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Date: 26 May 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultant and consultant assigned by consulting firm/institution

Country:	Viet Nam
Description of the assignment:	National Consultant on Concept Note development for GCF proposal
Project name:	Vietnam GCF Proposal Preparation
Estimated Period of assignment/services (if applicable):	25 working days, between mid June to 30 September 2017

1. Submissions comprising of technical and financial components should be sent in separate email to: ngo.thi.bich.thuy@undp.org no later than: **17.00 hrs., 5 June 2017 (Hanoi time).**

With subject line: National Consultant on Concept Note development for GCF proposal

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)

3. Documents to be included in the submission:

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

a. **Technical proposal:** The technical proposal shall include:

- Signed Curriculum vitae
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service

a. **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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

Your technical proposals will be evaluated using the following criteria:

Technical criteria	Points
Postgraduate degree in development, agriculture, water management, irrigation, engineering, climate change adaptation or related fields;	100
At least 12 years of technical experience in agriculture and/or water resources management, preferably with some experience in Asia Pacific	150
Substantial relevant experience in the design and implementation of integrated development projects, e.g. poverty reduction, food livelihood and water security including working on community based initiatives;	150
Experience in the formulation and management of similar projects with global funds	100
Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;	100
Fluency in English both written and oral	100
Total	700

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals 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 proposals.

The technical proposal 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 proposal under consideration.

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

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

An interview with the candidate given the highest combined score may be held before contract awarding, 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 effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (annex VI) upon acceptance by UNDP of the deliverables specified the TOR.

The consultant must send a financial proposal based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Travel costs and daily allowance cost should be identified separately.

100% payment will be released upon MARD-UNDP's acceptance of consultant's submission of concept note. Travel allowance will be made separately as required.

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.

You are requested to acknowledge receipt of this Procurement Notice and to indicate whether or not you intend to submit proposals.

8. Notification of selection result: UNDP will contact only successful bidder for contracting.

**TERM OF REFERENCE (TOR)
FOR THE RECRUITMENT OF NATIONAL CONSULTANT (IC)**

CONCEPT NOTE DEVELOPMENT CONSULTANT

GENERAL INFORMATION

Services Required	National Consultant to undertake Concept Note Development for Viet Nam's Proposal to GCF
Project/Program Title	Viet Nam GCF Proposal Preparation - <i>Strengthening the adaptive capacity and climate resilience of small-scale women farmers in Highland and South Central Viet Nam</i>
Post Title	National Consultant
Type of Contract	Individual Consultant
Duty Station	Home based
Estimated Duration	25 working days, between mid June to 30 September 2017
Reports to	UNDP Viet Nam, Head of Climate Change and Environment Unit/ Senior Technical Advisor on DRR & CCA

I. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF plans to fund programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF can be accessed directly by National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), UNDP serving as the GCF Accredited Entity, an Adaptation project has been proposed for possible funding by the GCF. The proposed project entitled "*Strengthening the adaptive capacity and climate resilience of small-scale women farmers in Highland and South Central Viet Nam*" is intended to strengthen the climate change resilience of smallholder farmers, particularly women to extreme events through improved water security. This outcome will directly complement and reinforce a related ADB WEDAP project outcome that "water productivity of irrigated agriculture in five drought affected provinces of the Central Highland and South Central Coastal Regions is improved." The project is in line with National Climate Change Strategy to 2020 and Agricultural Restructuring Plan and expected to contribute to MARD's proposed Irrigation Law and Irrigation subsector Restructuring Scheme.

The proposed project will have three interrelated outputs as below:

1. Output 1: Water security of small-scale farmers enhanced to cope with and adapt to climate extremes (especially droughts and floods):
2. Output 2: Climate resilient agricultural production and value-chains based on resilient, on-farm land, water, and energy management practices:
3. Output 3: Early warning systems and climate change information improved for adaptive river basin systems planning and management.

The National Consultant is required to formulate a concept note according to the GCF template and provide relevant technical inputs for subsequent full funding proposal development. UNDP will also mobilize a team of senior consultants to support the preparation of concept and subsequent full project proposal in time for submission to GCF proposal (aimed for end of December 2017). The National Consultant on Concept Note development is expected to work with and coordinate with the team below under the guidance and supervision by UNDP.

