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Date: 16 April 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants: - Communications Expert (30 working days) - Financial Expert (20 working days)
Project name:	The biodiversity finance initiative project
Period of assignment/services (if applicable):	April – September 2018
Tender reference:	A-180403

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than: **19 April 2018 (Hanoi time)**.

With subject line: (A-180403)- Communication Expert
(A-180403)- Financial Expert

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:

No	Criteria	Score
1.	Master of Science Degree in combination with equivalent relevant work experience, relevant to the proposed thematic expertise of the individual National Consultant	200
2.	At least 10 years of experience, preferably in planning, design, operations and budgeting (as appropriate for individual National Consultants) for museum/visitor related services	200
3.	Experience in collaborating with international and national experts and institutions	150
4.	Experience in carrying out similar studies and assessments	250
5.	Proven ability to prepare clear publications, reports and presentations	100
6.	Familiarity with the Viet Nam governmental legislative, planning and operational decision making system in the field relevant to the assignments	100
	Total	1,000

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 direct cost of field visits will be paid based on actual performance according to the work plan and compliance with donor regulations.

Three payments will be made to the National Consultant based on approval by Cuc Phuong National Park/VNFOREST and UNDP of specific deliverables, including:

- The first payment - 20% of the contract value: Upon approval of the Inception Report, including report outline, workplan and description of individual assignments and deliverables for each National Consultant.
- The second payment - 40% of the contract value: After approval of the draft refurbishment plan including specific sections attributable to individual National Consultants as per Inception Report.
- The third payment - 40% contract value: Upon approval of the Final Report including the approved detailed refurbishment plan.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

THE BIODIVERSITY FINANCE INITIATIVE PROJECT (BIOFIN) TERMS OF REFERENCE FOR NATIONAL CONSULTANT (TOR)

Consultancy positions	: Architect; Communications & Outreach; Biodiversity; Finance ; Ethnic Minorities & Culture
Consulting duties	: Develop the refurbishment plan to improve visitor experiences and services offered by the Nature Museum in Cuc Phuong National Park
Location	: Hanoi, Ninh Binh province
 Duration of contract	 : 120 work days (From April to September 2018)

1. Context and objectives of BIOFIN

National governments have demonstrated clear commitment to fulfil their mandates for biodiversity conservation and sustainable use in ways compatible with national development goals, and to identify a diverse range of financing solutions for biodiversity management. UNDP believes a transformation is needed in the way biodiversity finance is planned and managed to unlock the resources required to meet the Aichi Targets defined in the CBD's Strategic Plan 2011-2020 in a manner that promotes sustainable development and the eradication of poverty.

The global Biodiversity Finance Initiative (BIOFIN) is managed by UNDP, in partnership with the European Commission and the Governments of Germany, Switzerland, Norway and Flanders. The \$29 million initiative was launched in October 2012, set to run until the end of 2018, with further support being sought to extend it. An additional \$3.1 million in finance is provided through several GEF-financed UNDP-managed projects working in participating countries to support governments to revise National Biodiversity Strategies and Action Plans and to implement specific financing solutions.

Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at national level, for improving cost-effectiveness through mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans. BIOFIN will thus provide a framework for undertaking "bottom-up" analyses and resource mobilization strategies, embedded in a transformative process led by national stakeholders, aimed at allowing countries to implement their NBSAPs and achieve national biodiversity targets. BIOFIN will feed into the development of NBSAPs, while the NBSAP projects in turn will provide a platform for integration into decision-making processes.

Working with the global BIOFIN team, 30 countries are currently involved in developing and piloting the new methodology, to be refined through regional and global learning, and made available more widely: Belize, Brazil, Bhutan, Botswana, Chile, Colombia, Costa Rica, Cuba, Ecuador, Fiji, Georgia, Guatemala, India, Indonesia, Kazakhstan, Kyrgyzstan, Malaysia, Mexico, Mongolia, Peru, Philippines, Seychelles, South Africa, Sri Lanka, Rwanda, Thailand, Rwanda, Uganda, Vietnam and Zambia. BIOFIN is managed by UNDP's Ecosystems and Biodiversity Programme.

