



INTERNATIONAL
LIVESTOCK RESEARCH
INSTITUTE

Request for Proposal

“Consultancy Service on HR Matters - Vietnam”

Submission Emails

Technical Proposal – ILRI-vietnamTechnicalproposal@cgiar.org
Financial Proposal – ILRI-vietnamFinancialproposal@cgiar.org

Timelines:

1. Advertisement	1 st August 2025
2. Clarification submission deadline by vendors	7 th August 2025
3. Pre- Bid Meeting (online) Microsoft Teams Need help? Join the meeting now Meeting ID: 334 101 551 663 Passcode: hP2Dm9ob	11 th August 2025 3pm Hanoi Time
4. RFP Submission deadline	14 th August 2025

Terms of Reference (TOR)

Consultancy Service on HR Matters – Vietnam

Background

The International Livestock Research Institute (ILRI) works for better lives, better planet through livestock in developing countries. ILRI is co-hosted by Kenya and Ethiopia, has 13 offices across Asia and Africa, employs some 700 staff and has an annual operating budget of about USD100 million in 2024. ILRI is a CGIAR research centre, a global research partnership for a food-secure future. It has its headquarters in Nairobi, Kenya and a principal campus in Addis Ababa, Ethiopia and offices in other regions of Africa (Burkina Faso, Burundi, Mali, Senegal, Tanzania, Zimbabwe, Uganda, Nigeria); South Asia (India); East and Southeast Asia (Nepal, Vietnam).

ILRI operates in Vietnam as an international INGO since 2013 and has been granted a representative office certificate by the Department of Local and Cultural Diplomacy, Ministry of Foreign Affairs of Vietnam. Its major activity is conducting livestock research for development, in the areas of One Health, food safety, zoonoses, livestock value chains, animal health, and genetics. ILRI is financed by CGIAR, major multilateral and bilateral donors, foundations, and governments.

1.0 Assignment Scope and Objectives

With the expansion of its project activities and a number of staff and fellows working in the Hanoi, Vietnam office, the organization has established a strong platform upon which ILRI can undertake research in Vietnam and contribute to the development of the agricultural sector in Vietnam.

ILRI seeks to strengthen its human resource management framework in Vietnam to ensure alignment with national legislation, internal policy standards, and international best practices. The objective of this assignment is to review and develop a locally compliant compensation and benefits structure for national staff, while also addressing key regulatory obligations related to statutory contributions and personal income taxation.

The consultant will be expected to provide practical implementation guidance and policy recommendations to support operational compliance and sustainability.

2.0 Proposed timelines

The Consultant shall be required to complete all Human Resources-related deliverables within a maximum period of 45 days from the date of contract commencement. This includes, but is not limited to, the development, review, and submission of all specified HR frameworks, policies, assessments, and implementation plans as detailed in the Terms of Reference.

RFP Instructions

3.0 Cost of tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and ILRI, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4.0 Contents of tender documents

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

5.0 Clarification of Documents

A prospective candidate making inquiries of the tender document may notify ILRI in writing or email at the entity's address indicated in the Invitation for tenders. ILRI will respond in writing to any request for clarification of the tender documents, which it receives no later than five (5) days prior to the deadline for the submission of tenders, prescribed by ILRI. Any email enquiry to ILRI by any bidder relating to this tender and ILRI's response thereof email of (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents.

ILRI shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

6.0 Amendment of documents

At any time prior to the deadline for submission of tenders, ILRI, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

All prospective tenderers who have obtained the tender documents will be notified of the amendment by email and such amendment will be binding on them.

In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, ILRI, at its discretion, may extend the deadline for the submission of tenders

7.0 Tender Currencies

Prices shall be quoted in US Dollar (USD).

8.0 Taxes

All the invoices supplied to ILRI will be paid plus the applicable taxes in Vietnam.

9.0. Tenderers Eligibility and Qualifications.

The documentary evidence of the tenderer's qualifications and experience to perform the contract if its tender is accepted shall establish to ILRI's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

10.0 Format and Signing of Tender

The tender document shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

11.0. Deadline for Submission of Tenders

All proposal submissions must be received by **14th August 2025** to be deemed "received on time".

ILRI may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

12.0 Modification and withdrawal of tenders

The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by ILRI prior to the deadline prescribed for the submission of tenders.

No tender may be modified after the deadline for submission of tenders.

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.

ILRI may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

ILRI shall give prompt notice of the termination to the tenderers and will not give reasons for termination.

13.0 Clarification of tenders

To assist in the examination, evaluation and comparison of tenders ILRI may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

14.0 Award Criteria

ILRI will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

ILRI reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for its action. If the ILRI determines that none of the tenderers is responsive; it shall notify each tenderer who submitted a tender.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment by ILRI from participating in future procurement.

15.0 Official email address

Please send your confirmation of interest to participate and all email enquiries regarding this process to ILRIProcurementKenya@cgiar.org

16.0. Method of submission

Proposal to be submitted through the following emails (clearly separating the Technical and the Financial proposal):

Technical Proposal – ILRI-vietnamTechnicalproposal@cgiar.org

Financial Proposal – ILRI-vietnamFinancialproposal@cgiar.org

This is a closed tender email with a secure password that will only be accessed at the point of tender opening. The subject of the email should be **“Consultancy Service on HR Matters”**.

17.0 RFP Process timeline

ILRI will follow the timeline below for this RFP. Any changes to the timelines will be communicated to the tenderers.