- 01 Lead Feasibility Study Consultant to conduct pre-feasibility study for the concept stage, and subsequent detailed feasibility study, consolidating findings from all technical feasibility studies (including the feasibility studies commissioned by ADB WEIDAP project)
- 01 Gender Consultant to conduct detailed Gender Analysis and Action Plan in enhancing water security and smallholder agriculture value chain
- Safeguard specialists for environmental and social safeguards risk assessment and mitigation
- 01 Economist for supporting the cost benefit analysis for the proposed project
- 01 Climate-smart Agriculture (CSA)/Value Chain Analyst to do value-chain mapping to provide a localized analysis of key agriculture value chains, inform the development of sustainable climate smart inputs supply, crop marketing (who will be engaged later mainly for the full proposal development stage)

The NC will in particular coordinate with the project team and experts from the ADB WEIDAP project and work closely with the lead feasibility consultant to formulate project design and the concept note.

Central Projects Office of MARD (CPO) has arranged technical workshops and meetings on regular basis with representatives from relevant Departments under MARD, MPI, Ministry of Natural Resources and Environment (MONRE), etc., as well as independent experts those who already participated in WEIDAP project formulation. The idea is to bring together specialists in the areas of water, irrigation, and agriculture and disaster management to capture past experience, baseline information and support the team of consultants in designing the concept/proposal.

II. OBJECTIVE AND SCOPE OF THE WORK

The main objective of the consultancy is to produce the preliminary design and the GCF Concept Note as basis for the full project and proposal development for the GCF funding for Viet Nam. The national consultant is required to prepare the concept note which helps inform full proposal documents that fully meets GCF investment criteria with assistance from the Lead Feasibility Study Consultant and other expert consultants for the project potentially including CSA/Value Chain, Gender, safeguards and economic analysis specialists. S/he will work with UNDP Country Office, under an overall technical guidance of the UNDP's regional technical advisor (RTA) for climate change adaptation at UNDP's Bangkok Regional Hub.

Guided by Technical feasibility study and sub-assessments from UNDP, ADB WEIDAP preparatory documents and consultation with the CPO, the concept note consultant is expected to meet the

following objectives:

Coordinate inputs from national consultants and relevant stakeholders

1. To liaise and agree with consultants/CPO involved in the project formulation to obtain their expected inputs for the project design; collect required data and information for project formulation.
2. To obtain technical inputs from UNDP, MARD and other line ministries, as well as participate in relevant meetings organised by UNDP/MARD.
3. To participate in community level consultations in selected districts to validate the design and input for the concept note.

Design Project Concept

4. Use the draft feasibility report and various technical studies and consultations to construct the initial concept for the proposed intervention
5. Prepare the project logframe with well-defined indicators, targets, inputs and outputs; make sure that indicators in logframe are fully respond to the GCF indicator framework for adaptation;
6. In coordination with the team of consultants/CPO to flesh out project components and all technical sections, particularly 6 criteria elements of impact potential; paradigm shift potential; sustainable development; country needs; country ownership and cost-effectiveness; make sure that the concept design is evidence-based and has all necessary references to proof of concept that the proposed adaptation solution demonstrates its feasibility, across all project components;
7. Develop the full concept note according to the GCF template for submission to GCF, with validation and endorsement by the GoV and UNDP.

Reporting and Coordination line:

- The international consultant (hired under UNDP's Individual Contract modality) will report directly to UNDP Viet Nam office, Assistant Country Director on Climate Change and Environment;
- The consultant will facilitate necessary contributions by all national and international consultants assigned to respective tasks for GCF project formulation for Viet Nam
- The consultant will coordinate with other members of project formulation team (Proposal Development, Technical Specialists, CPO/MARD, MPI, etc.), government counterparts and UNDP during the consultation and formulation process.
- The consultant will need to work closely with UNDP CO and the Feasibility Study consultant for all the technical requirements of the project formulation process and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor (BRH RTA) on Climate Change Adaptation, UNDP Senior Technical Advisor on Disaster Risk Reduction and Climate Change Adaptation in Viet Nam.
- UNDP CO will be responsible for facilitating data collection, meetings, and provision of other supporting functions and the Quality assurance of the final annexes of the document.