In these countries, national teams work with the global BIOFIN team on the following components, corresponding to steps 3-7 of the BIOFIN Workbook (2016 version):

- During the Inception Phase the national BIOFIN team is recruited and the Steering Committee established. Once operational, the national BIOFIN team carries out a first review of the national

context, outlining available information, identifying cooperation modalities with related initiatives and organizing the inception workshop, a first introduction to a wider group of stakeholders and a first moment of active engagement, with the underlying purpose to start building a national vision on biodiversity finance. The inception report is developed to capture initial national level baseline information on biodiversity finance, describe recommendations from stakeholders made through the inception workshop, highlight adjustments made in national implementation arrangements and provide preliminary analysis for entry points to advance biodiversity finance in the country.

- **Component 1: Integrating biodiversity and ecosystem services in sectoral and development policy, planning and budgeting:** This first range of work enables participating countries to analyze current policies, institutions and expenditures affecting biodiversity and ecosystem services both positively and negatively, in order to evaluate their impact and effectiveness, and to understand key opportunities for mainstreaming, for example, through the removal of perverse incentives. It helps countries to establish a firm baseline of current biodiversity expenditure levels and projections, while reviewing the underlying institutional and policy framework that directs expenditures from public, private, national and international source. Decades of development experience have taught us that it is important to mainstream biodiversity into national development plans, as well as into the policy, planning and financing frameworks of other key sectors. This component takes this process a step further by providing a workbook tool enabling an analysis of the specific threats posed by sectors to biodiversity; as well as the quantified benefits that ecosystems provide to these sectors and society in general as a basis for making the case for and initiating a transition from a business-as-usual scenario to a sustainable ecosystem management scenario in these sectors (which will in turn have a bearing on the costs of addressing biodiversity loss). It also lays the groundwork for an evaluation of the cost-effectiveness of current expenditure and recommendations to improve this. It consists of 2 separate but interrelated activities:
 - I. **Biodiversity Finance Policy and Institutional Review (PIR)** – The first step includes identifying the existing national vision and key trends for biodiversity and sustainable development, mapping sectoral interactions with biodiversity, ecosystems and ecosystem services. The Review then helps to create a preliminary inventory of existing financing mechanisms used for biodiversity and looks into how existing subsidies affect biodiversity, followed by an analysis of the main drivers of biodiversity loss, identifying relevant stakeholders and their specific mandates related to NBSAP, as well as institutional arrangements. Policy recommendations, particularly on harmful subsidies and other incentives that contribute to continued biodiversity loss, can be incorporated in the NBSAP. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
 - II. **A Biodiversity Expenditure Review (BER)** – The expenditure review is based on the institutions identified under the PIR. For each relevant finance actor, both national and international, public and private, budget and expenditure data are collected for the past 5-7 years, identifying biodiversity relevant budgets. For each main expenditure the percentage that can be attributed to biodiversity needs to be identified. The expenditures and their outcomes need to be briefly described and where possible tagged with the national budget code, indicating whether these are one-time or recurring expenditures. Based on these figures, projections are developed for future expenditures, while harmful subsidies and biodiversity generated revenue are assessed more in detail. At the end the amounts are aggregated to produce multiple national biodiversity expenditure figures. The final report should provide very specific recommendations on (i) possible re-alignment of expenditures; (ii) identification of available sources of financing; and (iii) improvement of processes towards estimation of biodiversity expenditures. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.

