Task	Deadline
1	Sign the contract	W3 Nov 2022
2	Have a meeting with UNFPA, MOCST, VNSO to agree on timeframe, preparation and program	W3 Nov 2022
3	Prepare all communication products and logistic support as mentioned in the deliverables table	W4 Nov 2022
4	Support to organize performance rehearsal	9 Dec 2022
5	Organise the Young Talent Symphony concert “Girls deserve to shine” and photo exhibition of 8 bill campaign outside the event.	10 Dec 2022

9. QUALIFICATIONS

- Has a clear governing body and structure including organization chart and staff size for undertaking the consultancy work;
- Has demonstrated expertise and experience in broadcasting on television;
- Excellent, professional and strong experience in organizing communication event with thematic topic of Gender Equality, Rights for Women and Girls;
- Have a strong, professional and creative team of designers;
- Has appropriate management capacity including financial management system;
- A submitted list of past and current projects with similar scope and value will be an asset;
- Experience working with multi/bilateral programmes/projects, UN agencies, particularly UNFPA and/or other development partners in Viet Nam, will be an asset.

10 PAYMENT TERMS

A contract for professional services will be signed between UNFPA Viet Nam and the selected company.

The payment will be made after finishing the Concert on 10 December 2022 upon satisfactory completion of the event and submission of all associated invoices and request for payment