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Date: 7 April 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultants and individual consultants assigned by consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	01 National consultant for providing coordination and technical support in implementation of Prime Minister's Decision 593 on Mekong Delta
Project name:	
Period of assignment/services (if applicable):	The assignment consists of part-time work with up to 10 working days per month on average, or 120 days in total over one-year timeframe.
Tender reference:	1-170401

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **20 April 2017 (Hanoi time)**.

With subject line: (1-170401) Mekong Coordination Consultant

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **7 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (Annex I)

- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Guidelines for CV preparation](#)..... (Annex IV)
- [Format of financial proposal](#)..... (Annex V)
- Time worksheet (Annex VI)

3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Post-graduate degree in governance, international development, administration, and/or relevant fields	250
2	At least 10 years of working experience on public governance, policymaking, policy analysis or public investments	250
3	Knowledge/network of the government systems, public investment planning and development partners in Viet Nam	200
4	Experience and/or knowledge of project management, including programme planning as well as monitoring and evaluation	100
5	Experience working with UNDP Viet Nam is an advantage	100
6	Proficiency in written English by provision of writing sample	100
	TOTAL	1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- Personal History (following UNDP form)
- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall organize payments to the consultant every second month upon (i) satisfactory performance and UNDP approval of the outputs/deliverables, and (ii) certified worksheet (Annex VI)

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

TERMS OF REFERENCE (TOR)

TITLE: National consultant for providing coordination and technical support in implementation of Prime Minister's Decision 593 on Mekong Delta

COUNTRY OF ASSIGNMENT: Viet Nam

1) GENERAL BACKGROUND

Project background

Viet Nam has a strong policy base for supporting climate action. It recently signed and ratified the Paris Agreement and has drafted a Paris Agreement implementation plan. Building on its existing National Climate Change Strategy (2011) and directions from the Government on the Action Plan of the Government to implement the Congress's Resolution on socio-economic development Plan in 2016-2020 (2016), Viet Nam recently has also decided to develop a NAP. This process is being led by the Ministry of Natural Resources and Environment (MONRE).

The "Integrating the agricultural sector into National Adaptation Plans (NAPs)" programme is a three-year initiative funded by the German Environment Ministry (BMUB) and collaboratively implemented by UNDP and FAO. The programme aims to contribute to i) setting the national adaptation agenda based on priorities related to the agricultural sectors in particular, ii) enhancing regional and global dialogue and cooperation on scaling up adaptation actions that have a bearing on food security and livelihoods; iii) integrating concerns and priorities into relevant national and sectoral planning and budgeting processes iv) accessing international climate finance; and v) creating synergies with ongoing projects, including projects on ecosystem based adaptation and unlocking innovative sources of climate finance that can support adaptation in the agriculture sectors.

The programme outcomes are:

- Outcome 1 Technical capacity and institutions on NAPs strengthened
- Outcome 2 Integrated roadmaps for NAPs developed
- Outcome 3. Evidence-based results for NAPs improved
- Outcome 4: Advocacy and knowledge-sharing on NAPs promoted

Viet Nam is one of eleven countries participating in the Global Programme as per an official endorsement by the Government of Viet Nam in 2015. The Programme's activities have been designed in partnership with the Ministry of Agriculture and Rural Development (MARD) and in consultation with the Ministry of Natural Resources and Environment (MONRE). A project implementation unit has been established and technical assistance and procurement of key activities are provided through both UNDP and FAO country offices based in Hanoi.

Mekong Delta development plan in the context of NAP process and NAP-Arg Project

Currently, the Government of Viet Nam has put high priorities to accelerate actions for climate change adaptation in the Mekong Delta. This is the first and utmost priorities agenda for climate change adaptation in Viet Nam. According to the latest Climate Change Scenario of Viet Nam 2016, the Mekong Delta is the most vulnerable region due to the impacts of climate change and sea level rise. If the sea level rises 100cm, about 38.9% of the delta will be inundated. The three worst affected provinces due to sea level rise in the delta include Hau Giang (80.62%), Kien Giang (76.86%) and Ca Mau (57.69%).

