

Hanoi, 03 January 2025

**WINROCK INTERNATIONAL
USAID Reducing Pollution Project
REQUEST FOR APPLICATION
RFA-6997-24-25**

Collective Impact to Reduce Air Pollution from Road Transportation in Hanoi

Winrock International (Winrock) is implementing the USAID Reducing Pollution Project, funded by the United States Agency for International Development (USAID) in close collaboration with the Department of Environment Pollution Control (PCD) and the Ministry of Natural Resources and Environment (MONRE), hereafter called "Project".

The Project, implemented in a five-year (2022-2026), is supporting Vietnam's efforts to address environmental pollution challenges. To achieve the ultimate goal of reducing environmental pollution in targeted areas, Winrock will facilitate a portfolio of multi-stakeholder collective impact initiatives (CIIs). Each collective impact initiative will be led by a local organization, who will serve as the "backbone organization" to lead a series of connected activities to address a key pollution issue and develop a network of motivated stakeholders from communities, local governments, academic institutions, and private sectors. This network will collaborate to identify solutions to challenges related to plastic waste pollution, air pollution, craft village pollution, and environmental information transparency.

According to the plan, the project will implement six initiatives: two focused on solid waste management and plastic waste reduction, two on air pollution reduction, one on reducing pollution in craft villages, and one on enhancing environmental information transparency. To date, five backbone organizations have been selected to lead five initiatives on plastic waste (two CIIs) and air pollution from open burning, craft villages, environmental information transparency with one CII for each. In 2025, the project will identify an additional backbone organization to carry out the sixth initiative on reducing air pollution.

Winrock is pleased to announce this Request for Application (RFA) that seeks innovative and creative approaches from eligible Vietnamese non-governmental organizations to develop a collective impact initiative to address the challenge of reducing air pollution from road transportation in Hanoi.

Winrock would like to invite organizations interested in potential funding to submit applications outlining their approach and proposed activities to build a collective impact initiative that reflects the goals and objectives of the project.

Winrock will hold an online pre-application conference on 10 January 2025 for potential applicants to learn more about the project and this RFA, and to ask questions for clarification. Questions may also be submitted by email to the Winrock Grants Management team following the submission process described in the documentation below.

Full applications received by the submission deadline of 17 February 2025 and meeting eligibility conditions will be considered for evaluation. Applicants should carefully follow all instructions in the RFA documentation that follows.





Winrock expects one grant will be issued under this RFA, but reserves the right to award none based on the quality of applications received and availability of funding.



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



USAID Reducing Pollution Project Request for Application (RFA)

Grant Activity Name:	Collective Impact to Reduce Air Pollution from Road Transportation in Hanoi
Request for Application (RFA) No:	RFA-6997-24-25
Date RFA Issued:	03/01/2025
Pre-application conference	10/01/2025 9:00AM
Due Date and Time for Questions:	15/01/2025 5:00PM
Due Date and Time for Response to Questions:	20/01/2025
RFA Closing Date and Time:	17/02/2025 5:00PM
Estimated Award Date:	17/03/2025

SECTION 1: PROGRAM DESCRIPTION

1.1 PURPOSE AND BACKGROUND

1.1.1 Brief Project Introduction

The Reducing Pollution Project (hereafter called “Project”, funded by the United States Agency for International Development (USAID, implemented by the Winrock International in close collaboration with the Department of Environment Pollution Control (PCD) and the Ministry of Natural Resources and Environment (MONRE), with the aim to support Vietnam’s efforts to address environmental pollution challenges through a series of locally driven initiatives using a collective impact approach.¹ Through the Project, Winrock facilitates a portfolio of 6 collective impact initiatives (CIIs). Each collective impact initiative is led by a local organization, who serves as the “backbone organization” to lead a series of connected activities to address a key pollution issue and develop a network of motivated stakeholders from communities, local governments, academic institutions, and private sector working together to identify solutions to the pollution challenges.

The collective impact initiative will follow the collective impact framework to build momentum toward policy development, policy implementation, and behavior changes. This process expects to attain the following intermediate results:

- **Result 1:** Capacity of Backbone organizations (BBOs) are strengthened;
- **Result 2:** CIIs progress toward impact and sustainable goals with strengthened networks of local organizations, government, private sector, and academic institutions and communities working together to prevent, mitigate, and/or reduce environmental pollution; and
- **Result 3:** Transparency of data and information to inform policy-making and promote behavior change is increased.

