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Date: 24 April 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 National consultants to conduct the Evaluation of the pilot models on contracting protection forests to business entities in Lao Cai province including: <ul style="list-style-type: none">• <u>Consultant #1</u>: Team Leader: National Economic Expert – 35 workdays• <u>Consultant #2</u>: Team Member: National expert – specialized on legal framework in forestry related sectors and PPP modality – 30 workdays• <u>Consultant #3</u>: Team Member: National expert, specialized on stakeholder engagement and livelihoods – 20 workdays
Project name:	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from Deforestation and Forest Degradation
Period of assignment/services (if applicable):	May – Oct 2018
Tender reference:	1-180405

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **8 May 2018** (Hanoi time).

With subject line: **Please indicate the assignment you would like to apply:**

(1-180405) Consultant #1: Team Leader: National Economic Expert

(1-180405) Consultant #2: Team Member: National expert – specialized on legal framework in forestry related sectors and PPP modality

(1-180405) Consultant #3: Team Member: National expert, specialized on stakeholder engagement and livelihoods

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 consultants will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Consultant #1: Team Leader: National Economic Expert

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master's degree in economics, natural resource management, environment, forestry, agriculture economics, rural development planning, or related fields	200
2	Have at least 15 years of experiences in developing and evaluating strategies, policies and/or business models of forestry related areas at the national level	300
3	Have extensive knowledge of forest business issues, cost-benefit analyses and public-private partnership (PPP) modalities in Viet Nam	200
4	Used to lead similar assignments (3 similar assignments) and provide policy briefs to Government.	100
5	Demonstrated to have good communication skills, including writing and presentation skills and project-related skills.	100
6	Used to work or study in English	100
	TOTAL	1000

Consultant #2: Team Member: National expert – specialized on legal framework in forestry related sectors and PPP modality

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master's degree in laws, natural resource management, environment, forestry, agriculture economics, rural development planning, or related fields.	250
2	Have at least 8 years of experiences in strategy and policy formulation or legislation reviews at national level.	250
3	Have extensive experience and knowledge of the legal and institutional aspects of Vietnam, especially in the areas of forestry and agriculture and associated PPP modalities	300
4	Have experience in providing legal and policy advices to government	100
5	Demonstrated to have good communication skills, including writing and presentation skills and project-related skills.	100
TOTAL		1000

Consultant #3: Team Member: National expert, specialized on stakeholder engagement and livelihoods

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master's degree in social sciences, natural resource economics, forest management, agriculture, or related fields.	250
2	Have at least 6 years of experiences in developing strategy and policy at national level in the areas of poverty reduction, participation, local business, market access for rural products	250
3	Have in-depth knowledge of the forest governance issues	300
4	Have knowledge in silviculture, stakeholder participation and livelihood development analysis	100
5	Good communication skills, including writing and presentation skills and project-related skills.	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)

- 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.

#	Products, requirements	Payment
1st payment	Once the Product 1 is submitted and accepted by NPD and UNDP	30% of the total contract value
2nd payment	Once the NPD and UNDP accepted the final report and products	70% of the total contract value

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)

Evaluating the pilot models of contracting protection forest to business entities in Lao Cai province

Consultancy service:	03 National consultants to conduct the Evaluation of the pilot models on contracting protection forests to business entities in Lao Cai province
Project name/ID:	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from
Duty Station:	Deforestation and Forest Degradation
	UNDP Country Office, Viet Nam
Duration of Appointment	Part-time, about 40 workdays per consultant over 6 months (May 2018-Oct. 2018)
Working arrangement/ Conditions	Individual contract

1. Background:

Forestry development in Viet Nam has made a great progress. By the end of 2017, the forest coverage reached 41%, while the average growth rate of production value was 6.57%, the export value of wood and forest products generated at USD7.9 billion, (Vietnam Administration of Forestry, 2018).