In the past 5 years, the Government has requested development partners, including UNDP, to provide technical assistance and resources in effectively support the Mekong Delta and its population in adaptation to the impacts of climate changes, particularly drought, salinization, sea level rise (Resolution No.63/NQ-CP

dated 22/07/2016 and Plan for implementation of Paris Agreement Oct 2016).

In order to urgently deal with frequent and worsening tidal inundation and flooding challenges, the Government has approved an irrigation master plan for the Mekong delta in the context of climate change and sea level rise until 2030 with a vision until 2050 as well as the irrigation master plan for inundation and flood protection of Ho Chi Minh City. Under the framework of the MDP and these irrigation master plans, the Ministry of Agriculture and Rural Development (MARD) has also adopted irrigation master plans for inundation and flood protection for specific cities of Can Tho, Vinh Long and Ca Mau. Implementation of these plans will introduce a series of technical solutions that create inter-related impacts on the hydrological regime of the Mekong delta.

Under the NAP-Arg Project, UNDP and MARD has agreed to use the Mekong Delta as the key hub to demonstrate new additional capacity building, knowledge and innovation CC adaptation measures and CC risk governances into their planning process. Under the frameworks of NAP-Arg Project and a UNDP-MPI project “Strengthening Capacity and Institutional Reform for green growth and sustainable development in Vietnam (CIGG)”, in addition, there is need to conduct a Climate Public Expenditures and Institutional Review (CPEIR) in Mekong Delta provinces to advance adaptation planning and build capacity through review and training activities.

National Policy framework to facilitate Mekong development plan

On April 6, 2016, the Prime Minister of Viet Nam issued Decision 593 on piloting connectivity for Mekong Delta region socio-economic development in the 2016-2020 period (later “the Decision 593”). It aims to better exploit the potential and advantages of the Mekong Delta region and its localities, improve the efficient use of resources, promote economic development of the region, enhance agricultural development and improve the livelihood of the people.

The Decision 593 covers three interlinked content areas: i) Production, processing and consumption of products along the value chain for agricultural commodities; ii) Investment in water management systems including, for example, irrigation systems, flood prevention, efficient consumption of water, and measures to cope with adverse impacts of climate change; and iii) building and upgrading transport infrastructure. Decision 593 also sets associated activities concerning planning, development of agricultural production, investment in infrastructure and establishment of regional infrastructure.

Implementing Decision 593 means - together with the rapid development and industrialization of Mekong Delta – that large investments will be made in the region in the coming years.

In July 26, 2016, the announcement from the Office of the Government on conclusion of the Deputy Prime Minister clearly indicated that the Ministry of Planning and Investment (MPI) is responsible for overall coordination of all ministries and government bodies on the implementation of the Decision 593. It also indicated that MPI and the Southwest Steering Committee would co-chair the interagency steering committee on Mekong regional connectivity.

On November 17, 2016, the Prime Minister of Viet Nam issued Decision (2220/QD-TTg) on “Action Plan for Implementing the Decision No. 593/QD-TTg of the Prime Minister Dated 6th April 2016”. It listed a number of actions to be implemented in the period 2016-2020. This assignment will provide support to the MPI in the implementation.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to support the Ministry of Planning and Investment to coordinate with other relevant ministries, including MARD and MONRE, and all stakeholders in their provision of technical support in the implementation of the Prime Minister’s Decision 593, namely “strengthening the inter regional linkage for Mekong Delta Development Plan across provinces”. Specifically, the consultant will help to work with MPI, UNDP and others to achieve the following:

- Regular coordination and information sharing of technical assistance packages undertaken by donors, local governments, NGOs, and academies in implementing the work programme of Decision 593
- 01 synthesized report/paper of key results delivered by the development partners and government in implementing the work programme of Decision 593 by the end of the assignment
- Advancement of CPEIR Process in Mekong Delta provinces

3) SCOPE, OUTPUTS AND ACTIVITIES

3.1 Scope of work

The scope of the work will be related to the implementation of Prime Minister's Decision 593 and will be composed of three main components: i) coordinating the work of all relevant stakeholders; ii) providing technical support for activities falling under the responsibility of MPI; and iii) reporting on the progress of implementation.