III. EXPECTED OUTPUTS AND DELIVERABLES

The tentative timeline for deliverables will be as follows:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Facilitate stakeholder consultations, desk review, coordination of technical inputs	5 days	15 July 2017	Reviewed by MARD, MPI, UNDP CO
Complete draft concept note in alignment with and informed by the (pre)feasibility study and based on key inputs by national and international consultants and UNDP CO and BRH colleagues	5 days	30 July 2017	Reviewed by MARD, MPI, UNDP CO
Finalise the concept note for formal peer review by UNDP	8 days	15 August 2017	Reviewed by MARD, MPI, UNDP CO, BRH RTA
Finalize the concept note for submission for GCF	5 days	30 August 2017	Reviewed by MARD, MPI, UNDP CO, BRH RTA
Address any final feedback from GCF on the concept note	2 days	30 September 2017	Reviewed by MARD, MPI, UNDP CO, BRH RTA

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will report primarily to UNDP and the appointed officer from MARD, as well as other members of the Project Preparation Team, as appropriate.

V DURATION OF THE WORK

The duration of the consultancy service will be 25 working days.

VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

The successful candidate will have an academic and professional background in Agriculture, Irrigation Design, Rural Development and Poverty reduction with an emphasis on Disaster Risk Management and/or Climate Change Adaptation in Viet Nam with strong technical skills in project design and management.

The following attributes are *essential*:

- Postgraduate degree in development, agriculture, water management, irrigation, engineering, climate change adaptation or related fields;
- At least 12 years of technical experience in agriculture and/or water resources management, preferably with some experience in Asia Pacific
- Substantial relevant experience in the design and implementation of integrated development projects, e.g. poverty reduction, food livelihood and water security including working on community based initiatives;
- Experience in the formulation and management of similar projects with global funds including:
 - Project design, management, and monitoring & evaluation;

- Design of log frame with SMART indicators, work plan and budget formulation;
- Working with multi-disciplinary teams, including local and expatriate technical experts;
- Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.

Desirable criteria include:

- Work experience related to agriculture, food security, poverty reduction in Viet Nam and Asia Pacific region
- Familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender related.

Language and other skills:

- Fluency in English both written and oral

Compliance with UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VII PAYMENT MILESTONES AND AUTHORITY

The consultant must send a financial proposal based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Travel costs and daily allowance cost should be identified separately.

100% payment will be released upon MARD-UNDP's acceptance of consultant's submission of concept note. Travel allowance will be made separately as required.

HOW TO APPLY

The application should contain:

- **Financial proposal with breakdown of the cost items**

- **Updated CV** to include qualifications/competencies and relevant past experience in similar projects and contact details of 4 professional referees who can certify your competencies, professionalism, quality of presentation and overall suitability to this TOR

EVALUATION CRITERIA

The Consultant will be evaluated based on the qualifications and the years of experience, as outlined in the qualifications/requirements section of the ToRs. In addition, the Consultant will also be evaluated on the following methodology:

- Technical Criteria weight: 70%.
- Financial Criteria weight: 30%.

Technical Evaluation: 70% of total evaluation (maximum 70 points)

Technical criteria	Points
Postgraduate degree in development, agriculture, water management, irrigation, engineering, climate change adaptation or related fields;	100
At least 12 years of technical experience in agriculture and/or water resources management, preferably with some experience in Asia Pacific	150
Substantial relevant experience in the design and implementation of integrated development projects, e.g. poverty reduction, food livelihood and water security including working on community based initiatives;	150
Experience in the formulation and management of similar projects with global funds	100
Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;	100
Fluency in English both written and oral	100
Total	700

Annex VI

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 VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$ or VND .

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

Cost breakdown:

No.	Description	Number of days	Rate (USD)	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