

**WINROCK INTERNATIONAL
USAID Reducing Pollution Activity**

Hanoi, November 18, 2024

**REQUEST FOR APPLICATION
RFA-6997-24-24
"Promoting Private Sector and Community Participation in
Supporting the Implementation and Oversight of
the Transparent Environmental Data Disclosure Platform (TEDP)"**

Winrock International (Winrock) is working closely with the Project Management Unit (PMU) under the Pollution Control Department (PCD) of the Ministry of Natural Resources and Environment (MONRE) to implement the USAID-funded Reducing Pollution Activity (hereafter referred to as "the Project"), Project Grant Number 72044021CA00002. The Project's purpose is to support Vietnam in addressing environmental pollution challenges through a series of local initiatives using a collective impact approach.

To achieve the goal of reducing environmental pollution, alongside implementing specific interventions through collective impact initiatives and supporting the development of policies related to pollution reduction, the Project supports establishing, sharing, and using environmental data to drive green transformation, aiming for cleaner production and pollution reduction. In Fiscal Year 2024, the Project has partnered with IDH to assist PCD from MONRE in building and operating the Transparent Environmental Data Disclosure Platform (TEDP). The Northern Center for Environmental Monitoring (NCEM) is responsible for TEDP's development and operation. However, for TEDP to be effectively implemented, practically integrated, and sustainably maintained, it requires awareness and active participation from stakeholders, especially the private sector and the community oversight role.

On this basis, the project is pleased to announce this Request for Application (RFA) **"Promoting Private Sector and Community Participation in Supporting the Implementation and Oversight of the Transparent Environmental Data Disclosure Platform (TEDP)"**.

Detailed information on the purpose, requirements, and selection criteria for the initiative are provided in the attached application form. Additionally, interested organizations may submit questions to learn more about the Project and this RFA before 25 November, 2024. Questions should be sent via email to the Winrock Grants Management team, as instructed in the RFA below.

The deadline for submitting application packages is 17 December, 2024. Only proposals meeting all specified eligibility conditions in the RFA will be considered for evaluation.

Winrock anticipates awarding one (1) grant under this RFA but reserves the right not to issue any grants based on the quality of the proposals received and available funding.

Sincerely,



Nguyen Thi Le Hoa
Chief of Party, USAID Reducing Pollution Project

USAID Reducing Pollution Activity Request for Application (RFA)

Grant Activity Name:	Promoting Private Sector and Community Participation in Supporting the Implementation and Oversight of the Transparent Environmental Data Disclosure Platform (TEDP)
Request for Application (RFA) No:	RFA-6997-24-24
Date RFA Issued:	11/18/2024
Due Date and Time for Questions:	11/25/2024
Due Date and Time for Response to Questions:	11/28/2024
RFA Closing Date and Time:	12/17/2024
Estimated Award Date:	01/16/2025

SECTION 1: PROGRAM DESCRIPTION

BACKGROUND

Winrock International (Winrock) is working closely with the Project Management Unit (PMU) under the Pollution Control Department (PCD) of the Ministry of Natural Resources and Environment (MONRE) to implement the USAID-funded Reducing Pollution Project (hereafter referred to as "the Project"), Project Grant Number 72044021CA00002. The Project's purpose is to support Vietnam in addressing environmental pollution challenges through a series of local initiatives implemented using a collective impact approach.

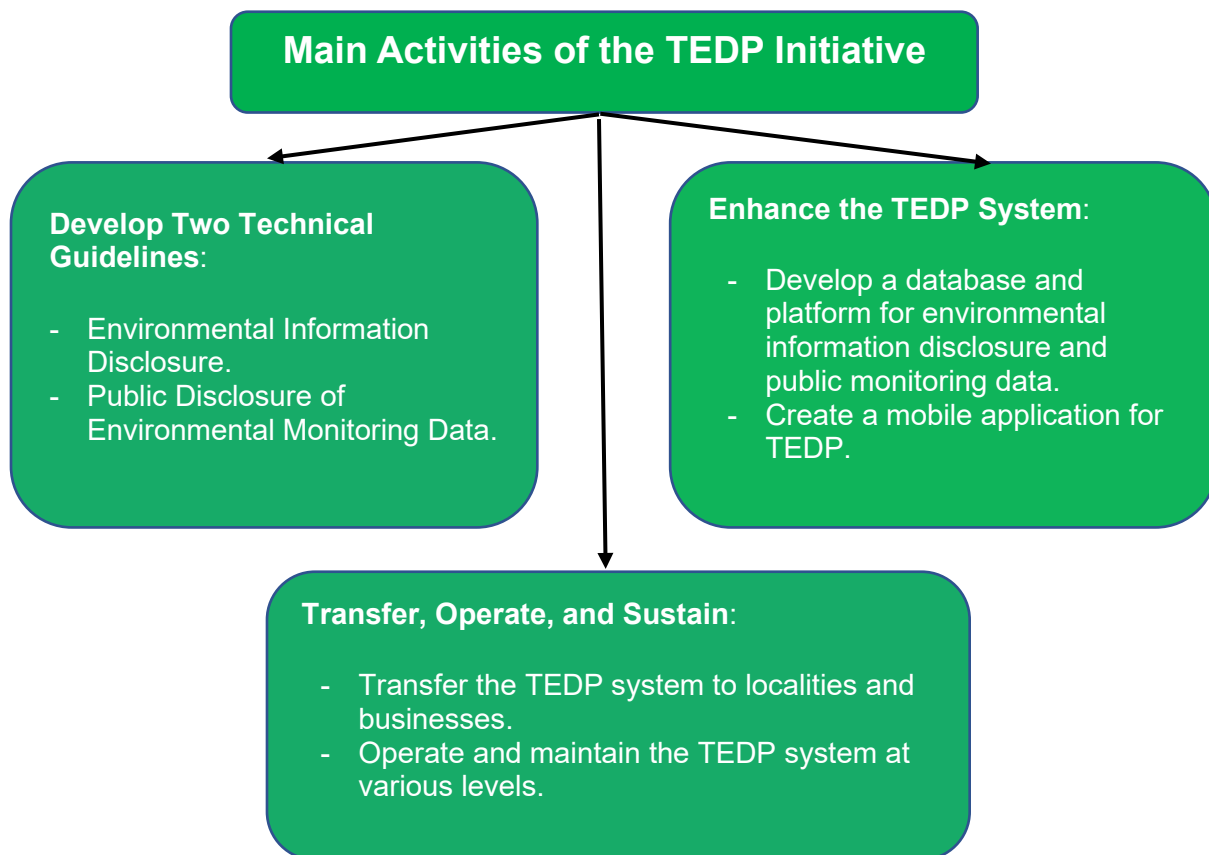
To achieve the ultimate goal of reducing environmental pollution, alongside implementing specific interventions through collective impact initiatives and supporting the development of policies related to pollution reduction, the Project also supports establishing, sharing, and using environmental data to drive green transformation, aiming for cleaner production and pollution reduction. In Fiscal Year 2024, the Project has partnered with IDH to assist PCD of MONRE in building and operating the Transparent Environmental Data Disclosure Platform (TEDP). Technically, the Northern Center for Environmental Monitoring (NCEM) is responsible for TEDP's development and operation. However, for the TEDP to be effectively implemented, practically integrated into, and sustainably maintained, it requires awareness and active participation from stakeholders, especially the private sector and the community in its oversight role.