Overall co-ordination

The consultant will support the Ministry of Planning and Investment in implementation of Decision 593 by coordinating the overall implementation between all stakeholders. The consultant will conduct a list of tasks including, but not limited to:

- Develop and maintain good partnership with line ministries, local government agencies and other stakeholders, and act as a point of contact at the Ministry of Planning and Investment in terms of Mekong regional connectivity.
- Advise Ministry of Planning and Investment in timely and effective overall implementation of the Decision 593 Action Plan
- Co-ordinate the work of all stakeholders, including planning and implementing measures to ensure timely delivery of results.
- Analyse the situation of the overall implementation including timely delivery of results. Report all significant delays and problems, and develop corrective solutions.
- Develop and implement measures to ensure regular dialogue and dissemination of information between the implementing organisations.
- Identify and synthesize best practices and lessons learned, and make suggestions to incorporate those lessons in further implementation and monitoring of activities.
- Provide support for facilitating CPEIR Process in Mekong Delta provinces.

Technical support

The consultant will also support the Ministry of Planning and Investment to implement Decision 593 by conducting a list of tasks including, but not limited to:

- Contribute to the formulation of specific activities falling under the responsibility of MPI, including preparing concept notes, conducting consultation, undertaking feasibility studies and developing full project documents.
- Prepare Terms of References (TOR) and other relevant documentation to procure services and consultants.
- Supervise and manage activities falling under the responsibility of MPI, including assurance that their implementation follows agreed upon prevailing regulations with transparency.
- Ensure quality planning, reporting, monitoring and evaluation of activities falling under the responsibility of the Ministry of Planning and Investment.
- Provide support for translation of documents and interpretation in meetings.
- Work with UNDP/MPI/MARD and consultants in providing technical inputs and comments for CPEIR process in Mekong Delta provinces

Reporting on the progress of implementation

The consultant will produce monthly aggregate reports on conducted activities, achieved outputs and planned activities of the MPI, line ministries, local government agencies and other stakeholders. These reports will be shared with MPI, other implementing organisations and the UNDP.

Action Plan for Implementing the Decision No. 593 presents a timeframe of implementation. The expected main focus areas of technical work reflects the timeframe of the action plan, with the earliest actions related to linkage in institutional development, criteria for assessing investment projects of regional impacts and planning.

3.2 Outputs/Deliverables

In addition to other tasks assigned to him or her in line with the scope of work described in these Terms of Reference, the consultant will deliver the following outputs.

Output 1: Quarterly progress reports on the overall implementation of Decision 593 action plan

The consultant will provide to MPI and UNDP progress reports on conducted activities, achieved outputs and planned activities by MPI, line ministries, local government agencies and other stakeholders over the previous calendar quarters. The progress reports will cover the overall implementation of Decision 593 and its action plan.

Timeline for Delivery:

Q2 Report: 30 June 2017

Q3 Report: 30 September 2017

Q4 Report: 31 December 2017

Q1 Report: 31 March 2018

Output 2: Providing technical/substantive inputs on draft versions and serving as focal point to MPI policymakers

The consultant is expected to provide substantive inputs and comments on different versions of the draft report prepared by technical consultant teams of the assignments of the Decision 593 action plan falling under the responsibility of MPI's Department for Local and Territorial Economy. The consultant will also be responsible for collecting materials for technical consultant teams, serving as focal point person for MPI when working with UNDP and other relevant stakeholders.

Timeline for Delivery:

As per the needs of the assignments. A significant part of the development of a criteria set to identify the regional, linkage programmes, projects (a key action in the action plan of Decision 593) is expected to take place between April and August, 2017. The work to develop and summarize the portfolio of regional-scope and regional-impact projects/programmes (a key action in the action plan of Decision 593) is expected to take place throughout this one-year assignment. All inputs will be provided before the end of this one-year assignment.

Output 3: Regularly updated online archive for the document relevant for Decision 593

To promote dissemination of information among various stakeholders, the consultant will store to a free online archive all publicly available documentation relevant for Decision 593 produced by the Government, development partners and other stakeholders. The technical establishment of the archive will be done by UNDP. The content will be stored in a logical structure and updated in every two months by the consultant.

