



REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development and implementation of Terra-i for near real time monitoring of forests - Piloting in Di Linh district, Lam Dong province (Ref. 2-170704)**.

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **Friday, August 04, 2017** (Hanoi time) by the following methods:

<p><u>By email: For green environment, this is preferred submission method</u></p> <p>E-mail address for proposal submission: nguyen.thi.hoang.yen@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p>With subject: (Name of bidder) (Ref. # 2-170704) RFP for Development and implementation of Terra-i for near real time monitoring of forests (Email ... of ... emails)</p> <p>Maximum size per email: 7 MB. Bidders can split proposal into several emails if the file size is large)</p>	<p><u>By hard copy: (within working hours only)</u></p> <p><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p>With envelop subject: (Name of bidder) (Ref. # 2-170704) RFP for Development and implementation of Terra-i for near real time monitoring of forests.</p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none">1. Ms. Nguyen Thi Hoang Yen, Procurement Associate Tel: +84-4-385002002. Ms. Tran Thi Hong, Head of Procurement Unit Tel: +84-4-385001443. Ms. Ngo Thi Bich Thuy, Administrative Associate Tel: +84-4-38500187 <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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Note:

- *For both submission methods, please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).*
- *UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.*

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
7/18/2017

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	UN-REDD Phase II Programme
Brief Description of the Required Services	Development and implementation of Terra-i for near real time monitoring of forests - Piloting in Di Linh district, Lam Dong province
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	The service provider will work under the supervision of the National Programme Director (NPD) and the Deputy NPD who is also the Director of Viet Nam REDD+ Office (VRO).
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor's Location and provinces
Expected duration of work	Early August 2017
Target start date	30 November 2017
Latest completion date	30 November 2017
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (For international bidder) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) (For local bidder) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals	<input checked="" type="checkbox"/> 120 days

<i>(Counting for the last day of submission of quotes)</i>	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Programme Director (NPD) and the Deputy NPD who is also the Director of Viet Nam REDD+ Office (VRO); UNDP Programme Officer
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. See detailed evaluation criteria in the below table.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 4) ¹ <input checked="" type="checkbox"/> Institutional contract for service & Contract for Professional services (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms. Nguyen Thi Hoang Yen Procurement Associate, UNDP Vietnam Email: nguyen.thi.hoang.yen@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other information	

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION CRITERIA:

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		200
1.1	Litigation and Arbitration history	10
1.2	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm/ organisation, strength of project management support e.g. project financing capacity and project management controls)	10
1.3	Team Composition: - Extent to which the team has a sufficient number of qualified members that reflect the major focus of the exercise with good required expertise, competence and experience. - Proven experience of team management supervision and delivery of good quality products for international development projects	50
1.4	Relevant knowledge and expertise of the organization - Proven records of similar assignments relating to forest and land use changes monitoring in other countries in the region and Vietnam - Adequate knowledge on UNFCCC requirements for REDD+ implementation - Proven records of working in partnerships with Local authorities	50
1.5	Relevant experience: - Extensive experience of engaging national and local stakeholders on natural resource management issues, in designing, implementing or managing similar initiatives. - Proven experience of delivery of good quality products for international development projects	60
1.6	- Quality assurance procedures, warranty - Clear structure is proposed on how to control the Quality of the assignment.	20
Total (form 1)		200

Technical Proposal Evaluation		Max. Points
Form 2: Adequacy of the proposed approach, methodology and work -plan responding to the ToR		200
2.1	To what degree does the Offeror understand the task?	10
2.2	Is the scope of task well defined and does it correspond to the TOR?	40
2.3	Have the important aspects of the task been addressed in sufficient detail?	20
2.4	Is the proposal based on the draft revised NRAP and was this input properly used in the preparation of the proposal?	20
2.5	Does the detailed work plan identify specific timeframe with plans for travels, needed meetings, events, deliverables and other key points that need to be co-ordinated.	70
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	20
2.7	Does the proposal include a detailed list of relevant materials, reports and policy documents that will be referenced?	10
2.8	Does the proposal include a detailed list of stakeholders that will be engaged during the consultation process?	10
Total (form 2)		200