On this basis, the project is pleased to announce this Request for Application (RFA) "**Promoting Private Sector and Community Participation in Supporting the Implementation and Oversight of the Transparent Environmental Data Disclosure Platform (TEDP)**". The purpose of this Project RFA is to invite ideas and proposals from non-governmental organizations in Vietnam with the capacity and relevant experience to support Winrock, IDH, and NCEM under the PCD of MONRE in implementing the TEDP Initiative.

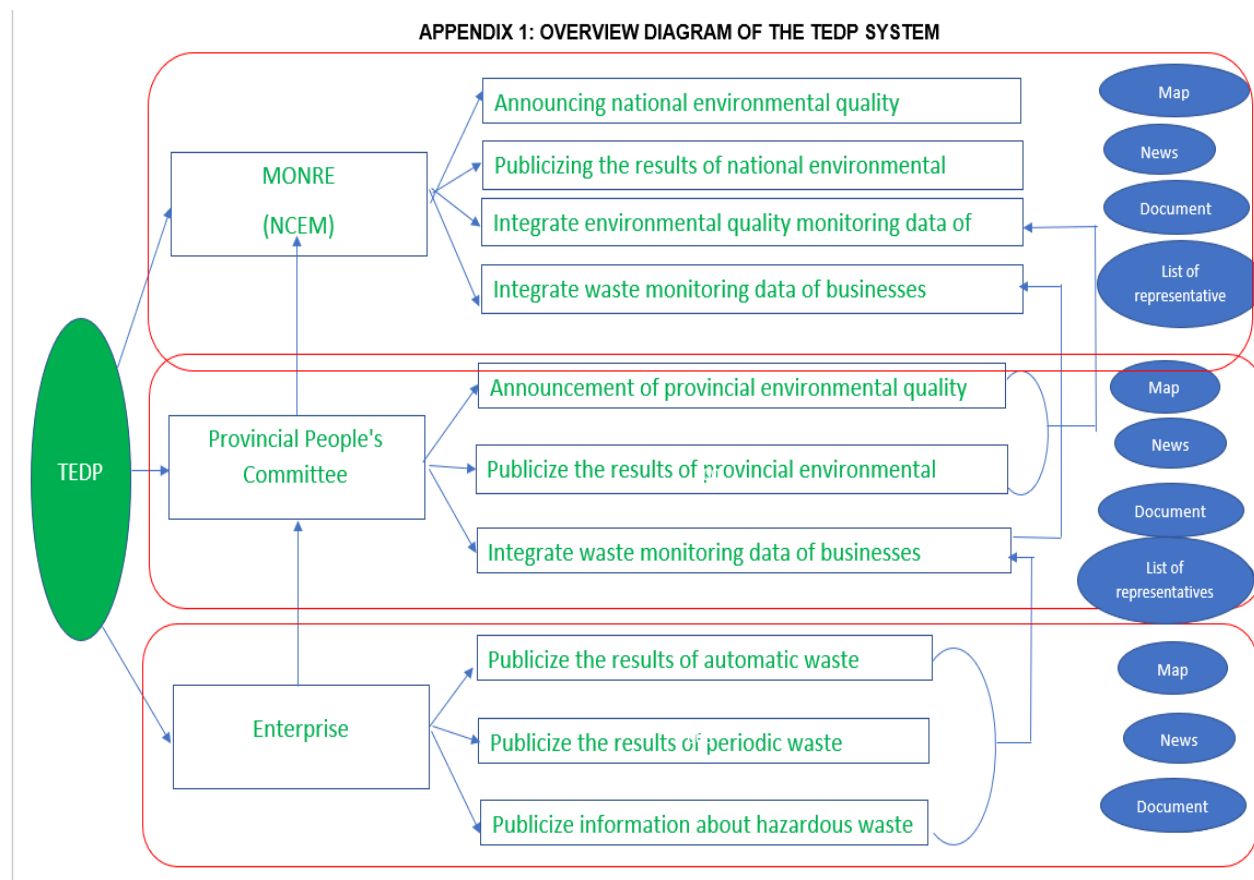
INTRODUCTION TO THE TEDP INITIATIVE

The TEDP Initiative is currently under implementation, and planned to span a period of 17 months (August 2024 - December 2025) in 10 provinces (5 in the North, 2 in the Central region, and 3 in the South). NCEM is tasked with leading the implementation, with technical support and oversight from Winrock, IDH, and PCD. The purpose of the TEDP Initiative is to facilitate businesses, industrial zones, provincial Departments of Natural Resources and Environment, and the Ministry of Natural Resources and Environment in disclosing information about environmental quality and publicizing environmental monitoring data in a streamlined, integrated, and standardized manner. This process ensures compliance with environmental protection policies and regulations, enabling the Ministry and provincial DONRE to better manage and control pollution. Moreover, it encourages businesses, industrial zones, and waste source owners to improve and enhance environmental transparency, fostering environmental responsibility. This also provides businesses with opportunities to meet domestic and international market requirements, promoting their sustainability, advancing the green transformation, encouraging cleaner production, and reducing pollution.