To measure the above results, currently, the Reducing Pollution Project has the following indicators:

1. Number of laws, policies, regulations, or standards formally proposed, adopted or implemented
2. Percent of organizations with improved performance
3. Number of civil society organizations (CSOs) engaged in advocacy interventions
4. Value (\$) of non-donor resources mobilized for local development priorities
5. Number of local mechanisms for citizens to engage their sub-national government
6. Number of persons trained to advance outcomes consistent with gender equality and female empowerment through their roles in public or private sector institutions and organizations

¹ Collective impact addresses complex challenges by mobilizing diverse actors to collaborate, identify ways to solve a shared problem, and take actions based on their roles and comparative advantages. For more information about collective impact approach, please see [Collective Impact Forum](#)

7. Number of direct program participants of Collective Impact Initiatives

The indicators related to the project's objectives on pollution reduction and/or behavior change will be determined based on the selected collective impact initiative.

1.2 OBJECTIVE OF THE COLLECTIVE IMPACT INITIATIVE

The Environment Performance Index 2024², reports that Vietnam in the top five most air-polluted countries in Asia – Pacific, causing health and environmental issues. Air pollution in Vietnam is concentrated in big cities and urban areas with increasing dust pollution, especially pollution caused by PM_{2.5} fine dust.

Hanoi is among the leading cities with fine dust concentrations exceeding the national standard. Monitoring results show that poor and unhealthy air quality index (VN_AQI) levels occur on over 30% of the monitored days annually. The annual average PM_{2.5} concentration in Hanoi is nearly double the national technical standard. Transportation is the largest contributor to PM_{2.5} emissions, accounting for 50–70% of the total. As of October 2023, Hanoi had over 7.8 million registered vehicles, including more than 1.1 million cars, over 6.7 million motorbikes, and approximately 1.2 million vehicles from other provinces and cities operating within Hanoi.

To improve air quality, the Hanoi People's Committee issued Decision No. 1142 on March 2, 2024, approving the Air Quality Management Plan for Hanoi City through 2030, with a vision toward 2035. A key objective of this plan is to minimize air pollution by 2030, ensuring that at least 75% of the days each year have good or moderate air quality (AQI) levels, while significantly reducing PM_{2.5} emissions from major sources.

In alignment with this goal, the Project plans to implement an initiative aimed at reducing air pollution from road transportation activities, contributing to cleaner air in Hanoi and Vietnam as a whole.

Through this RFA, the Project is seeking solutions to reduce air pollution from road transport with the following **specific objective** by using a collective impact approach:

- Enable development and application of innovative technology, tools, and approaches to achieve measurable reductions in air pollution from road transportation and mitigate its impacts
- Foster the active involvement of diverse stakeholders, including government agencies, businesses, civil society organizations, research institutes, universities, scientists, researchers, experts, and communities, in advocating for policy reforms and driving behavior change to reduce air pollution from road transportation.

There are many strategies that can be used to reduce air pollution from road transportation, the applicants are recommended to use any measures for their application such as:

- “Shift” Measures: Encourage the transition from high-emission transportation modes to cleaner alternatives, such as promoting public transportation, walking, cycling or the use of electric vehicles.
- “Improve” Measures: Enhance emissions efficiency per distance traveled by improving fuel efficiency or adopting vehicles powered by cleaner fuels.

² Block, S., Emerson, J. W., Esty, D. C., de Sherbinin, A., Wendling, Z. A., et al. (2024). 2024 Environmental Performance Index. New Haven, CT: Yale Center for Environmental Law & Policy. epi.yale.edu.

² Báo dân Việt (2023), <https://danviet.vn/ha-noi-co-bao-nhieu-xe-o-to-2023111615154404.htm>

- Other measures

Applicants should propose a comprehensive approach that links diverse stakeholders in a sustainable collective impact initiative.

We strongly promote multi-stakeholder approach and encourage cooperation among partners in the application process. We can also propose to facilitate and broker partnership among applications if seeing the opportunity to strengthen the proposal.

After pre-selection, Winrock can work with the potential grantee to jointly design and refine the proposal.

SECTION 2: GRANT INFORMATION

2.1 ANTICIPATED NUMBER OF GRANTS TO BE ISSUED

The USAID Reducing Pollution Project expects to award one grant under this RFA, but reserves the right to make zero awards based on the quality of applications received and availability of funding.

2.2 ANTICIPATED START DATE AND DURATION OF GRANTS

The anticipated start date of the award is 17 March 2025. Grants are expected to run from this start date until 31 December 2025.