Technical Proposal Evaluation		Max. Points
Form 3: Personnel competencies and human resource organization		600
3.1	Team leader - International (01 person)	200
3.1.1	Advanced degree in Remote Sensing, Forest Monitoring, Natural Resources Management, or related disciplines	40
3.1.2	Demonstrated experience in strategy at the national level for forest change monitoring.	40
3.1.3	Strong technical background in remote sensing and forest monitoring	50
3.1.4	Strong experience providing strategic advice and dealing with the government and development partners	30
3.1.5	Good understanding on REDD+	10
3.1.6	Strong communication skills, including demonstrated written and presentation skills and the capacity to engage stakeholders during the implementation of the assignment;	10
3.1.7	Demonstrated ability to work well in multidisciplinary teams and manage complex tasks;	10
3.1.8	Used to work/write publications in English	10
3.2	Team member #1 (International expert)	140
3.2.1	Advanced degree in Climate Policy, Social Science, Economics, or related disciplines	40
3.2.2	At least 8 year experiences in strategy and policy development at the national level and policy review	40
3.2.3	Demonstration of experiences on reviewing and formulating strategic plan for Coffee sector support	40
3.2.4	Robust understanding of REDD+	10
3.2.5	Used to work/write publications or reports	10
3.3	Team member #2 (National expert)	140
3.3.1	Advanced degree in Remote Sensing, Forestry, Natural Resources Management, Social Science, Economy, or related disciplines.	40
3.3.2	At least 5 year experiences in remote sensing and land cover analysis	40
3.3.3	Strong knowledge of the institutional and legal framework of Viet Nam in relation to forestry sector;	40
3.3.4	Robust understanding of REDD+	10
3.3.5	Used to work/write publications or reports in English	10
3.4	Team member #3 (national expert)	120
3.4.1	Advanced degree in GIS and Remote Sensing	40
3.4.2	At least 5 year experiences in remote sensing and land cover analysis	40
3.4.3	Proven experience in GIS and different georeferenced data communication method	20
3.4.4	Basic understanding of REDD+	10

3.4.5	Used to work/write publications or reports in English	10
	Total (form 3)	600
	TOTAL POINTS	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

that the proposed methodology will be appropriate to the local conditions and context of the work.

(Note: Please refer to Form 2 – Evaluation criteria for UNDP requirements when preparing this section)

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP

(Note: Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

6. Others				
III. Other Related Costs				
Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized
Person]
[Designation]
[Date]

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 07 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email by **4 August 2017** (Hanoi time).
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents, CV of proposed personnel.			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

TERMS OF REFERENCE

Development and implementation of Terra-i for near real time monitoring of forests - Piloting in Di Linh district, Lam Dong province for a service provider (Firm or Organization)

TITLE:	Development and implementation of Terra-i for near real time monitoring of forests - Piloting in Di Linh district, Lam Dong province
Duty Station:	Ha Noi
Duration of Appointment	4 months (over August – November 2017)
Reporting	UNDP and National Programme Director of UN-REDD phase II
Project code	00085319

1. BACKGROUND

Decision makers at multiple scales (from local to national to regional) need information on land-cover and use change that is as up to date as possible. This is necessary to prioritise interventions where such change threatens protected areas, is illegal, or places important ecosystem services at significant risk. With many of important policy instruments for halting deforestation being developed as a response to the global climate crisis and the governmental commitments under the Paris Agreement (e.g. REDD+) monitoring of land cover and use and particularly deforestation, is now high on environmental policy and management agendas.

Vietnam recently submitted its Intended Nationally Determined Contributions (INDC) to UNFCCC in October 2015. Accordingly, it is planned to increase forest cover to 45% by 2030 (from under 40% in 2010). This is under an unconditional assumption of using domestic resources to reduce GHG emissions up to 8% compared to the Business As Usual scenario (BAU). If support through bilateral and multilateral assistance is received, a higher GHG emission reduction of 25% is envisioned which would also include an increase of forest cover.

One of the most important objectives in the "Sustainable Development Strategy 2011-2020" of the Vietnamese government focuses on ensuring protection and development forests to conserve biodiversity and actively respond to climate change. To achieve this objective, the government of Vietnam developed policies, directives and action plans which focus on expanding planted forest cover and building capacity for forest fire protection. This is intended to reduce greenhouse gas emissions and secure ecosystem services. The objective is in line with the Action Plan's highlighted need for capacity building for researchers and officers to build and monitor data systems for sustainable development management, international collaboration on information exchange and learning new technologies for climate change adaptation and mitigation. Furthermore, in 2014, the governmental decision number 1920/QĐ-TTG on improving effectiveness and efficiency of forest rangers' performance project towards 2020 was launched along with a restructuring initiative aimed to improve forest protection and firefighting capacity. Early control of forest fires is of increasing concern as droughts in the region are expected to increase in intensity and duration due to climate change.