The TEDP Initiative is being implemented through three main activities, as illustrated below:



The TEDP Platform is built with three data disclosure interfaces: one at the MONRE level, one at the provincial level, and one for industrial zones and businesses. Details are as shown in the following diagram:



Expected outcomes of the TEDP Initiative: i) Support a minimum of 200 businesses and 10 industrial zones in the 10 pilot provinces participating in the TEDP Initiative. Through this, these businesses and zones will gain a clear understanding of TEDP's importance and significance, actively participating and sustaining TEDP implementation. ii) Ensure at least 500 organizations/individuals install the TEDP mobile app, and achieve 3,000 platform visits. Consequently, environmental information and data are actively used to monitor environmental quality.

As of October 30, 2024, the TEDP system has completed the interface design for automatic monitoring data disclosure, currently in pilot testing with some businesses and industrial zones in Nam Dinh province. The system is now in the process of designing the interface for periodic monitoring data disclosure, as well as the development of the TEDP mobile application.

REQUEST FOR APPLICATION (RFA) INFORMATION

Objectives:

- **Enhance Awareness and Engagement from the Private Sector:** Sustain and increase participation in TEDP from businesses and industrial zones already established through the TEDP Initiative, while also expanding participation from additional businesses and zones. This

aims to ensure that data is disclosed in a timely, consistent, and continuous manner. Recognizing TEDP's importance, these businesses and zones are expected to contribute resources for the platform's operational maintenance, supporting the goal of environmental pollution reduction.

- **Raise Public Awareness of TEDP for Effective Environmental Quality Monitoring:** Ensure increased public awareness (including vulnerable groups affected by pollution) about TEDP, encouraging nationwide stakeholders (such as regulatory bodies, civil society organizations, brands, etc.) to access and analyze disclosed data and information. This collaboration enables effective environmental quality monitoring.

Expected Outcomes in the RFA:

- A strategy and action plan for mobilizing stakeholder participation in TEDP implementation is developed with high feasibility, serving as a foundation for execution of TEDP in the short and long-term.
- Sustained TEDP implementation: Support participating provinces, industrial zones, businesses and organizations/individuals to effectively deploy TEDP, and sustain TEDP' targets and implementation specifically:
 - 200 businesses and 10 industrial zones across 10 provinces pilot the TEDP initiative, mastering techniques/understanding TEDP for more effective implementation and sustainability.
 - 500 organizations/individuals have installed the TEDP mobile app and contributed feedback to monitor environmental quality.
- Expanded TEDP's application: extend participation in TEDP from additional provinces in disclosing environmental quality information on the TEDP platform; increase the number of industrial zones and other businesses publicly sharing monitoring data on the TEDP platform; attract more organizations/individuals to install the TEDP mobile app for environmental quality monitoring (Applicant should specify the expected quantified targets for each of potential participating groups).
- Promoted contributions from businesses, industrial zones, and provinces for the implementation, maintenance and sustainability of the TEDP platform (Applicant should provide specific expected results).

Proposed Activities in the RFA:

To achieve these objectives, the following activities (among others) are proposed:

- Develop a strategy and action plan to mobilize private sector participation (including factories, businesses, industrial zones, and brands), connecting stakeholders (including regulatory agencies, authorities, civil society organizations, and the community). Also to develop a communication strategy that aligns with the strategy and action plan.
- Design and execute a public awareness, communication, and promotional campaign for TEDP.
- Advocate for and ensure increased private sector participation in TEDP.

- Collaborate with NCEM to enhance the capacity of management personnel, monitoring staff, and employees of businesses and industrial zones on TEDP system management, operations, and environmental monitoring equipment.
- Conduct surveys and assessments on the current state of monitoring, and evaluate TEDP's practicality, usability, and user-friendliness and specific proposals to improve TEDP policies and platforms for each related object
- Strengthen capacity and connect stakeholders (regulators, authorities, brands, industrial zones/businesses, local organizations, and residents around industrial zones/businesses/craft village) to properly analyze and interpret environmental data and information, enabling them to participate in environmental quality monitoring.
- Mobilize human and financial contributions from businesses, factories, industrial zones, brands, and political, social, and professional organizations for TEDP operations, maintenance, and monitoring.
- Propose an operational structure and technical requirements at each level (MONRE, DONRE, businesses/industrial zones) that are feasible and effective to ensure the sustainable maintenance of the TEDP.

SECTION 2: GRANT INFORMATION

2.1 ANTICIPATED NUMBER OF GRANTS TO BE ISSUED

The USAID Reducing Pollution Project expects to award 1 grant under this RFA but reserves the right to award none based on the quality of applications received and availability of funding.

2.2 ANTICIPATED START DATE AND DURATION OF GRANTS

The anticipated start date for this award is on/about January 16, 2025. The anticipated period of performance for individual grants is a maximum of 12 months from the date of award to 31/12/2025, depending on the negotiated award activities.

2.3 ESTIMATED AMOUNT OF GRANTS

The estimated amount to be awarded for an individual grant is a max of \$125,000. However, the final amount awarded will depend on activities and final negotiations. All awards will be negotiated, denominated and funded in Vietnam Dong.

2.4 TYPE OF GRANTS TO BE ISSUED

Winrock will determine the appropriate grant mechanism, in consultation with the applicant during the negotiation process, based on the pre-award assessment of the applicant, nature of the award activity, and estimated total cost of the award.