2.3 ESTIMATED AMOUNT OF GRANTS

The maximum amount for the period of the proposed grant is VND2.300.000.000. 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 includes community-based organizations (CBOs), civil society organizations (CSOs), social enterprises, private enterprises/associations, and private research institutes/universities. Proposals from eligible organizations will be evaluated based on their potential to develop and lead a collective impact initiative based on the criteria below.

Public or state universities that are considered part of the government are not eligible.

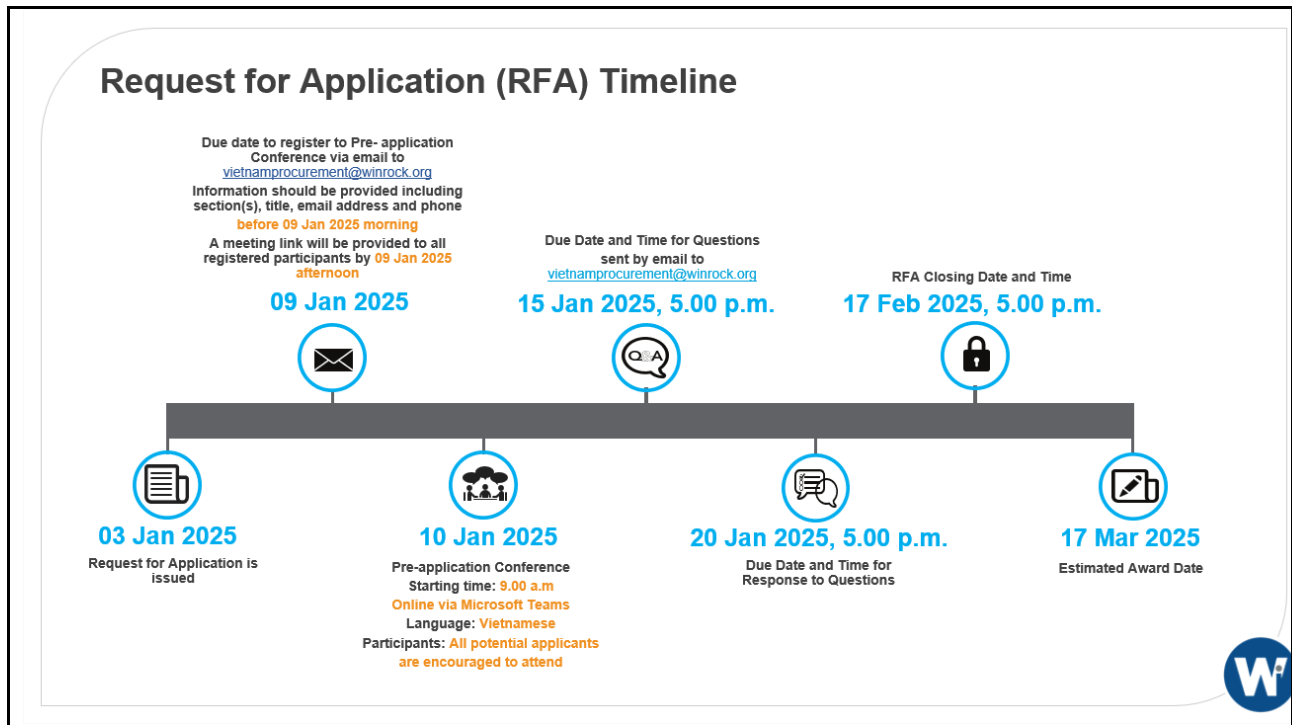
To be minimally eligible for funding, applicants must comply with the following conditions:

- 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, AND PRE-APPLICATION CONFERENCE REGARDING THIS RFA



<p>Pre-application conference:</p>	<p>All potential applicants are encouraged to attend a pre-application conference to learn more about this RFA, how to apply, and to better understand the collective impact approach of the Reducing Pollution project.</p> <p>This Pre-application conference will be focus on:</p> <ul style="list-style-type: none"> - Introduction of the USAID Reducing Pollution project, Collective Impact Approach and Project’s indicators - Guidance on how to apply for this RFA - Questions and answers related to this RFA <p>The pre-application conference will be held in Vietnamese language.</p> <p>Please access this link to register your participation or send an email indicating name(s) of individuals, including section(s) planning to</p>
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	attend, organization, email address and phone number who will attend from your organization to vietchampurchase@winrock.org by 09 January 2025 morning.
Meeting method:	Online via Microsoft Teams
How to attend:	09 January 2025 afternoon: A meeting link will be provided to all registered participants.
Time/Date for pre-application conference:	9:00AM, 10 January 2025
Questions & Answers related to this RFA	<p>All questions and other communications regarding this RFA should be submitted in writing by email to the Grants Management Team at vietchampurchase@winrock.org</p> <p>Deadline to receive questions: 5:00PM 15 January 2025.</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 20 January 2025.</p>

4.2. SUBMISSION INSTRUCTIONS

This RFA covers the overall topic of Collective Impact to Reduce Air Pollution from Road Transportation in Hanoi.