Timeline for Delivery:

May 30, 2017; July 30, 2017; September 30, 2017; November 30, 2017, January 30, 2018 and Mar 30, 2018

Output 4: A synthesized report of key overall results delivered in implementing the work programme of Decision 593

The consultant will prepare, in consultation with MPI and UNDP, a synthesized report on the key results by the Government and development partners on the implementation of Decision 593. Its content will include but is not limited to a stakeholder mapping and analysis in the Mekong Delta, challenges and opportunities in implementing the Decision 593, and recommendations and lessons learned for future coordination work in the Mekong.

Timeline for Delivery:

Draft report by February 28, 2018 and final report by March 30, 2018

Output 5: Technical support and facilitation for CPEIR Process in Mekong Delta provinces

The consultant will provide technical inputs and comments, as well as support in facilitating the CPEIR process in Mekong Delta provinces, which will be conducted under NAP-Arg and CIGG projects, and under the context of Decision 593 policy framework. The work is to be elaborated upon specific needs and is not expected to exceed ten work days over the whole duration of the contract.

Timeline for Delivery:

As per the needs of the assignments, with a significant part of the work expected to take place between May and December 2017. All inputs will be provided before the end of this one-year assignment.

Output 6: Workshops, seminars and meetings

On behalf of MPI, the consultant will support arranging workshops, seminars and meetings needed to collect

stakeholder inputs for the implementation of Decision 593 and its action plan. The number, timing and content of the events will be decided later by MPI. The consultant will provide to MPI and UNDP written proceedings of all workshops and seminars, as well as proceedings of relevant meetings.

Timeline for Delivery:

As per the needs of the assignments throughout this one-year assignment. All inputs will be provided before the end of this one-year assignment.

4) DURATION OF ASSIGNMENT, DUTY STATION

The assignment will last for a period of one year (possibly extendable depending on project requirements and fund availability). The expected starting date is late-April 2017.

The assignment consists of part-time work with up to 10 working days per month on average, or 120 days in total over one-year timeframe.

Duty station of the assignment is Hanoi, Viet Nam. Upon the needs of MPI and UNDP, the assignment may require the presence of the consultant at Green One UN House (address: 304 Kim Ma, Ha Noi, Viet Nam) up to three working days per month as well as partial presence at the Ministry of Planning and Investment (address 6b Hoang Dieu, Ha Noi, Viet Nam). Some visits to Mekong Delta region are expected. Travel cost outside Hanoi shall be settled separately based on UN-EU Cost Norms).

5) SUPERVISION AND MONITORING

The overall assignment will be supervised by UNDP and MPI (The Department for Local and Territorial Economy). The incumbent will also conduct technical reviews and quality assurance on other technical consultant's outputs where appropriate. In addition to coordination with MPI, the consultant is also required to monthly report to UNDP on the progress of his or her work based on agreed approach.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Post-graduate degree in governance, international development, administration, and/or relevant fields;
- At least 10 years of working experience on public governance, policymaking, policy analysis or public investments
- Knowledge/network of the government systems, public investment planning and development partners in Viet Nam.
- Experience and/or knowledge of project management, including programme planning as well as monitoring and evaluation.
- Experience working with UNDP Viet Nam is an advantage.
- Proficiency in written English by provision of writing sample.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Administrative support will be provided by UNDP and MPI.

The following reference documents are available to the successful consultant :

- The Prime Minister's Decision 593/QD-TTg
- The plan for implementing the decision No. 593/QD-TTg

8) REVIEW TIME REQUIRED AND PAYMENT TERMS

UNDP shall organize payments to the consultant every second month upon (i) satisfactory performance and UNDP approval of the outputs/deliverables, and (ii) certified worksheet (Annex VI)

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

Annex IV

GUIDELINES FOR PREPARING CV

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

No.	Description	Quantity	Unit rate (VND)	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month

of year

Signature

ANNEX VI - INDIVIDUAL CONTRACTOR (IC) TIME SHEET

Period starting:		Period ending:	
Contractor's name:		Title:	
UNDP Supervisor:		Contract #:	

[illegible]

Signature of consultant: _____

Date: _____

Signature of supervisor: _____

Date: _____