SECTION 3: ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

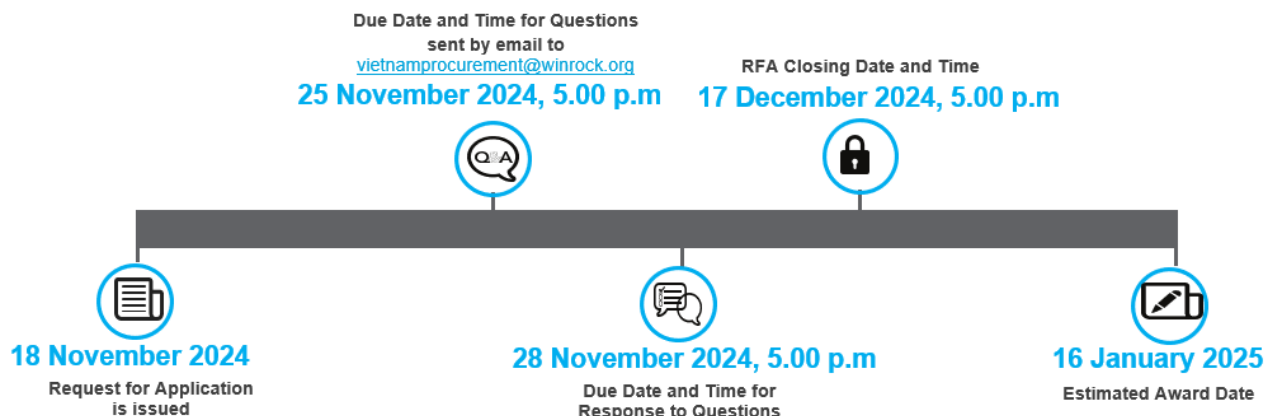
This solicitation is open to Vietnamese non-governmental organizations. This can include traditional not-for-profit NGOs, social enterprises, or similar local organizations. To be minimally eligible for funding, applicants must comply with the following conditions:

- Be legally registered or otherwise authorized to conduct business in Vietnam.
- Agree to be subject to a pre-award assessment to examine that the applicant has sound management in the form of financial, administrative, and technical policies and procedures.
- Provide a SAM Unique Entity ID (UEI) number at the time of award. If the applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to get a UEI number before an award is issued. UEI numbers can be obtained online at <https://www.sam.gov>
- Does not have an active exclusion in the System for Award Management (SAM) - refer to <https://www.sam.gov/SAM/>
- Does not appear on the Specially Designated Nationals (SDN) and Blocked Persons List <https://sanctionssearch.ofac.treas.gov/> maintained by the U.S. Treasury for the Office of Foreign Assets Control (OFAC), sometimes referred to as the "OFAC List".
- It is not on the United Nations Security Designation List <https://scsanctions.un.org/search/>

SECTION 4: INSTRUCTION TO APPLICANTS AND SUBMISSION INFORMATION

4.1. QUESTIONS, COMMUNICATIONS REGARDING THIS RFA

Request for Application (RFA) Timeline



<p>Questions & Answers related to this RFA</p>	<p>All questions and other communications regarding this RFA should be submitted in writing by email to the Grants Management Team at vietnamprocurement@winrock.org</p> <p>Deadline to receive questions: November 25, 2024</p> <p>Written responses to questions will be made available to all applicants as soon as possible after the deadline. Answers are expected to be distributed by November 28, 2024</p>
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4.2. SUBMISSION INSTRUCTIONS

TECHNICAL APPLICATION

Applicants will develop their applications based on their understanding of the initiative’s needs, their prior institutional experience and their determination of the approaches that would be feasible and successful. In all cases, applicants shall clearly explain the rationale for the proposed approaches chosen.

Submissions must clearly state the objectives and the expected results of the activity within the life of the funding period and define an implementation plan with a proposed time frame and budget. On-going monitoring and reporting of the funded activities will be the responsibility of the applicant. An Application Form template, **Annex A**, is provided as an attachment to this RFA.

COST APPLICATION

Cost applications shall be submitted separately from the technical application. Applicants shall submit the Budget application (Annex B – Budget application template) in Microsoft Excel including i) a sheet on Milestones and deliverables with budget to provide clear deliverables and budget required for each milestone and ii) a detailed budget sheet with budget notes in column G to provide elements of the proposed activity with sufficient detail to determine if the cost estimate is reasonable and based on supportable facts rather than guesswork. Specifically, budget notes must identify, justify and/or explain:

- each type of unit used,
- the number of units proposed,
- the cost per unit,
- how costs were derived (determined to be reasonable). Costs need to be based on actual quotes, prices paid, or experience. If costs are based on historical knowledge or recent experience, the justification should state by whom the information was provided, when the quoted experience occurred for reviewer easy to understand,
- explanation why each budgetline/cost is necessary; how it matches with the activities proposed in your organization's technical application,
- cost norms to be applied in the budget should be consistent,
- budget for activities should include all expenses for each activity in big category line.

Note: The budget notes are very important to help the reviewers understand why an item of cost is necessary and how it will be used to support the activity for which it will be incurred. The budget notes should demonstrate the relationship between the proposed activities and the budget.

COST-SHARE

Cost-share refers to additional resources that the applicant contributes to the total cost of the application, in addition to the requested budget amount of the submitted application. Cost-share is not required for grant(s) awarded under this RFA.

SUBMISSION GUIDELINES

Applications may be submitted in Vietnamese or English using the form provided in Annex A, B and may not be more than 30 pages, using Arial 10pt, single spaced. The page limit does not include Annexes and CVs of proposed staff included as part of the application.

Applications (including a technical description, estimated budget, and supporting documentation) must be submitted electronically via email to vietnamprocurement@winrock.org with the subject line: *RFA 6997 –24 - 24 name of proposed activity - [your organization name]*

Applications must be submitted no later than the time and date indicated on the cover page.

Incomplete or late applications will be marked as such and will be ineligible for review or award; however, Winrock reserves the right to accept and include incomplete or late applications in the review and award process when it is considered within the best interest of Winrock to do so. Applications that are submitted late or incomplete run the risk of not being considered for review.

Applications may be withdrawn by written notice via email received at any time before an award is made. Applications may be withdrawn in person by an organization or its authorized representative if the representative's identity is made known and the representative signs a receipt for the application before the award is made.

To be considered eligible for review, at a minimum, a complete submission package will have the following:

- Received before the closing date and time
- A copy of applicant's valid legal registration
- A copy of applicant's operation registration
- A completed technical application
- CVs for proposed key personnel with signatures
- Budget application (a detailed budget in Microsoft Excel)

Receipt time for electronic submissions is when the application is received by Winrock’s Internet Server. Hand delivery and hardcopy paper submissions of the application will not be accepted after the stated time on the cover page. Please do not send files in ZIP, RAR format.

By responding to the RFA, applicants agree to a pre-award assessment to examine that the applicant has sound management in the form of financial, administrative, and technical policies and procedures.