Terra-i is a near real time monitoring system based on MODIS imagery for natural vegetation loss detection, first implemented in Latin America and under development in Asia and Africa. Since June 2012, Terra-i data have been available free of charge for download on www.terra-i.org. Currently, there is a map of vegetation loss available every 16 days between January 2004 and the present date. Besides the generation of the data, the Terra-i team has used these results for research, such as identification of areas with high

risks of deforestation in near future, road impact assessment, protected areas effectiveness assessment, trends and rates analysis and many more. All these results and literature are available on Terra-i website. The latest version of Terra-I applies Sentinel-1/2 and Landsat 8 imagery with 10m resolution. Given that, it is possible to detect small-scaled land use changes which are common Di Linh District of Lam Dong Province. This is a major focus of further development of Terra-I system for a more relevant to current practices and location condition, including the application of higher resolution imagery for better detection with small scale areas.

Based on the approved annual work plan in 2017, the UN-REDD programme phase II will support the piloting Terra-I system for the monitoring forest land use changes, especially the forest conversion to coffee plantation in Di Linh district, Lam Dong province.

A group of consultants (The consultant team) is being recruited as per present terms of reference to gather all relevant experience and expertise and piloting the Terra-I system in Di Linh district.

2. OBJECTIVES

2.1 General objective: The consultancy service aims at providing decision makers, land use planners and local forest rangers access to near real-time data that shows forest land areas that are undergoing transformation in a format and scale relevant to support their activities.

2.2 Specific objectives

- a. To map the institutional landscape and the forest monitoring and reporting processes already in place to identify the actors involved in forest monitoring.
- b. To identify how Terra-i can fill information gaps and needs of the different actors.
3. To pilot the integration of Terra-i within the already existing activities for forest monitoring, field validation and change reporting.
- c. To further develop Terra-i to include higher resolution imagery and generate outputs relevant for Di Linh context.
- d. To Assess Terra-i value added together with UN-REDD and VNFOREST/MARD
- e. A study synthesizing the finding of the pilot together with the review of opportunities associated with the deployment of Terra-i beyond local level improvement in deforestation monitoring.
- f. To draft a roadmap for the implementation of the tool at national scale.

3. SCOPE OF ASSIGNMENT AND METHODOLOGY

The consultant team to collect relevant information and data from the field (detail methodology will be further developed in the technical proposal). The consultant team in collaboration with UN-REDD Programme Phase II will organize workshops and meetings with different stakeholders to support the forest monitoring (including: information sharing, data collection) in Di Linh district, Lam Dong province.

4. EXPECTED OUTPUTS/DELIVERABLES

The service provider is expected to deliver the products as follow:

1. Mapping of actors and stakeholders based on the results from previous studies and researches.
2. Identification of the actors' needs and problems, definition of a baseline and indicators of success.
3. Identification of the gap that Terra-i can fill and the data format needed by the different actors
4. Identification of the protocol and dataflow needed for integration of Terra-i data in the ongoing activities.
5. Assessment and mapping of challenges associated with the implementation Terra-i and review of potential solutions
6. The policy makers, civil society and the private sector representative have a good understanding of the data strengths and limitations to support land use planning

7. The local actors have a good understanding of the data strengths and limitations to support their monitoring and reporting activities
8. The pilot tool is deployed in Di Linh and the relevant actors have access to the data
9. A report showing the findings of the field missions.
10. A new version of the tool with a calibration adapted to the local context

5. LOCATION AND LOGISTIC/TECHNICAL SUPERVISION

Duration: August to November 30, 2017

Technical supervision: The service provider will work under the supervision of the National Programme Director (NPD) and the Deputy NPD who is also the Director of Viet Nam REDD+ Office (VRO). They will work closely with the CTA of the Programme and the three UN implementing agencies (FAO, UNDP and UNEP). The consultant team will be required to regularly report to the responsible staff of UNDP Viet Nam, the PMU, and VRO on the progress of the work.

Location: Hanoi (home based possible)

6. REQUIREMENTS FOR THE FIRM AND THE PROPOSAL

For the firm:

General qualifications: A firm or organization with the following general and specific qualifications will be contracted to conduct this assignment.