- **Component 2: Assessing the financing needs for the management and conservation of biodiversity and ecosystem services:** Component 2 involves an estimation of the financial needs for biodiversity management across all sectors of government, NGOs and the private sector. It primarily consists of a bottom-up financing needs assessment, developing projections of the costs required to reach a country's national biodiversity goals and successfully implement all activities of the National Biodiversity Strategy's Action Plan. BIOFIN Global will develop and pilot a workbook tool that enables countries to find answers to several fundamental questions in this regard, including: (a) what are the cost coefficients for the delivery of basic biodiversity management functions against which cost-effectiveness can be assessed? What opportunities and barriers exist to improved cost-effectiveness? (b) How much would it cost to remove the above barriers? What other options are available? What are the costs of inaction? (c) What financing is hence required at a national level to meet national targets set in terms of the global biodiversity targets adopted under the new CBD Strategic Plan for the period 2011-2020? To address these questions in a comprehensive and rigorous manner, costed action plans will be developed for addressing the gaps and barriers, building on the pilot countries' development of their new NBSAPs, and providing useful data for use in the context of the CBD's Resource Mobilization Strategy. This starts out by reviewing which actions in the NBSAP and other major policies require to be costed. For each of these costable actions specific cost elements and units are calculated. The cumulative figure represents the national finance needs for biodiversity, and is compared with existing expenditure levels to measure the national biodiversity finance gap. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and final recommendations.
- **Component 3: Developing a Biodiversity Finance Plan including a vision for the future sustainable management of biodiversity, reviewing past expenditures and financing needs, and identifying and prioritizing a wide range of financing solutions -** Under this component, a national roadmap/plan is developed for future financing of biodiversity, addressing all possible dimensions of finance, including additional resource mobilization, improving effectiveness of expenditures, avoiding future expenditures and re-aligning expenditures towards biodiversity goals. The national experts will work closely with the global team to review a wide range of possible finance solutions, and establish an agreed upon approach to prioritize based on a variety of characteristics of each solution, including the financing potential, the legal context and socio-economic/gender impacts, while mapping barriers that currently prevent further financing. For a selected number of the most promising financing mechanisms a more detailed feasibility study will be carried out. A large national workshop involving a wide variety of stakeholders should be organized as a key element of the consultation process followed by a smaller workshop planned at the end to validate the strategy and its recommendations.
- **Component 4: Initiate implementation of the Biodiversity Finance Plan at national level –** Under this final component, support is provided to implement one or more priority areas likely to show significant and relatively rapid results. Based on the process to develop the finance plan, the national BIOFIN team will prepare one or more proposals and submit these for review by the global team. The selected activities can include a wide range of finance-related areas, including the provision of technical or advocacy support for developing laws and regulations, revising taxes and fees, the identification of legal thresholds, removal or reduction of biodiversity harmful incentives, certification processes, public-private-partnerships, voluntary agreements, awareness raising campaigns, behavior change through education and training measures etc. For component 4, additional experts are to be recruited depending on the proposed activities.

2. Context and necessity of the assignment

On April 20, 2006, the Prime Minister issued Decision No. 86/2006/QĐ-TTg on approving the Master Plan of the Museum System of Nature in Vietnam until 2020, with the objective of "Building and put into operation the complete system of Nature Museums; modern technology; scientific, effective and rich in content of activities; To meet the demand of researching, teaching, visiting, learning and

disseminating knowledge about the process of developing natural history in Vietnam".

In the list of 12 projects in the system of Nature Museums in Vietnam, priority is given to new development, renovation or upgrading in the period 2006-2020. At the national level, the Vietnam National Museum of Forest Resources is located at the Forest Inventory and Planning Institute in Hanoi. At the same time, six National Parks under the management responsibility of VNFOREST have also set up and put into operation Nature Museums to collect and store specimens for conservation, research and display, introducing forest resources and biodiversity in Vietnam for the benefit of dissemination of knowledge, education, and raising awareness about nature conservation in general and the biodiversity of forest ecosystems in particular.

At present, financial resources allocated for the operation of the Vietnam National Museum of Forest Resources and the Nature Museums in 6 National Parks under the management of VNFOREST (hereafter collectively "the Museums") are mainly provided by the state budget, but allocations typically are insufficient to ensure high-quality, attractive exhibitions and services being offered to visitors.