SECTION 5: APPLICATION EVALUATION AND REVIEW PROCESS

TECHNICAL REVIEW

The criteria presented below have been tailored to the requirements of this RFA. A total of 100 points are possible for all components of the application. The relative importance of each criterion is indicated by approximate weight by points.

In evaluating the applications, Winrock will examine overall merit and feasibility, as well as specific criteria relevant to each component as elaborated below. Awards will be made to the overall highest scores to the responsible applicant(s). Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters which applicants should address in their applications.

Technical Evaluation Criteria as follows:

Evaluation Area	Evaluation Criteria	Points
1. Technical - The extent to which the proposed technical approach achieves the objectives and content required in the RFA.	<ul style="list-style-type: none"> - Understand clearly the objectives and content required - Clear and plausible theory of change/log frame - Including strategy for integrating Gender Equality and Social Inclusion (GESI). - Proposed clear and feasible implementation plan - Outcomes and outputs can be measurable, demonstrating effectiveness, efficiency, impact and sustainability - Proposed appropriate activities and budget 	50
2. Key Personnel for the initiative implementation	<ul style="list-style-type: none"> - The proposed overall staffing plan is effective and efficient and will achieve program objectives. - Key personnel have the relevant qualifications, skills, and expertise required to successfully implement the activity. 	25
3. Organizational Capacity	<ul style="list-style-type: none"> - Experience working in engaging a diverse of stakeholders, such as private sector/ community - Experience in designing and implementing communication campaign programs - Ability to coordinate and manage capacity development activities - Ability to conduct the surveys - Successful performance in the past (reporting on the results of implementation of the similar projects/programs, or/and references of partners on the implementation of similar projects/programs) - Experience and financial management capacity in the last 3 years (Annual financial portfolios in the last 3 years) 	25

Evaluation Area	Evaluation Criteria	Points
Overall Rating (out of 100 points)		100

REVIEW PROCESS

Grant applications will be reviewed and evaluated by an evaluation panel using the review criteria indicated above.

Cost applications will be evaluated for reasonableness and effectiveness based on the scope of activities being proposed.

Winrock will notify the successful and unsuccessful applicants in writing.

SECTION 6: OTHER TERMS AND CONDITIONS

DISCLAIMERS

The issuance of this solicitation does not commit Winrock to make an award to any prospective grantee responding to this solicitation. Prospective grantees will not be reimbursed for costs incurred in the preparation and submission of an application. Winrock reserves the right to reject any and all applications, or to make an award without further discussion or negotiation.

All awards will be negotiated, denominated, and funded in VND. All costs funded under the grant must be allowable, allocable, and reasonable.

CONFLICT OF INTEREST

Applicants must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review, or management of this RFA and anticipated grant. Failure to provide full and open disclosure may result in Winrock having to re-evaluate the selection of a potential applicant.

OTHER RFA CONDITIONS

Applicants must agree and be willing to sign and submit required certifications before a grant is issued. For those selected for a grant award, Winrock will conduct a pre-award risk assessment.

- Issuance of grant agreements may be subject to prior written approval by Winrock funder.
- Individuals are not eligible to receive funding under this solicitation.
- Application forms should be signed by an authorized agent of the applicant's organization.
- Applicants that submit applications that meet or exceed the evaluation criteria will be notified of the next steps in the application process.

Additionally, the following items cannot be purchased under any grant awards:

- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by Winrock, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed activities
- Private ceremonies, parties, celebrations, or "representation" expenses
- Previous obligations and/or bad debts
- Expenses related to overtly religious purposes
- Expenses intended to influence the outcome of elections or other political processes
- Fines and/or penalties
- Creation of endowments
- Alcoholic beverages
- Real property (land, including land improvements, and structures thereto)

The following items are also ineligible or restricted under USAID-funded grants

- Prohibited goods under USAID eligibility rules, including military equipment, surveillance equipment, commodities, and services for support of police or other law enforcement activities, abortion equipment and services, luxury goods, and gambling equipment, and weather modification equipment
- Restricted goods under USAID eligibility rules, such as agricultural commodities, motor vehicles, including motorcycles, pharmaceuticals, pesticides, used equipment, contraceptive products, USG-owned excess property, or fertilizer
- Construction or infrastructure activities of any kind.
- Goods and services whose source and nationality are other than Geographic Code 937 which includes The United States, the host country, and developing countries other than advanced developing countries, but excluding any prohibited source countries.
 - (<https://www.usaid.gov/sites/default/files/documents/1876/310maa.pdf>)
 - (<https://www.usaid.gov/sites/default/files/documents/1876/310mab.pdf>)
 - (<https://www.usaid.gov/sites/default/files/documents/1864/310mac.pdf>)

REFERENCE MATERIALS:

Collective impact forum: [Collective Impact Forum](#)

Project page of Winrock International: [Winrock International » Solutions-Focused Partnerships, Data Sharing and Collective Impact to Reduce Pollution in Vietnam](#)

SECTION 7: ANNEXES

Annex A – Technical Application Form

Annex B – Budget Application Form

Annex C – Frequently Asked Question

Annex A. TECHNICAL APPLICATION FORM (including Application letter + Technical Form)

APPLICATION RESPONSE TO RFA ON “PRIVATE SECTOR AND COMMUNITY ENGAGEMENT IN IMPLEMENTING AND MONITORING THE TRANSPARENT ENVIRONMENTAL DATA DISCLOSURE PLATFORM (TEDP)”

To: USAID REDUCING POLLUTION PROJECT
Winrock International in Vietnam

Dear Sir/Madam,

Having examined your Request for Application entitled “**Private Sector and Community Engagement in implementing and monitoring the Transparent Environmental Data Disclosure Platform (TEDP)**”, we would like to submit our application for this initiative. Our proposal for project duration and budget are as follows:

- Project duration: months
- Total Project budget: VND.....

Please find enclosed our application dossiers:

A copy of the applicant's valid legal registration
A copy of the applicant's Operation Regulation
A completed technical application (signed and stamped)
CVs for proposed key personnel
Cost Application (A detailed budget in Microsoft Excel)

(Please list other attachments to support your application if any)

I, the undersigned, being the person responsible for the applicant organization for this project, certify that the information given in this application is true and accurate.