- Proven records of similar assignments relating to real time monitoring, particularly Terra-i
- Extensive experience of engaging stakeholders on participatory assessment, in designing, implementing or managing similar initiatives.
- Proven experience of delivery of good quality products for international development projects

For the consultant team

The composition of the consultants is suggested as follow:

Team leader: Leading the process and provide quality assurance to ensure the joint products are timely produced. 35 working days	International expert, with special expertise on Remote Sensing and MRV framework
Education	- Advanced degree in Remote Sensing, Forest Monitoring, Natural Resources Management, or related disciplines
Professional experience	<ul style="list-style-type: none"> - At least 10 year experiences in strategy development at the national level for forest change monitoring. - Very strong technical background in remote sensing and forest monitoring. - Strong experience providing strategic advice and dealing with the government and development partners - Very good understanding of REDD+ - Strong communication skills, including demonstrated written and

	<p>presentation skills and the capacity to relate to both internal and external constituencies of the project;</p> <ul style="list-style-type: none"> - Fluent English
<u>Team member #2</u> 16 working days	International expert, with special expertise on reviewing and formulating strategic plan for Coffee sector support
Education	<ul style="list-style-type: none"> - Advanced degree in Climate Policy, Social Science, Economics, or related disciplines
Professional experience	<ul style="list-style-type: none"> - At least 8 year experiences in strategy and policy development at the national level and policy review. - Strong knowledge of the institutional and legal framework of Viet Nam in relation to coffee sector - Very good understanding of REDD+ - Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project; - Fluent English is strongly recommended. Cover measures would need to be proposed otherwise.
<u>Team member #3</u> 67 working days	National expert with specialized expertise in remote sensing and national institutions.
Education	<ul style="list-style-type: none"> - Advanced degree in Remote Sensing, Forestry, Natural Resources Management, Social Science, Economy, or related disciplines
Professional experience	<ul style="list-style-type: none"> - At least 5 year experiences in remote sensing and land cover analysis. - Strong knowledge of the institutional and legal framework of Viet Nam in relation to forestry sector; - Understanding of REDD+ - Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project; - Fluent English is strongly recommended. Cover measures would need to be proposed otherwise.
<u>Team member #4</u> 88 working days	National expert, with special expertise on Remote Sensing and GIS.
Education	<ul style="list-style-type: none"> - Advanced degree in GIS and Remote Sensing
Professional experience	<ul style="list-style-type: none"> - At least 5 year experiences in remote sensing and land cover analysis. - Experiences in GIS and different georeferenced data communication method. - Understanding of REDD+

For the financial proposal

The proposal from the Contractor will need to factor in all costs associated with the assignment such as consultancy fee, travelling, interviewing or cost for small group discussions. It however, it should not include cost for any workshop provisioned at the provincial level as it will be paid directly by the Programme.

7. DELIVERABLES, TIMEFRAME AND PAYMENT SCHEDULE

Joint outputs	Deadlines for completion	Tentative payment schedule
1. The policy makers, civil society and the private sector representative have a good understanding of the data strengths and limitations to support land use planning	A workshop with the policy makers, civil society and the private sector representative is organized within 1 month after the date of signing the contract.	
2. The local actors have a good understanding of the data strengths and limitations to support their monitoring and reporting activities.	A workshop with local actor representatives is organized within 1 month after the date of signing the contract.	
3. The pilot tool is deployed in Di Linh and the relevant actors have access to the data	The tool will be deployed within 2 months after the date of signing contract.	
4. A report showing the findings of the field missions.	2 field trip will be organized within 2 months after the deployment of the tool.	
5. A new version of the tool with a calibration adapted to the local context	Updated and submitted for approval of the programme within 4 months after the date of signing contract.	
6. Final report showing the finding of the first workshop including: <ul style="list-style-type: none"> a. Identification of the actors' needs and problems, definition of a baseline and indicators of success. b. Identification of the gap that Terra-i can fill and the data format needed by the different actors c. Identification of the protocol and dataflow needed for integration of Terra-i data in the ongoing activities. d. Assessment and mapping of challenges associated with the implementation Terra-i and review of potential solutions e. Identification of the successes and failures of the project f. Identification of the gap that still need to be filled and of the processes that need to be strengthened. 	Updated and submitted for approval of the programme within 4 months after the date of signing contract.	Payment will be made by the submission and approval of final report.

Annex 4

Contract templates and General Terms and Conditions

Please find below link to the Institutional contract template:

<http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Institutional%20Contract.pdf>

Please find below link to the Professional service contract template:

<http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Model%20Contract%20for%20Professional%20Services%2013.05.2014.pdf>

Please find below link to the General Terms and Conditions:

http://www.undp.org/content/dam/vietnam/docs/Legalframework/31603_General_Terms_and_Conditions_for_Professional_Services.pdf