Event	Responsible party	Dates
Send RFP	ILRI	1 st August 2025
Last date for ILRI to respond to questions and/amend the RFP	ILRI	7 th August 2025
Pre-Bid Meeting Online Microsoft Teams Need help? Join the meeting now Meeting ID: 334 101 551 663 Passcode: hP2Dm9ob	Bidder	11 th August 2025 at 3pm Hanoi Time
Proposal submission deadline	Bidder	14 th August 2025
Site Visit	ILRI	ILRI TO DETERMINE

Proposal format

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature. Responses to this RFP must consist of the following:

- Cover letter: with the name of the consultant/firm, contact details, and brief profile on the applicant firm.
- A technical proposal that addresses understanding of the TOR and the proposed methodologies for carrying out the work
- Workplan: A detailed program of the work to be undertaken, including a timeline explaining expected results and listing deliverables.
- Financial Proposal – Share cost breakdown in USD
- Certificate of Disclosure

18.0 Scope of work/assignment

- Review the current compensation and benefits structure for local staff, identify concern areas based on compliance with applicable laws, internal policies, and prevailing practices, and provide actionable recommendations for implementation. This includes:
 - Administration and management of Social Insurance. Health Insurance and Unemployment Insurance (SHUI).
 - Tax Compliance
- Review ILRI's revised policies on severance and pension and assess the management decision to pay severance up to 31st July 2023. This review should be contextualized within the proposed compensation structure, highlighting any implications, inconsistencies, or compliance risks, and providing appropriate guidance.

19.0 Mandatory Documents

- Valid business registration or consultant accreditation in Vietnam
- Valid tax compliance certificate or equivalent certificate by the relevant authority
- Dully filled confidential Business Questionnaire as per attached template
- Company profile

20.0 Evaluation criteria

Technical Proposal requirements – 40%

Category	Sub-Criterion	Max score	Bidders Remarks Reference pg in the document
1. Relevant Experience of the Firm	Demonstrated experience of compensation system design in Vietnam, including insurance and taxation components. (Attach at least three (3) Evidence of past experience in similar assignments - preferably for international NGOs or research institutions).	12%	
	practical experience in HR compliance, SHUI, PIT, and severance; preferably with legal/HR/accounting background. (CVs of two (2) proposed consultants demonstrating expertise in SHUI, PIT, severance, and compensation analysis)	10%	
	Firms' Relevant Professional affiliations	4%	
2. International Organization Support	Client references from INGOs/IGOs – At least (two) 2	6%	
3. Local HR Knowledge & Procedures	Mastery of Vietnamese HR compliance, SHUI, PIT, and severance procedures	6%	
4. Bilingual Communication	Written and spoken fluency in Vietnamese and English	2%	

Site Visit / Due Diligence – 30%

To verify capacity and operations a due diligence will be conducted at the firm's or consultant's Vietnam office in a date to be confirmed.

Category	Sub-Criterion
Understanding of Scope	Demonstrated understanding of the compensation structure, SHUI, PIT, and severance/pension review as outlined in the RFP
Contextual Awareness	Awareness of relevant national laws, compliance standards, and best practices in HR administration in similar international or research organizations
Engagement & Clarification	Proactively asked relevant questions, sought clarifications, and demonstrated a logical approach to issues raised during the site visit
Team Composition & Expertise	The team introduced demonstrates technical expertise in HR policy, compensation, labor law, and taxation
Logistical and Administrative Preparedness	Ability to understand operational setup and HR system integration based on the observations made during the visit

Financial Evaluation (30%)

The proposal with the lowest evaluated price (Fm) will score 30%. Other proposals will be scored using the formula: $Sf = 30\% \times (Fm / F)$ Where: Sf = your financial score • Fm = lowest priced offer • F = your financial proposal.

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

You are advised that it is a serious offence to give false information on this form.

	Part 1 – General
1.1	Business Name
1.2	Location of Business Premises.
1.3	Plot No..... Street/Road
	Postal Address Tel No. Fax E mail
1.4	Nature of Business.....
1.5	Registration Certificate No.
1.6	Maximum Value of Business which you can handle at any one time – USD.
1.7	Name of your Bankers..... Branch
	Part 2 (a) – Sole Proprietor
2a.1	Your Name in Full Age
2a.2	Nationality Country of Origin

	Citizenship Details.....
	Part 2 (b) Partnership
2b.1	Given details of Partners as follows:
2b.2	Name Nationality Citizenship Details Shares
	1.....
	2.....
	3.....
	4.....
	Part 2 (c) – Registered Company
2c.1	Private or Public
2c.2	State the Nominal and Issued Capital of Company-
	Nominal USD.
	Issued USD.
2c.3	Given details of all Directors as follows
	Name Nationality Citizenship Details Shares
	1.....
	2.
	3.
	Part 3 – Eligibility Status

3.1	Are you related to an Employee, Committee Member or Board Member of International Livestock Research Institute? Yes No
3.2	If answer in '3.1' is YES give the relationship.
3.3	Does an Employee, Committee Member, Board Member of International Livestock Research Institute sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes No
3.4	If answer in '3.3' above is YES give details.
3.5	Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of it's affiliates that have been engaged by International Livestock Research Institute to provide consulting services
	for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes No

3.6	If answer in '3.5' above is YES give details.
3.7	Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES No

3.8	If answer in '3.7' above is YES give details:
3.9	<p>(a) Have you offered or given anything of value to influence the procurement process? Yes _____ No _____</p> <p>Have you been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of International Livestock Research Institute, which is the procuring entity?</p> <p>Yes _____ No _____</p> <p>(c) Have your servants and/or agents offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of International Livestock Research Institute.</p> <p>Yes _____ No _____</p>
3.10	If answer in '3.9' a, b or c above is YES give details:
	Date Signature of Candidate