Name
Position
Signature & Stamp
Date

GRANTEE INFORMATION

Name of Applicant	
Address	
Name of Applicant's Authorized Representative	
E-mail Address	
Phone Number	
(SAM) EUI Number	
VAT Number	

GRANT INFORMATION

Grant Name	
Location Where Activity will be Performed	
Period of Performance	

BUDGET SUMMARY *(Please note that a detailed budget must be included in the submission)*

	Local Currency (VND)	
Total Amount Requested		

KEY PERSONNEL *(Please list key personnel, title and short description: e.g., Project Manager, Technical Lead, key responsibilities.)*

Name	Title	Description

Applicant Capability and Past Performance *(Please provide a brief narrative describing your organization's mission and primary activities, and also list annual income over the past three years along with main financial contributors/funders)*

Organizational Background Narrative

Organizational Capacity		
Year	Annual Income	Financial Contributor/Funder

Past Performance *(Please describe up to three major projects on investigation, research, training, education, communication, and mobilization of stakeholder participation in which your organization(s) was involved/conducted in the past, which show the organization's expertise and ability to meet the goals of the proposed grant.)*

1. First Project (if applicable)	
Project Title	
Period of Performance	
Project implemented by (in case consortium)	
Location	
Role of Organization (leader or partner)	
Project Objectives	
Project Results	
Total Budget	
Funding Source and Contact Information	
- <i>Contact point:</i>	
- <i>Tel:</i>	
- <i>Email:</i>	
2. Second Project (if applicable)	
Project Title	
Project implemented by (in case consortium)	
Period of Performance	
Location	
Role of Organization (leader or partner)	
Project Objectives	
Project Results	
Total Budget	
Funding Source and Contact Information	
- <i>Contact point:</i>	
- <i>Tel:</i>	
- <i>Email:</i>	
3. Third Project (if applicable)	
Project Title	
Project implemented by (in case consortium)	
Period of Performance	
Location	
Role of Organization (leader or partner)	
Project Objectives	
Project Results	
Total Budget	
Funding Source and Contact Information	
- <i>Contact point:</i>	
- <i>Tel:</i>	
- <i>Email:</i>	

Technical Application Outline (maximum 30 pages). The applicants are encouraged to include charts, graphs and tables to present the information.

- 1. Background and the needs of the RFA:** *(Please provide brief and necessary background information on the issues and the problems that the proposed grant will address.)*
- 2. Goals, Objectives, and Indicators** *(Please state the goal and its corresponding objectives to address the problems identified above. Within each Objective, what are the main performance indicators? The theory of change may be used to express.)*
- 3. Implementation strategy** *(Applicants need to clarify how to engage stakeholders, especially the private sector, communities, and relevant agencies to actively participate in solving the issues to achieve the goals and objectives stated above)*
- 4. Strategy for integrating Gender Equality and Social Inclusion (GESI)** *(Applicants should highlight how to mobilize participation and decision-making of stakeholders, especially vulnerable groups (women, the elderly, people with disabilities, the poor, ethnic minorities, Lesbian, Gay, Bisexual, Transgender, Intersex, Queer (LGBTIQ) to benefit equally from the results of the project.)*
- 5. Activities and key deliverables** *(Please provide a detailed description of all the key activities and identify key deliverables to achieve each objective.)*
- 6. Direct and indirect Beneficiaries** *(Please describe the type and number of beneficiaries.)*
- 7. Work-Plan and Timeline** *(Please provide a summary narrative of the work-plan and timeline in addition to attaching a copy of the proposed work-plan table. Include a description of how to manage and operate administratively;)*
- 8. Management Organization:** *(Please clearly describe the structure of the implementation management organization; the coordination mechanism between parties involved in preparing, implementing and managing the proposed grant)*
- 9. Sustainability** *(Please describe the measures you will take to ensure sustainability after the end of the grant agreement e.g., institutionalization, capacity building, replication etc.)*
- 10. Attachments:** *Include any necessary attachments in support of your application.*

Annex B. Budget Application (A detailed budget sheet in Microsoft Excel). **Please use the cost application template at this link: [RPA FAA Budget Template](#)**

Guidance for Preparing Detailed Budget

Please include allocation methodology for other direct and indirect costs.

Budget Category	Guidance
Salaries	Position of each staff, daily or monthly rate, the number of days/hours budgeted
Fringe Benefits	Provide information on how fringe benefits are calculated
Consultants	Purpose of consultancy, the daily or monthly rate, the number of days/months
Travel	Number of trips, number of days, destination, transport type and accommodation and other costs.
Training/Workshops	Venue, Catering Cost, Number of Participants, Travel & Accommodation, Facilitator cost
Other	Any other costs, must detail unit cost and total number of units

Annex C. Frequently Asked Questions

STT	Câu hỏi/Questions	Trả lời/Answers
I	Các câu hỏi về hồ sơ nói chung/ General Questions on application	
1	<p>Có cần cung cấp mã số định danh SAM UEI khi nộp hồ sơ đề xuất dự án nhằm đảm bảo tính hợp lệ để được đánh giá hồ sơ hay không?</p> <p><i>Is a valid SAM UEI Number required for applications to be reviewed?</i></p>	<p>Chúng tôi không yêu cầu cung cấp Mã số SAM (UEI) khi nộp hồ sơ đề xuất. Số định danh UEI chỉ cần cung cấp vào thời điểm ký hợp đồng tài trợ. Nếu Tổ chức đã có mã số UEI thì có thể điền thông tin này vào biểu mẫu hồ sơ đề xuất. Trong trường hợp chưa có, Tổ chức cần cung cấp mã số định danh UEI này trước khi ký hợp đồng trao tài trợ.</p> <p><i>We do not require a SAM Unique Entity ID (UEI) Number to be provided when submitting the proposal. A SAM number is only required at the time of award. If the applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to get a UEI number before an award is issued.</i></p>
2	<p>Tổ chức của chúng tôi có giấy phép kinh doanh doanh nghiệp xã hội và có mã số DUNS. Xin cho biết liệu chúng tôi có đủ điều kiện tham gia</p> <p><i>Our organization has a social enterprise business license, and a DUNS number. We are wondering if we would be considered an eligible organization?</i></p>	<p>Theo quy định mới mã số DUNS sẽ được chuyển đổi thành mã số định danh (UEI) nên nếu được lựa chọn để trao tài trợ, đơn vị nộp hồ sơ dự án cần truy cập vào đường link https://sam.gov và làm theo hướng dẫn để nhận được mã số UEI.</p> <p><i>According to the new regulations, the DUNS number will be converted to Unique Entity ID (UEI) number, if the applicant is selected to award a grant, the applicant needs to access the link https://sam.gov and follow the instructions to receive the UEI number.</i></p>
3	<p>Thời gian tối đa để thực hiện sáng kiến là bao nhiêu năm?</p> <p><i>For how many years can the proposed initiative be implemented?</i></p>	<p>Theo mục 2.2 của Thư kêu gọi mời nộp đề xuất dự án (RFA), thời gian tối đa để thực hiện sáng kiến này là 12 tháng)</p> <p><i>Per Section 2.2 of the RFA, the maximum term to propose initiatives under this RFA is 12 months).</i></p>
4	<p>Theo hướng dẫn nộp đề xuất thì có thể viết đề xuất bằng tiếng Anh hoặc tiếng Việt, vậy nộp đề xuất bằng tiếng Anh có được ưu tiên gì không</p>	<p>Không có ưu tiên khi nộp đề xuất bằng Tiếng Anh hoặc tiếng Việt. Tổ chức nộp hồ sơ có thể lựa chọn viết đề xuất bằng một trong hai ngôn ngữ này (tiếng Anh hoặc tiếng Việt) để thể hiện tốt nhất ý tưởng của mình.</p>

