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Date: 26 March 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant on engaging banking sector into the implementation of REDD+ Action Programme in Viet Nam
Project name:	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from Deforestation and Forest Degradation
Period of assignment/services (if applicable):	Part-time, about 40 workdays over 7 months (April 2018- Oct. 2018)
Tender reference:	1-180303

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **5 April 2018 (Hanoi time)**.

With subject line: (1-180303) National consultant on engaging banking sector

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

a. Technical component:

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

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex 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	Graduate from banking/financial or related sectors	300
2	Have at least 8 years' experience in banking/financial sector, with 3 years in senior position	300
3	Demonstrated to have sound experience in policy advisory services to banking sector or/and government	200
4	Demonstrated to be fluently in English and ability to facilitate consultation events with stakeholders	100
5	Demonstrated to have written similar proposals, reports and publication	100
	TOTAL	1000

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

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

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

6. Payment

UNDP shall 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.

Outputs	Deadlines and portion of payments
Output 1: A full proposal is submitted to explain what, when and how the assignment will be conducted for the consultation and approval of UN-REDD Programme.	April, 10 th 2017 – 20%
Output 2: The draft pilot proposal containing the identification of pioneer institutions, the selected applicable safeguard/environmental standards and the selected piloting projects/areas is proposed to guide the pilot implementation.	May 10 th 2018
Output 3: The pilot proposal is finalized basing on the consultation process with related stakeholders	May 31 st , 2018 – 30%
Output 4: The pilot progress report after 2 months of implementation and recommendations to a national wide process to engage banking sector in a long run.	August 15 th , 2018 – 20%
Output 5: Final policy and practical recommendations for banking sector to engage in NRAP implementation	October 31 st – 30%

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)

Consultancy service:	National consultant on engaging banking sector into the implementation of REDD+ Action Programme in Viet Nam
Project name/ID:	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from Deforestation and Forest Degradation
Duty Station:	UNDP Country Office, Viet Nam
Duration of Appointment	Part-time, about 40 workdays over 7 months (April 2018- Oct. 2018)
Working arrangement/ Conditions:	Individual contract

1) GENERAL BACKGROUND

Viet Nam is one of the first countries engaged in REDD+, through its participation in the UN-REDD Programme, the World Bank FCPF, and numerous REDD+ initiatives.

The first ever National REDD+ Action Programme (NRAP) of Viet Nam for the period of 2011-2020 was approved by the Prime Minister on 27th June, 2012. After five years of implementation, the context has changed tremendously, both at the national as well as international level. Therefore, Vietnam has revised its NRAP, and the new version for the period 2016-2020 and perspectives towards 2030 was approved by Prime Minister in April 2017. The revised NRAP determines, among others, the major policies and measures that need to be implemented during the 2017-2020 period to achieve national REDD+ objectives. Lead ministries and contributors are assigned to each policy and measure, and arrangements will be clarified to secure the institutional conditions for success (see <https://thuvienphapluat.vn/van-ban/Tai-nguyen-Moi-truong/Quyet-dinh-419-QD-TTg-Chuong-trinh-quoc-gia-giam-phat-thai-khi-nha-kinh-gua-han-che-mat-rung-2017-345551.aspx>). UN-REDD Viet Nam Programme Phase II, funded by Norway through 3 UN participating organizations (FAO, UNDP and UN Environment) in partnership with Ministry of Agriculture and Rural Development, has been supporting the Viet Nam NRAP's revision and implementation.

The NRAP includes at least 3 key measures to improve the engagement of business sector and banking sector into actions to fight against deforestation and forest degradation. In the spirit of the NRAP, the bankers who provide capital through credit operations are determined as a special business actor that has powerful influence on directing business strategies and practices towards sustainable forest development. The environment and forest would be better protected if higher environmental protection standards are adopted by the banking sector. In return, it will bring opportunities to the bank to lowering risk of their bad debts resulted from project termination or delays as it fails to meet related safeguard requirements.