At the same time, in recent years the public demand for Museum information and awareness raising activities and services offered is rapidly increasing, due to an increasing number of visitors travelling to Cuc Phuong National Park. The limited financial resources available, however, do not allow the Museum to adequately implement its assigned information and awareness raising duty to the public. Collections and facilities typically need update and maintenance, there is limited experience with offering or outsourcing alternative services (e.g. guided excursions, sales of merchandize and handicrafts, translation, conference/meeting facilities, guesthouses, etc.) to visitors, and a lack of applicable knowledge on global best practices on Museum service offer and income generation.

At the same time, the Museum also lack instruments to improve the situation, including (i) formulation of a long-term vision of Museum functioning in support of science and the strengthening of citizens' knowledge and awareness; (ii) hands-on tasks to introduce modern approaches for effective information dissemination, design of exhibitions and additional services offered; and capacity to develop a road map for improving Museum services, including operational investment plan based on cost-benefit assessment.

On November 25, 2015, the Vietnam Assembly passed the Law No. 97/2015/QH13 on Fees and Charges. Subsequently, on August 23, 2016, the Government issued Decree No. 120/2016/ND-CP detailing and guiding the implementation of a number of articles of the Law on Fees and Charges.

Government Decree No. 141/2016/ND-CP dated October 10, 2016, on "*Prescribing the autonomy mechanism applicable to public non-business units engaged in non-business economic and other non-business activities*", regulates the autonomy mechanism of the public units (in economics, agriculture and rural development, natural resources and environment, transport, industry and trade, construction, labor, invalids, social affairs and justice), which are self-responsible for their own income and expenditure in the economic field. Accordingly, the Museums under VNFOREST are identified as public non-business service agencies.

To support the implementation of the Law on Fees and Charges and building upon the Government Decree on autonomy mechanisms for public non-business units, specifically making use of opportunities for the self-generation of alternative, stable and sustainable sources of financing by the Museums as public non-business units for maintaining, developing and improving the effectiveness of their operations, the United Nations Development Program (UNDP) engages a team of 5 National Consultants for refurbishment of the Nature Museum in Cuc Phuong National Park in support of delivering improved and chargeable services to visitors¹ and strengthen financial resources for improved management of the Cuc Phuong National Park, in line with the priority areas of the UNDP project "Biodiversity Financing Initiative" (BIOFIN).

¹ Under this TOR, "visitor fees", "fees for visiting", refer to a broad suite of payments made by the variety of types of visitors coming to the National Museum of Forest Resources and Nature Museums in National Parks for the variety of services offered by these Museums, including but not limited to entry fees, souvenir purchases, guide and/or translation services, conference or workshop payments, printed products, etc.

The assignment will be harmonized with the activities of related National Consultants' assignments issued by UNDP, specifically (i) support to VNFOREST in developing a scheme for collecting fees for visiting the Nature Museums in Viet Nam, and provide guidance to piloting the scheme in Cuc Phuong National Park; and (ii) the support to the Ministry of Finance on developing a Circular as legal guidance for service delivery, fee setting, and the collection, remittance and use of fees in Nature Museums under VNFOREST in Viet Nam.

3. Objective

Under the current assignment, the independent National Consultant will:

Support Cuc Phuong National Park and VNFOREST in developing a refurbishment plan to improve visitor experiences and services offered by the Nature Museum in Cuc Phuong National Park, in support of additional revenues generated from chargeable services.

The refurbishment scheme will contain a description of the design of the Nature Museum in Cuc Phuong National Park to provide improved and expanded services to visitors in lieu of introducing chargeable fees for services as financial supplement to available state budget financial resources.

Specifically, the consultancy will

- (i) Propose general improvements to the set-up, content and design of exhibitions and showcasing of specimens, strengthening the Museum's central role in contributing to science, education & learning, and dissemination of knowledge on past and current natural-cultural history of Viet Nam, especially Cuc Phuong National Park.
- (ii) formulate opportunities for (alternative) visitor services relevant and appropriate to the role and functions of the Museum, and assess opportunities for chargeable services and related income-generation potential.
- (iii) Prepare detailed products as per expertise of individual consultants serving as the basis for technical refurbishment and upgrading of services provided, including at least (a) detailed description of design, sketches and technical drawings; (b) visitor information materials, merchandize and souvenirs designed for printing/production; (c) detailed specimen exhibition plans for available natural and cultural/archaeological artifacts; and
- (iv) Prepare the detailed 3-year financial investment plan for refurbishment and upgrading of the Museum and visitor services offered, including detailed advance expenses budget and assessment of monthly income from sales of services to an increased number of visitors.