STT	Câu hỏi/Questions	Trả lời/Answers
	<p>hay hai ngôn ngữ như nhau?</p> <p><i>According to the guidelines for submitting proposals, it is possible to write proposals in English or Vietnamese. Is the submission of proposals in English given any priority, or do both languages have the same priority?</i></p>	<p><i>There is no preference when submitting proposals in English or Vietnamese. Applicants should choose the language that helps best express their ideas.</i></p>
5	<p>Đề xuất tài chính có phải nộp cùng thời điểm với đề xuất kỹ thuật không hay nộp riêng?</p> <p><i>Should financial proposals be submitted at the same time with technical proposals, or separately?</i></p>	<p>Đề xuất kỹ thuật và tài chính có thể nộp trong cùng một email nhưng đề xuất kỹ thuật để riêng 1 file (tệp) và đề xuất tài chính để riêng 1 file (tệp)</p> <p><i>Technical proposal and financial budget may submitted in the same email, but should be separate files.</i></p>
II	Đơn vị hợp lệ để nộp hồ sơ/ Eligible organizations	
1	<p>Trường đại học/ viện nghiên cứu (công lập và dân lập) có quyền nộp hồ sơ đề xuất không?</p> <p><i>Are universities and research institutes (public and private) eligible to submit proposals?</i></p>	<p>Theo Phần 3 của RFA, khoản tài trợ này dành cho tất cả các tổ chức không thuộc cơ quan chính phủ Việt Nam bao gồm các tổ chức dựa vào cộng đồng (CBOs), các tổ chức xã hội dân sự (CSOs), các doanh nghiệp xã hội, các doanh nghiệp tư nhân/các hiệp hội và các viện nghiên cứu/các trường đại học dân lập.</p> <p>Các trường đại học công lập được coi là không hợp lệ để nộp Hồ sơ đề xuất dự án.</p> <p>Tổ chức nộp hồ sơ được lựa chọn cần chứng minh có đủ năng lực để có thể kết nối và dẫn dắt được mạng lưới đa dạng các bên liên quan cùng xây dựng chương trình chung để giải quyết vấn đề, xác định các hoạt động hỗ trợ nhau, cùng thống nhất về phương pháp đo lường kết quả, điều hành việc chia sẻ thông tin và học hỏi liên tục và điều hành mạng lưới, nhằm quản lý và thực hiện thành công sáng kiến.</p> <p><i>Per Section 3 of the RFA, this solicitation is open to Vietnamese non-governmental organizations. This includes community-based</i></p>

STT	Câu hỏi/Questions	Trả lời/Answers
		<p><i>organizations (CBOs), civil society organizations (CSOs), social enterprises, private enterprises/associations, and private research institutes/universities.</i></p> <p><i>Public or state universities that are considered part of the government are not eligible.</i></p> <p><i>A successful applicant will need to demonstrate sufficient capacity to connect and lead a network of diverse stakeholders to jointly develop a common agenda, mutually reinforcing activities, shared measurement, platforms/mechanisms for continuous communication and learning among parties, and operate the network, in order to successfully manage and implement the initiative.</i></p>
2	<p>Doanh nghiệp xã hội được thành lập theo luật Việt Nam có thể đăng ký cơ hội nhận tài trợ này không hay chỉ giới hạn cho các tổ chức phi lợi nhuận trong nước?</p> <p><i>Can social enterprises under Vietnamese law apply for this funding opportunity or is it solely limited to non-profit organizations?</i></p>	<ul style="list-style-type: none"> Doanh nghiệp xã hội được xem là hợp lệ để nộp đề xuất dự án theo thông báo RFA này, nếu như có đăng ký hợp pháp hoặc được phép hoạt động kinh doanh tại Việt Nam và không thuộc cơ quan chính phủ. <p><i>Social enterprises are eligible to submit concept notes under this RFA, as long as they are legally registered or otherwise authorized to conduct business in Vietnam and are a non-Government organization.</i></p>
3	<p>Liên hiệp các hội khoa học kỹ thuật hoặc DN tư nhân thì có hợp lệ và có được tham gia ko?</p> <p><i>Are the Union of Science and Technology Associations and private enterprises eligible to participate?</i></p>	<p>Khoản tài trợ này được dành cho các tổ chức có tư cách pháp nhân tại Việt Nam, hoạt động độc lập với chính phủ về cả tài chính và nhân sự.</p> <p><i>This grant is intended for organizations who are legally registered in Vietnam and operate independently of the government in both finance and personnel.</i></p>
4	<p>Chúng tôi đang có kế hoạch thành lập một liên danh gồm một số tổ chức (để tối đa hóa thế mạnh riêng của chúng tôi) để nộp hồ sơ đề xuất dự án theo RFA này, liệu dự án có thể tự vấn cho chúng tôi các biểu mẫu đề xuất dự án phù hợp để chúng</p>	<p>Các Tổ chức được hoan nghênh thành lập các nhóm hoặc liên danh để tối đa hóa thế mạnh của từng tổ chức.</p> <p>Khi một nhóm hoặc liên danh tham gia xây dựng đề xuất dự án, Tổ chức chính sẽ đại diện nộp hồ sơ. Tổ chức nộp hồ sơ phải chứng minh được năng lực quản lý nhóm/liên danh để đạt được các mục tiêu của sáng kiến đề xuất.</p> <p>Tất cả các thành viên trong nhóm hoặc liên danh đều cần cung cấp thông tin theo các biểu mẫu được cung cấp trong RFA.</p>

