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Date: 25 May 2017

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant to complete a study on methodologies for calculating carrying capacity of environmental elements and develop a “Chapter on environmental carrying capacity” (methodologies for calculating) within the technical guideline for implementation of Environmental Protection Planning (EPP)
Project name:	00089760 - Enhancing Capacity for Implementing Rio Conventions
Period of assignment/services (if applicable):	June – August 2017
Tender reference:	1-170504

1. Submissions should be sent by email to: [ngo.thi.bich.thuy@undp.org](mailto:ngo.thi.bich.thuy@undp.org) no later than: **8 June 2017 (Hanoi time)**.

**With subject line: (1-170504) International Consultant for Rio Project**

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](mailto: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)
3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:
- a. Technical component:**
- Signed Curriculum vitae
  - Cover letter indicating his/her earliest availability to start the assignment
  - 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 **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
  - 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	Postgraduate degree (Masters level or higher) in Environmental Management/Sciences/Natural Resources Management/ Environmental Engineering/Environmental Economics/Ecology or other related fields combined with specialized experience in similar assignments with practical EPP assignments	150
2	Minimum 10 years' working experience on different aspects of environment and natural resource management	150
3	Proven experience in environment and natural resources management review and analysis	250
4	Track records in EPP in particular, experience on data processing	250
5	Working experience in Viet Nam or the Asian region	100
6	Excellent English and technical communication skills, especially writing and reporting.	100
	<b>TOTAL</b>	<b>1000</b>

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)
- International consultant whose work involves travel is required to complete the courses on Basic Security in the Field **and** Advanced Security in the Field and submit certificates to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- 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 effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

- The first installment of 20% contract amount will be paid upon submission of inception report/detail work plan agreed by PMU/ISPONRE and UNDP
- The second installment of 50% contract amount will be paid upon submission of the draft report with satisfactory acceptance by PMU/ISPONRE and UNDP
- The third (final) payment of 30% will be paid upon the completion of final products under the contract, mentioned in item VI, with satisfactory acceptance by PMU/ISPONRE and UNDP.

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)

<b>Title:</b>	<b>01 International Consultant to complete a study on methodologies for calculating carrying capacity of environmental elements and develop a “Chapter on environmental carrying capacity” (methodologies for calculating) within the technical guideline for implementation of Environmental Protection Planning (EPP)</b>
<b>Project ID and title:</b>	<b>89760 Enhancing Capacity for Implementing Rio Conventions</b>
<b>Contract Type:</b>	<b>Individual consultant</b>
<b>Duty station:</b>	<b>Ha Noi and field visit to selected provinces (if required)</b>
<b>Duration &amp; timing:</b>	<b>15 days, June to August 2017</b>
<b>Reporting to:</b>	<b>Project Management Unit (ISPONRE) and UNDP</b>

### I. INTRODUCTION

This Terms of reference (TOR) is developed to address the activities under the Output 2.2: “*Increased capacity to undertake integrated land-use and environmental planning*” under the “**Enhancing Capacity for Implementing Rio Conventions**” project.

The Project’s Objective is: “*To enhance the capacity for implementing the Rio Conventions by developing and applying tools that will lead to global environmental benefits*”. The Project attempts to achieve this through 2 Outcomes: 1. *Viet Nam has the environmental management tools that fully address global environmental concerns*; and: 2. *Viet Nam is integrating global environmental concerns into its national strategic planning and development processes*.

The project will support to attain output 2.2 “*Increased capacity to undertake integrated land-use and environmental planning*”. In order to do that, the project is looking for 01 international consultant to support the development of a technical guideline for implementation of EPP in Vietnam.

### II. BACKGROUND

In Viet Nam, the Government recently endorsed the Decree 18 on formulating EPP in conformity with the national and provincial Socio-Economic Development Planning (SEDP) processes.

The Articles that deal with EPP in Law on Environmental Protection in 2014 (LEP) and Decree 18 are included in their entirety in the Appendix. The most important aspects of these regulatory instruments include:

- “Planning for environmental protection refers to the environmental zoning scheme to conserve, develop and establish technical infrastructural systems for the environmental protection in line with a range of measures to be taken to protect the environment, which must be closely connected with the general planning for socio-economic development to aim for the sustainable development.” (Article 3, clause 21 LEP)
- EPP must “be harmonized with the general strategy and planning for socio-economic development, and the National Environment Protection Strategy with the aim of ensuring sustainable development”.
- EPP is required at the national and provincial levels.
- EPP at the national level should result in a free-standing National Environmental Protection Plan.
- At the provincial level, EPP can either be free-standing, or integrated into a province’s SEDP.

The Ministry of Natural Resources and Environment (MONRE) is currently developing the Circular and technical guideline on EPP to provide guidance on how to develop EPP at national and provincial level. The Ministry of Planning and Investment (MPI) is now developing the Planning Bill to harmonize different planning processes of line Ministries and sectors. The Law is supposed to be approved by National Assembly at the upcoming NA meeting.

This assignment therefore will support MONRE building both technical and institutional capacities in effectively formulating EPP to improve environmental and social sustainability of SEDPs.

### III. OBJECTIVES

The assignment aims to support to develop a technical guideline for environmental protection planning (EPP) for implementing EPP in accordance with the Law on Environmental Protection and Guiding Decrees on EPP. The specific objective of this consultant assignment is to complete a study which proposes and develops methodologies for calculating the carrying capacity of the environment (specific environmental elements, ecosystems or landscapes) for use both in the EPP planning process but also as an essential reference for orienting investment planning in provinces and for evaluating the “Environmental Impact Assessments” of specific investment plans.