Overall aim of the successful implementation of the refurbishment scheme is to ensure that the important museum collection of the Nature Museum of Cuc Phuong National Park is presented in such an attractive, accessible and scientifically appropriate way that visitors (i) are better informed on the rich and diverse natural features of Cuc Phuong National Park and northern Viet Nam; (ii) are more aware on the benefits that nature and biodiversity in general and Cuc Phuong in particular provide to the national economy, individual livelihoods and well-being; and (iii) leave Cuc Phuong National Park satisfied and content, and will share their good impressions with relatives, friends and the community at large.

4. Scope of Work

- Assess the exhibition-on-view, archive collection and current operations of the Museum in Cuc Phuong National Park – buildings & facilities, staff & technical capacities, past and present visitor numbers, services offered to visitors, financial income & expenditures (including fees collected, if any).
- Conduct consultations with relevant stakeholders, including Cuc Phuong National Park, authorities, Museum managers, tourist companies and individual visitors to collect information on visions, ambitions for improving the Museum exhibitions and visitor services.
- Review national and global best practice for design and functioning of Nature Museums in/for Protected Areas, regarding scientific, information and awareness functions, including (chargeable)

services offered to different visitor target groups.

- Based on assessment of stakeholder opinions and aspirations, current facilities and practices, identified gaps and opportunities, including from national and global best practices, and taking the expertise of individual National Consultants into account, prepare detailed thematic materials supporting refurbishment and functioning of the Nature Museum (for details on assignment and deliverables, see section 5 below).
- Draft the detailed refurbishment plan, integrating the thematic contributions of individual National Consultants to provide a complete and comprehensive plan of action towards a state-of-the-art Museum providing improving services (including chargeable ones) and information experiences to the wide array of visitors.
- Prepare the detailed finance plan for a 3-year Museum operation and visitor service delivery model, including practical approach for the visitor fee collection, remittance and use of income from chargeable services offered². The plan shall include a financial cost-benefit analysis on the estimated investment costs for upgrading the Museum and introduction of the visitor service delivery model, expressed as anticipated annual income from services delivered to an increasing number of visitors to Cuc Phuong National Park and its Nature Museum.
- Implementing other duties as requested by Cuc Phuong National Park Authorities, VNFOREST and/or UNDP.

5. Implementation Approach

For the implementation of the above described Scope of Work, a team of 5 National Consultants will be engaged. While working as a team, individual National Consultants will be responsible for specific tasks, as follows:

National Consultant 1 / Team Leader: Architect/Design Expert (30 working days):

- Prepare the Inception Report (IR), including a description of the approach for implementation of the assignment, initial review of relevant documents, detailed work plan with missions (as relevant) identified, as well as an in-depth description of specific tasks and work assignments for each National Consultant.
- Lead the team of National Consultants in reviewing current Museum facilities (buildings and land, exhibitions and archive collection, staff) and operations (free and chargeable visitor services offered, visitor statistics, scientific and information activities organized, budget on income and expenditures, etc.) of the Nature Museum, including stakeholder consultations to collect opinions on visions and aspirations, by the team of National Consultants; prepare the assessment report with thematic sections as relevant.
- Lead the drafting the detailed refurbishment plan for improved design and operations of the Nature Museum, integrating specific contributions from individual thematic National Consultants. The refurbishment plan shall include sections elaborating in detail (including sketches and technical drawings as appropriate) on aspects of (i) Museum design (exterior and interior) and aesthetics; (ii) technical assessment of construction, repair works and maintenance; (iii) design of permanent and revolving exhibitions on landscapes, biodiversity and cultural/archaeological aspects, including supportive textual materials; (iv) design of general information, excursion and awareness raising materials, including print, merchandize and souvenir materials designed for production, and training plan for staff; (v) detailed budget calculations, for refurbishment and repairs, materials & training, as well as estimated income from chargeable visitor services.
- Lead workshops and consultations on presentation of the refurbishment plan to interested parties in Cuc Phuong National Park Ninh Binh province and Hanoi, make corrections as advised.