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	<p>tôi có thể sử dụng được không? Mọi thành viên trong liên danh có cần phải nộp hồ sơ đề xuất hay không? Nếu có, liệu chúng tôi có thể sử dụng cùng các thông tin giống nhau trong đề xuất dự án của mình, ví dụ các đề xuất kỹ thuật và tài chính có thể sẽ như nhau không? Nếu không (nghĩa là chỉ Đơn vị chính mới cần nộp hồ sơ dự án). Liệu chúng tôi có thể nêu kinh nghiệm của tất cả các đối tác trong phần kinh nghiệm đã thực hiện được không?</p> <p><i>We are planning to form a coalition of organizations (to maximize our specific strength) to apply for this RFA, could you please help advise the appropriate proposal application templates we should be using? Does every member of our coalition need to submit an application? If yes, could we use the same materials in our application, i.e, the technical and financial applications will be identical? If no (i.e, only the lead applicant will need to submit), could we include all of our partners' experience in the past performance session?</i></p>	<p>Tại Phần kinh nghiệm làm việc có thể trình bày kinh nghiệm của tổ chức chính/tổ chức đại diện và các thành viên trong nhóm hoặc liên danh.</p> <p><i>Organizations are welcome to form teams, consortiums, or coalitions to maximize the strengths of each partner organization.. If a team or coalition is proposed, one lead applicant should submit one proposal for the proposed consortium. The lead applicant must demonstrate the capacity to manage the consortium to achieve the objectives of the proposed initiative.</i></p> <p><i>All applications should use the forms provided in the RFA.</i></p> <p><i>The Past Performance section of proposals may include past performance of lead applicants and other proposed consortium members.</i></p>

STT	Câu hỏi/Questions	Trả lời/Answers
5	<p>Hai đơn vị có thể đứng chung một dự án được không ạ?</p> <p><i>Can two organizations cooperate to lead one project?</i></p>	<p>Có thể 1 hoặc nhiều tổ chức tham gia theo hình thức liên danh, liên kết, tuy nhiên cần 1 tổ chức đại diện đứng đầu liên danh, chịu trách nhiệm nộp ý tưởng và là đầu mối để liên hệ đồng thời là Tổ chức nhận tài trợ. Winrock không chia khoản tài trợ này thành nhiều khoản tài trợ nhỏ hơn cho các thành viên khác trong liên danh.</p> <p><i>It is possible for multiple organizations to cooperate in the form of a consortium. However, a lead organization is required to submit the concept paper and to serve as the focal point of contact and serve as the grantee. Winrock cannot split the grant into multiple grants to different consortium members.</i></p>
6	<p>Key Personnel: Nhân sự chủ chốt: - Số lượng nhân sự tối đa theo quy định chương trình là bao nhiêu? <i>What is the maximum number of employees according to the program regulations?</i></p> <p>- Trong CV nhân sự có cần cung cấp bằng đại học, chứng chỉ liên quan không? <i>Do we need to provide a degree or relevant certificate with the CV of proposed staff?</i></p> <p>- Một số nhân sự có thể outsource được không? <i>Can we hire some outsourced personnel?</i></p>	<ul style="list-style-type: none"> • Số lượng nhân sự nên được xem xét đề xuất phù hợp với yêu cầu công việc và theo thông lệ tiêu chuẩn của đơn vị nộp đề xuất. • <i>The number of proposed staff should be what is required to meet the work's requirements and should be reasonable and according to the standard practices of the applicant.</i> • Chỉ cần nộp CV nhân sự. Tuy nhiên, đơn vị nộp đề xuất có thể bổ sung bằng cấp hoặc chứng chỉ liên quan nếu thấy cần thiết và hỗ trợ cho đề xuất của đơn vị. • <i>Only a CV is required. However, the applicant may provide a degree or certificate if they feel it gives a stronger justification.</i> • Có, nhân sự thuê ngoài có thể được phép nếu tổ chức không có nhân sự phù hợp tại đơn vị. • <i>Yes, outsourced personnel can be hired if there are no capable personnel in-house.</i>
III	Chuẩn bị hồ sơ đề xuất / Prepare and submit the Proposal	
1	<p>Trong mục kinh nghiệm làm việc trong hồ sơ, có cần trình bày các dự án đã thực hiện bởi đối tác liên danh hay không? Có đề cập các bên liên quan trong hồ sơ không? Có cần trình bày kinh nghiệm</p>	<p><i>Vui lòng xem Phần II, Câu hỏi 4 ở trên.</i></p> <p>Phần kinh nghiệm thực hiện dự án tương tự có thể bao gồm các dự án đã được thực hiện bởi tổ chức đứng đầu/đại diện liên danh và các thành viên trong liên danh.</p>

STT	Câu hỏi/Questions	Trả lời/Answers
	<p>của các bên liên quan không?</p> <p><i>In the Past Performance section of the Proposal, should we list down the implemented project by the consortium partner?</i></p> <p><i>Should all stakeholders be mentioned?</i></p> <p><i>Is it necessary to present the past experiences of key stakeholders?</i></p>	<p>Phần kinh nghiệm thực hiện dự án không liệt kê dự án của các bên tham gia dự án nhưng không phải là thành viên của liên danh.</p> <p><i>See Part II, Question 4 above.</i></p> <p><i>The Past Performance section of proposals may include past performance of lead applicants and other proposed coalition or consortium members.</i></p> <p><i>Past Performance information does not need to be included for other stakeholders who are not part of the consortium.</i></p>