### IV. SCOPE AND TASKS

#### International Consultant-IC (15 days)

While liaising with the national consultants developing the overall EPP guidelines, the expert will have the following specific tasks:

**Complete a review of international experiences on methodologies for calculating carrying capacity of environmental elements and their potential for application in the context of Viet Nam, facilitate discussions with the Vietnam Environmental Agency to select methods, and adapt those methods for integration in chapter of the EPP guidelines. (15 days)**

- Conduct a thorough desktop review of globally recognized methods and experiences for calculating carrying capacity of different environmental elements (i.e water, soil, landscapes, air, living organisms), including but not limited to the following points:
  - o an assessment of approaches and methodologies used in different contexts (carrying capacity of environmental elements; of ecosystems; or of landscapes). Prepare a presentation on the advantages and disadvantage, inclusive of a cost-benefit analysis, of each for the Vietnam context.
  - o key criteria for identifying carrying capacity or, the threshold value of human activity that the environment, and elements therein, of a certain region can bear under certain conditions over a period and where the normal function of the environmental system will not be adversely changed
  - o methods for identification of sources of pollution
  - o methods for determining theoretical baseline natural conditions and current status
  - o methods for calculation of absolute capacity (the maximum load for a certain pollutant that the environment can hold)
  - o methods for calculating the annual capacity (the maximum load for a certain pollutant that the environment can hold each year on condition that the accumulated pollutant concentration does not exceed the allowed maximum value of the environment standard)
  - o Assessing restoration (or cleansing) capacities of environmental elements in a given region and the requisite conditions and time periods needed for removal of excessive pollutant concentrations
- Develop and propose possible methodologies that could be adapted to the context of Vietnam to the VEA and related stakeholders to get comments and discuss on the application of approach/methodology for policy makers at national and provincial level
- Facilitate and guide discussions towards selection of the most suitable approach for Vietnam (ecosystem, landscape or environmental element) and methodologies that can be adapted and adopted by the VEA for piloting
- Adjust the chosen methodologies based on the comments/suggestions
- Work with Viet Nam Environment Administration (VEA), ISPONRE/PMU and NC team leader to agree on the outline of the chapter on environmental carrying capacity
- Produce the chapter on environmental carrying capacity in the technical guideline
- Work with NCs to integrate the methodology in to the EPP technical guidelines

- Develop the ToRs for a pilot carrying capacity assessment in a selected province that has already completed environmental zoning (such as Quang Ninh), as well as an estimated budget
- Contribute reference materials and ideas in support of creative communications, education, and training materials and programs that will serve to enhance the understanding capacity building on technical aspects of the carrying capacity of the environment and facilitate the development of EPPs.

## **V. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Duration and Timing:** June to August 2017, expected to start as soon as possible

**Duty station:** Home-based for 10 days with one-trip to Hanoi for 05 working days for consultations with NCs and VEA

## **VI. DELIVERABLES / OUTPUTS**

- Inception Report that includes the understanding and comments of the TORs, the proposed methodology to be followed, detailed work plan/schedule, and complementary support to the national consultants working on the other sections of the EPP.
- Consolidated report and presentation on approaches and methodologies for calculating carrying capacity of different environmental components (i.e water, land, air), ecosystems or landscapes (inclusive of comparisons and cost-benefit analysis).
- Chapter on environmental carrying capacity in the technical guideline
- Detailed ToRs and estimated budget for piloting the calculation of environmental carrying capacity in one identified province.

## **VII. PROVISION OF MONITORING AND PROGRESS CONTROL**

The selected international consultant will have regular meetings and discussion among the team members and with the responsible staffs of UNDP and ISPONRE/MONRE. S/He is required to regularly report to UNDP and PMU/ISPONRE on the progress of the work based on the agreed work plan.

## **VIII. ADMINISTRATIVE ARRANGEMENT**

### ***Logistic arrangement***

- The contract will include travels costs for the international consultant;
- PMU/ISPONRE will support the arrangement of all meetings, partners/stakeholders consultations or/and field assessments as needed.

**Documents:** Copies of the following documents will be made accessible to the consultant upon commencement of the assignments:

- Project documents
- Draft outline of EPP technical guideline
- Reference documents on EPP.

## **IX. REQUIREMENTS / QUALIFICATIONS**

- Postgraduate degree (Masters level or higher) in Environmental Management/Sciences. A degree in Natural Resources Management, Environmental Engineering, Environmental Economics, Ecology or other related fields combined with specialized experience in similar assignments with practical EPP assignments, can be considered as relevant candidate.
- Minimum 10 years' working experience on different aspects of environment and natural resource management
- Proven experience in environment and natural resources management review and analysis.
- Track records in EPP in particular, experience on data processing
- Working experience in Viet Nam or the Asian region is an advantage
- Ability to work in a group in a high pressure environment is a must
- Excellent English and technical communication skills, especially writing and reporting.

## **X. REVIEW TIME REQUIRED AND PAYMENT TERM**

- The first installment of 20% contract amount will be paid upon submission of inception report/detail work plan agreed by PMU/ISPONRE and UNDP
- The second installment of 50% contract amount will be paid upon submission of the draft report with satisfactory acceptance by PMU/ISPONRE and UNDP
- The third (final) payment of 30% will be paid upon the completion of final products under the contract, mentioned in item VI, with satisfactory acceptance by PMU/ISPONRE and UNDP.

## **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 USD .....

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

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit rate (USD)</b>	<b>Total</b>
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).....			
	<b>TOTAL</b>			

*\* 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