To create an enabling environment towards green growth, the State Bank of Viet Nam has issued Directive No. 03 / CT-NHNN on promoting green credit growth and credit risk management in credit activities (March 2015) and the Banking Sector Action Plan (August 2015) to encourage credit institutions to actively develop risk management policies and implement measures to promote green credit growth on a voluntary approach. However, the implementation of these policies remains to be a big challenge. In brief, up to 2016, there have been only one or two banks who started internalizing environmental protection policies into their appraisal/approval process for the loans, while the others are still silent.

To explore ways for the banking sector to be confident to take step-wise actions to implement the above policies, the UN-REDD Programme is calling for a consultancy service from Vietnamese experts to support this process.

2) OBJECTIVE OF THE ASSIGNMENT: This is to

- (i) identify pioneer institutions who is willing to take a leading role on greening credits and
- (ii) develop practical measures and process for the banking sector to be truly engaged into actions against deforestation and forest degradation. It is suggested that the major efforts include awareness raising,

building coalition of the early few willing and supporting pilots for instrument design, standards implementation and risk management reforms.

3) EXPECTED OUTPUTS

Output 1: A full proposal is submitted to explain what, when and how the assignment will be conducted for the consultation and approval of UN-REDD Programme.

Output 2: The draft pilot proposal containing the identification of pioneer institutions, the selected applicable safeguard/environmental standards and the selected piloting projects/areas is proposed to guide the pilot implementation.

Output 3: The pilot proposal is finalized basing on the consultation process with related stakeholders

Output 4: The pilot progress report after 2 months of implementation and recommendations to a national wide process to engage banking sector into NRAP implementation a long run.

Output 5: Final policy and practical recommendations for banking sector to engage in NRAP implementation

Key activities and approaches

- Work with UN-REDD's experts to develop a full proposal for implementing the assignment
- Conduct desk review and expert group's consultation to understand the situation and find an entry point
- Compile a concept note for the pilot initiative and conduct consultation with key stakeholders
- Develop a draft proposal on piloting basing on the expectation of above outputs. It is expected that two financial institutions are selected for the pilot
- Facilitate the consultation with banking sector and related stakeholders
- Adjust the proposal basing on the comments from stakeholders
- Provide technical coalition and support to the selected pioneers to adopt the applicable guidelines into their internal policy/procedures of approving loans
- Writing progress report as indicated in the workplan
- Run a review workshop and write recommendations for nation-wide process to engage banking sector into NRAP implementation.

4) REQUIREMENTS FOR CONSULTANT'S QULIFICATION

1. Graduate from banking/financial or related sectors
2. Have at least 8 years' experience in banking/financial sector, with 3 years in senior position
3. Demonstrated to have sound experience in policy advisory services to banking sector or/and government
4. Demonstrated to be fluently in English and ability to facilitate consultation events with stakeholders
5. Demonstrated to have written similar proposals, reports and publication

5) LOCATION AND SUPERVISION

Work location: in Ha Noi

Support and supervision

The financial consultant will be technically backstopping by related UNDP's and UNEP's experts and will be administratively supported by PMU of the Programme and UNDP where relevan throughout the implementation of the assignment.

The consultant will work under the supervision of UNDP and National Programme Director of UN-REDD Viet Nam Phase II.

In case the consultant is requested to travel outside Ha Noi, a separate arrangement will be made by either PMU or UNDP (whichever more convenient).

6) PAYMENT SCHEDULE

The payments for the consultant are made upon the acceptance of UNDP and NPD on the products/outputs submitted by the consultant by the deadlines. It is indicated as below:

Outputs	Deadlines and portion of payments
Output 1: A full proposal is submitted to explain what, when and how the assignment will be conducted for the consultation and approval of UN-REDD Programme.	April, 10 th 2017 – 20%
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Annex IV

GUIDELINES FOR PREPARING CV

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

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

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

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

(Signature)

Annex V

FINANCIAL OFFER

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

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

Cost breakdown:

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

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

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

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

Dated this day /month of year

Signature