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Date: 25 July 2017

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant to develop the mechanism to enhance regional (inter-provincial) collaboration on Natural Resources and Environment (NRE) management and climate change response in Red River Delta
Project name:	Project 00089760 “Enhancing Capacity for Implementing Rio Conventions”
Period of assignment/services (if applicable):	August to December 2017
Tender reference:	1-170705

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **7 August 2017 (Hanoi time)**.

**With subject line:** (1-170705) International Consultant - NRE management and climate change response

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 their earliest availability to start the assignment.
- Copy of 1-3 publications/writing samples on relevant subject.

**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 Social Sciences pertaining to Cooperation and/or Environmental Management/Sciences. Significant experience in similar assignments relative to coordination and cooperation mechanisms among government entities and organizations as well as knowledge of natural resources management and climate change considerations is required to be considered as a relevant candidate	200
2	Minimum 10 years' working experience on different social aspects of environment and natural resource management or inter-agency/inter-governmental cooperation	250
3	Proven experience in developing collaborative programs among neighboring government entities and establishing functional collaborative networks	250
4	Working experiences in Viet Nam is advantage	150
5	Excellent English and technical communication skills, especially writing and reporting	150
	<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 desktop reviews, Inception Report and work plan with satisfactory acceptance from the the PMU/ISPONRE and UNDP
- The second installment of 50% contract amount will be paid upon submission of the draft consolidated report based on deliverable/outputs of consultants with satisfactory acceptance by the PMU/ISPONRE, and UNDP
- The third (final) payment of 30% will be paid upon the completion of final and revised the Consolidated Report (if requested by the Rio Project PMU) 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.

## **Annex I**

### **TERMS OF REFERENCE (TOR)**

<b>Title:</b>	<b>01 International Consultant to develop the mechanism to enhance inter-provincial collaboration on NRE management and climate change response in the Red River Delta</b>
<b>Project ID and title:</b>	89760 Enhancing Capacity for Implementing Rio Conventions
<b>Contract Type:</b>	Individual consultant
<b>Duty station:</b>	Home based and 01 mission to Ha Noi (05 days)
<b>Duration &amp; timing:</b>	August to December 2017
<b>Reporting to:</b>	Project Management Unit (ISPONRE) and UNDP

#### **I. INTRODUCTION**

The overall objective of the “Enhancing Capacity for Implementing Rio Conventions” Project 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*.

This Terms of reference (TOR) is developed to address the activities under the Output 2.1 on *“Increased planning capacity to ensure effective environmental and natural resources management”* under the **“Enhancing Capacity for Implementing Rio Conventions”** project. More specifically it will support activity results 2.1.2.3 to support MONRE to develop government proposal on enhancing regional (inter-provincial) collaboration in natural resources and environment (NRE) management and climate change response.

#### **II. BACKGROUND**

In Viet Nam, there has traditionally been a lack of formal collaboration among provinces in socio-economic development planning, natural resources management, and addressing the common challenges evolving with climate change. This has led to problems associated with water management and downstream availability as well as ineffective use of resources for economic development or for addressing climate change. In the past five years, there has been an evolving realization among leaders at both national and provincial levels that the challenges Vietnam is facing with climate change, and notably associated water management issues, can be best addressed through regional responses and through inter-departmental (and inter-Ministerial) coordination and cooperation. Several Communist Party policy documents have mandated better coordination among government agencies as well as among provinces. In both the Mekong Delta and the Red River Delta, there are emerging initiatives aiming to promote inter-provincial collaboration to address acute natural resources management issues as well as for joint efforts and investments in addressing climate change risks and adaptation needs.

There are number of effort to promote natural resources management and climate change in the country such as support of Netherland, UNDP and GIZ in the the Mekong Delta, the Joint Development Partner Statement on Regional Coordination in Viet Nam signed by donors in 2016. That said, inter-provincial planning to address climate change remains in its early stages. Issues relative to water management, both surface and ground water continue to become more acute.

Resolution 63/NQ-CP dated 22/07/2016 of the Government on an action program to realize the National Assembly's Resolution on 5-year-socio-economic development plan in the 2016-2020 periods emphasized the key tasks of enhancing inter-regional/provincial collaboration to synchronous policies, direction of implementing plans on promoting investment; exploiting and protecting water resources and environment.

Major areas related to inter-regional collaboration are: (i) Policy and administrative collaboration; (2) Planning development collaboration; (3) Infrastructure development collaboration; (4) Enterprises collaboration; (5) Industrial – Agricultural collaboration; (6) Rural – Urban area collaboration; (7) Human resources collaboration; (8) Natural Resources and Environment management collaboration; (9) Benefit and risk sharing.