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, ([Section 7 - 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 a detailed budget in Microsoft Excel with budget notes in column G ([Section 7 - Annex B](#)) 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 of why each budget line/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 the 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. However, we strongly encourage and welcome the mobilization of additional resources from organizations, partners and communities who participate in the project activities to maximize the scale and impact of the proposed application.

SUBMISSION GUIDELINES

Applications may be submitted in Vietnamese or English using the form provided in **Section 7 - 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 subject line: **RFA-6997-24-25 - Air-pollution from Road Transportation - [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 Charter
- A completed technical application (signed and stamped)
- CVs for proposed key personnel with signatures
- A detailed budget in Microsoft Excel and total budget does not exceed the max amount of VND2.300.000.000 (*Two billion and three hundred million Viet Nam Dong*)

Receipt time for electronic submissions is when the application is received by Winrock’s Internet Server. **Please do not send files in ZIP, or RAR format. The maximization of an email file size is not exceeded 25MBs.**

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 and collective impact approach	The extent to which the proposed technical approach achieves the objectives and results required in the RFA.	45
1a. Technical approach	<ul style="list-style-type: none"> - Clear and plausible theory of change that provides a convincing strategy to achieve the objective of reducing air pollution from road transportation. - Scope and scale of outcomes which can be measurable - Clear and feasible implementation plan, including activities, timelines, and deliverables. - Demonstrate clear understanding of potential challenges and have effective mitigation plan. - Contribution to three intermediate results and the designed indicators of the Reducing Pollution Project 	25
1b. Collective impact approach	<ul style="list-style-type: none"> - Convincing strategy to engage multi-stakeholders including government (MONRE and PCD at central level and Hanoi PPC, Hanoi DONRE, Hanoi DOT, etc. at local level), private sector, CSOs/CBOs and community actors in an active and sustainable network working together to reduce air pollution from road transportation. This includes the establishment of a common agenda, mutually reinforcing activities, shared measurement, platforms/mechanisms for continuous communication and learning among parties. - Confirmed and/or ongoing partnerships with such actors will be given a higher score than partnerships that do not yet have commitment. 	20

Evaluation Area	Evaluation Criteria	Points
2. Sustainability of proposed initiative	<ul style="list-style-type: none"> - Activities can become part of the agenda of local GOV/private sector/CSOs/Communities - Showing a plan to strengthen capacity for relevant stakeholders who would continue the initiative after the end of the project - Targeting to establish a functioning and enabling system to prevent air pollution from road transportation - Targeting issues and/or implementing legal document(s) or establishing an institution that supports the initiative. - Many activities can be replicated in other areas - Have clear plan to address relevant issues around gender equality and social inclusion 	15
3. Organizational Capacity	This evaluates the experience of the applicant to successfully implementing the proposed initiative in addition to any existing projects.	40
3a. Key Personnel	<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. 	20
3b. Past Performance	<ul style="list-style-type: none"> - Successful performance in the past on environmental activities - Experience in air pollution reduction in general and from transportation in particular - Experience in management of development projects, especially with ODA projects. Level of credibility/quality of work (reporting on the results of the aforementioned projects/programs or/and feedback, and assessment from partners regarding the implementation of similar projects/programs). 	10
3c. Network capacity	<ul style="list-style-type: none"> - Capacity to convene and mobilize multi-stakeholder partners - Track record of leading/coordinating a network or coalition 	5
3d. Financial capacity	<ul style="list-style-type: none"> - Financial capacity of the lead organization (or coalition) to deliver proposed initiative - Financial management experience and capacity in the past 3 years (annual disbursement amount). 	5
Overall Rating		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 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

Please download Grant Technical Application, Cost Application and Frequently Asked Questions at the following links:

[Annex A – Grant Technical Application Form](#)

[Annex B – Detailed budget in Microsoft Excel](#)

[Annex C – Frequently Asked Questions](#)