² The introduction of fees for chargeable services shall be proposed in close consultation with UNDP's National Consultants for developing a national scheme for fee collection in Nature Museums of Viet Nam according to differentiated visitor target groups.

- Prepare the Final Report of the assignment, including a summary of tasks complemented, missions, meetings and workshops conducted, and deliverables provided.

National Consultant 2: Communications Expert (30 working days):

- Support the Team Leader in preparation of the IR
- Review current Museum facilities and practices, with specific focus on aspects of communication, awareness raising and information provision, specifically current exhibitions-on-view, available printed materials, merchandize & souvenirs, (chargeable) services provided to visitors
- Support the Team Leader in drafting the refurbishment plan, specifically (i) formulate detailed recommendations on new/updated communication services to be provided, chargeable to visitor as appropriate; (ii) prepare relevant designed information and merchandize materials ready for production; (iii) develop training materials for Museum staff to strengthen their capacity for providing information and guide/tour services to visitors.
- Participate in workshops and consultations on presentation of the refurbishment plan.
- Support the Team Leader in preparing the Final Report of the assignment, specifically summarizing relevant theme-related activities implemented.

National Consultant 3: Biodiversity Expert (30 working days):

- Support the Team Leader in preparation of the IR
- Review current Museum facilities and practices, with specific focus on aspects of the current exhibitions-on-view, archive collection on biological specimen.
- Support the Team Leader in drafting the refurbishment plan, specifically (i) formulate recommendations for the design of upgraded, modern, informative and scientifically appropriate exhibitions of flora, fauna and landscape features (including sketches); (ii) prepare textual and graphical information materials in support of exhibition specimen, on biology, distribution, ecology, threat status, etc.
- Participate in workshops and consultations on presentation of the refurbishment plan.
- Support the Team Leader in preparing the Final Report of the assignment, specifically summarizing relevant theme-related activities implemented.

National Consultant 4: Financial Expert (20 working days):

- Support the Team Leader in preparation of the IR
- Review current Museum facilities and practices, with specific focus on conducting a multi-annual analysis of budget allocations and expenditures in relation to maintaining the Museum and providing services to visitors, income from visitors to the Museum, realistic estimates for future number of visitors expected, etc.
- Support the Team Leader in drafting the refurbishment plan, specifically in close consultation with the team of National Consultants (i) elaborate the relevant chargeable services agreed to be provided to visitors, including collection and earmarking of payments, remittance and use of available financial resources, reporting requirements, all aligned with current and proposed revised legislative guidance; (ii) develop a detailed 3-year financial plan, including detailed budget calculations for refurbishment and repairs, materials & training, as well as estimated income from chargeable visitor services.
- Participate in workshops and consultations on presentation of the refurbishment plan.
- Support the Team Leader in preparing the Final Report of the assignment, specifically summarizing relevant theme-related activities implemented.

National Consultant 5: Ethnic minority/Cultural Expert (10 working days):

- Support the Team Leader in preparation of the IR

- Review current Museum facilities and practices, with specific focus on aspects of the current exhibitions-on-view, archive collection on cultural/archaeological specimen.
- Support the Team Leader in drafting the refurbishment plan, specifically (i) formulate recommendations for the design of upgraded, modern, informative and scientifically appropriate exhibitions of ethnic minorities' land use, livelihood, beliefs, etc. (including sketches); (ii) prepare textual and graphical information materials in support of exhibition on cultural/archaeological specimen etc.
- Participate in workshops and consultations on presentation of the refurbishment plan.
- Support the Team Leader in preparing the Final Report of the assignment, specifically summarizing relevant theme-related activities implemented.