Building on the aforementioned emerging initiatives, the Rio Project will support to develop a scheme to enhance inter-regional collaboration on NRE management (focus on water resources and land resources) and climate change response in the Red River Delta

### III. OBJECTIVES

The assignment aims to develop a scheme to enhance inter-regional collaboration on NRE management and climate change response in the Red River Delta.

### IV. SCOPE AND TASKS FOR EACH CONSULTANT

The International consultant will act as Team Leader for a team of national consultants.

While liaising regularly with the other national consultant team members, and providing oversight of their work together with the PMU of the Rio Project, the international expert will have the following specific tasks:

#### 1. Complete an Inception Report with a work plan for the consultant team

- Take the lead, in collaboration with the national consultants to develop **Inception Report** which include the main tasks, responsibilities and time frame for the tasks and includes:
  - 
  - A complete a quick desk-top review of global best-practices in coordination, collaboration, and/or networking among neighboring administrative entities (countries, states, provinces, districts, etc...) to address natural resources management and/or climate change challenges
  - a review the on-going initiatives on inter-governmental coordination and collaboration in Viet Nam, including the initiatives supported by the WB, KfW, IUCN, and USAID as well as lessons learned from a series of telephone/Skype interviews with selected organizations and individuals that have been active in supporting, or are prepared to support, the regional collaboration
  - A desktop review of institutional and policy framework of Viet Nam to understand the regulating documents on regional or inter-provincial collaboration.
  - Important considerations coming from consultation with related government stakeholders on the challenges while implementing inter-provincial collaboration

#### 2. Develop a scheme and recommended actions for regional collaboration on NRE management and CC response

- Take the lead, in collaboration with the national consultants to identify a scheme/proposal for promoting inter-provincial collaboration in the Red River Delta
- Lead the engagement with the development partners donors and private sectors to identify opportunities for collaboration and investment on NRE and CC response in the region;
- Work with relevant People Committee and Departments (i.e. DONRE, DARD, etc) to identify the priority actions for promoting water resources management and climate change collaboration among the provinces
- Work with the national team to identify the institutional/policy framework to enhance inter-regional collaboration on NRE and CC response
- Work with the national team to identify the human/financial resources to enhance inter-regional collaboration in the region
- Prepare a **Consolidated Report** with the agreed inter-provincial priority actions, capacity building plan; identified funding sources (or opportunities), next-steps for regional collaboration among provincial governments, for existing inter-provincial or regional entities, for development programs and partners; and an M&E plan for regional coordination entities complete with benchmarks of success
- Present the draft Consolidated Report, inclusive of an Action Plan for related stakeholders for consultation
- Complete the Action Plan Report which address comments from stakeholders

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

**Duration and Timing:** 20 work-days within August to December 2017, with expectations to start as soon as possible.

**Duty station:** Home based and 01 mission to Ha Noi (05 days)

### VI. DELIVERABLES / OUTPUTS

- **Review the Inception Report** and work plan prepared by the team of National Consultants
- **Draft the Consolidated report** based on deliverable/outputs of national consultants
- **Revise and complete the Consolidated report**

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

The selected international consultant will have regular meetings and discussion via Skype, when needed, with national consultants, responsible staffs of UNDP and ISPONRE/MONRE (PMU). S/He is required to regularly report to PMU and UNDP on the progress of the work based on the agreed work plan in the approved Inception Report.

## **VIII. ADMINISTRATIVE ARRANGEMENT**

### ***Logistic arrangement***

- 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
  - Available reference documents on the Inter-regional collaboration in Vietnam.

## **IX. REQUIREMENTS / QUALIFICATIONS**

- Postgraduate degree (Masters level or higher) in Social Sciences pertaining to Cooperation and/or Environmental Management/Sciences. Significant experience in similar assignments relative to coordination and cooperation mechanisms among government entities and organizations as well as knowledge of natural resources management and climate change considerations is required to be considered as a relevant candidate.
- Minimum 10 years' working experience on different social aspects of environment and natural resource management or inter-agency/inter-governmental cooperation;
- Proven experience in developing collaborative programs among neighboring government entities and establishing functional collaborative networks.
- Working experiences in Viet Nam is advantage
- 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 desktop reviews, Inception Report and work plan with satisfactory acceptance from the the PMU/ISPONRE and UNDP
- The second installment of 50% contract amount will be paid upon submission of the draft consolidated report based on deliverable/outputs of consultants with satisfactory acceptance by the PMU/ISPONRE and UNDP
- The third (final) payment of 30% will be paid upon the completion of final and revised the Consolidated Report (if requested by the Rio Project PMU) 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