6. Time and Location

- Expected working time is from April 01, 2018 to September 30, 2018.
- Location: In Hanoi and Ninh Binh province (Cuc Phuong National Park).

7. Expected results / deliverables

No	Type of deliverables	Deadline
1	Inception Report, including a description of the approach for implementation of the assignment, initial review of relevant documents, detailed work plan with missions (destination, duration, participants and purpose) identified, as well as an in-depth description of specific individual tasks, work assignment and deliverables for each National Consultant.	No more than 10 days after signing the contract
2	Review Report on the current status and operations of the Museum in Cuc Phuong National Park.	By May 15, 2018
3	Draft refurbishment plan including all relevant sections and contributions attributable to individual National Consultants	By August 15, 2018
4	Final Report: (1) detailed road map, including detailed operational plan for the introduction of visitor services offered by the Museum; (2) financial cost-benefit analysis	By September 15, 2018

8. Generic Requirements for the National Consultants

- At least MSc in a discipline relevant to the assignment, e.g. architecture, tourism planning, biodiversity, anthropology, museum visitor services, financial budgeting in services provision.
- At least 10 years of experience in the field of planning and practices in visitor services delivery relevant to museum of visitor service delivery; preference is given to candidates with affinity and experience in the field of forest and biodiversity conservation, protected areas and national parks, and related museum/visitor services management.
- In-depth understanding of Vietnam legal system, specifically with reference to design, operations and financing of visitor/museum management as well as conservation in protected areas and National Parks.
- Hands-on experiences in formulation, design and implementation of refurbishment plans, including cost-benefit estimates, related to public Museums, visitor centers, preferable with direct experience relevant to protected areas and national parks.
- Experience in planning and writing general reports; skills to organize meetings, workshops, training; Ability to write reports and materials for meetings and seminars; Experienced teamwork; Ability to work independently and travel to the provinces as required; good presentation and

reflection at the seminars.

- Computer skills (word, Excel, Powerpoint, internet). Fluency in English is required to read, write and communicate in the job.

9. Expected budget and payment

Estimated salaries / remuneration for the individual National Consultants is based on the assessed volume of input in working days as specified in section 5. The direct cost of field visits will be paid based on actual performance according to the work plan and compliance with donor regulations.

Three payments will be made to the National Consultant based on approval by Cuc Phuong National Park/VNFOREST and UNDP of specific deliverables, including:

- The first payment - 20% of the contract value: Upon approval of the Inception Report, including report outline, workplan and description of individual assignments and deliverables for each National Consultant.
- The second payment - 40% of the contract value: After approval of the draft refurbishment plan including specific sections attributable to individual National Consultants as per Inception Report.
- The third payment - 40% contract value: Upon approval of the Final Report including the approved detailed refurbishment plan.

10. Implementation arrangements

- The Cuc Phuong National Park and the Department of Planning and Finance under the VNFOREST/MARD are the agencies in charge of coordinating the implementation of consultancy tasks. Accordingly, the department will appoint a focal point for advisory support; monitor, supervise, contribute comments and evaluate the research results of the consultant.
- The BIOFIN project/UNDP is the contract signing and payment agency for the Consultant based on the certification and acceptance of the Department of Planning and Finance/VNFOREST/MARD.

11. Selection Criteria

No	Criteria	Score
3.	Master of Science Degree in combination with equivalent relevant work experience, relevant to the proposed thematic expertise of the individual National Consultant	200
4.	At least 10 years of experience, preferably in planning, design, operations and budgeting (as appropriate for individual National Consultants) for museum/visitor related services	200
3.	Experience in collaborating with international and national experts and institutions	150
4.	Experience in carrying out similar studies and assessments	250
5.	Proven ability to prepare clear publications, reports and presentations	100
6.	Familiarity with the Viet Nam governmental legislative, planning and operational decision making system in the field relevant to the assignments	100
	Total	1,000

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