The forestry sector is moving towards sustainable development with natural forest land conversion to be strictly controlled and value chains for both timber and non-timber products are expected to be substantively increased. The sector however faces a great challenge in term of resource mobilisation to finance its sustainable agenda. The State budget's proportion tends to decrease to meet only about 30% of total investment demand, while the rest relies on non-state budget including those covered by private sector. In order to mobilize different resources for forest protection and development, especially for natural forests, Lao Cai province has piloted a new approach in allocating protection forests to several businesses, aiming at finding appropriate private-public partnership modalities to engage business sector in sustainable forest protection and development activities. The pilot has been initiated since 2014-2015.

UN-REDD Viet Nam Phase II Programme 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 to revise and roll out the implementation of the National REDD+ ¹Action Programme (NRAP) for 2018-2030. Some key among the measures under the NRAP are to explore sustainable opportunities/modalities to effectively engage private sector in doing profitable business with forest related goods and services.

To support the NRAP implementation in this regard, UN-REDD Programme is about to support Lao Cai to document its lessons learnt from the pilot models serving as inputs for policy dialogues on forms/modalities of public-private partnership for natural forest protection and development nation-wide. This is to call for 03 national consultants to support to conduct this evaluation process.

2. Scope of Assignment:

2.1 Objectives

This assignment is designed to assess the efficiency and effectiveness of the pilot models in Lao Cai to generate policy recommendations on how to engage business sector in profitable and sustainable business models in natural forest protection and development. The assessment is expected to clarify the added values of the piloted model in comparison with the traditional ones, in particular:

- The **efficiency ratios** of this private-public model through analysis of cost and benefits (inputs vs. outputs)

¹ REDD+: reduce emissions from deforestation and forest degradation, and foster conservation, sustainable management of forests, and enhancement of forest carbon stocks.

- The **added values** of this new partnership in forest protection, in generating forest related values and benefits
- The **level of participation of local people** in making such decision; the clarity of their roles, responsibilities and capacity to (i)participate throughout the implementation of forest protection plan, M&E, and (ii)control over the benefit sharing and grievance mechanisms
- **Value for money** of this model (inputs vs. outcomes)
- Recommendations on appropriate models/modalities of the **private-public partnership for natural forest protection and development**

2.2 Main assignments

- Reviewing all applicable policies, procedures and practices on allocating and contracting protection forests to non-state economic organizations;
- Designing tools for survey and evaluation of the model in Lao Cai;
- Conducting field evaluation to assess the 3 pilot models of forest contracting for protection to business entities in Lao Cai on above mentioned elements.
- Writing a report to summarize the findings and recommendations to respond to the above objectives of the assignment.
- Organizing the expert consultation meetings;
- Summarizing policy recommendations and implications for up-scaling the models;

2.3 Methods:

- Desk reviews on allocating and contracting forests for protection policies/literatures and practical experiences.
- Data collection (secondary data) from periodical and annual reports on the changes of forest resources, quality and effectiveness of forest management by economic organizations in Lao Cai
- On sites surveys and evaluation (key informants' interview, and observations). The comparative case study might be employed to highlight the added values of the new elements, the associated costs and benefits of the pilot (with and without or before and after comparison)
- Conduct group discussion/expert consultations
- Carrying out costs and benefits (CBA) analysis of the forest protection and allocation models by economic entities;
- Delivering policy recommendations at Policy dialogue workshop
- Writing the main report and the policy brief.

3. Time, location and supervision

- Time: From May to October 2018
- Location: Hanoi and travelling to Lao Cai
- The consultants will be technically backstopping by related UNDP's and UN-REDD's experts and will be administratively supported by PMU of the Programme and UNDP where relevant throughout the implementation of the assignment.
- The consultant will work under the supervision of UNDP, the Chief Technical Advisor and National Programme Director of UN-REDD Viet Nam Phase II.

During the assignment, the team of consultants are expected to spend about 7 working days at least in Lao Cai for the field study. Therefore, the financial offer given by the consultants needs to fully cover this mission cost. In case the consultant is requested to travel outside Ha Noi and Lao Cai, a separate arrangement will be made by either PMU or UNDP (whichever more convenient) based on UN-EU Cost Norms.

4. Expected results:

The consultants are expected to work together under the leadership of the lead consultant (consultant #1 below) to jointly deliver the following products.

Product 1: Joint workplan is developed and submitted to UN-REDD Programme and UNDP. This also clarifies the work division among the consultants.

Product 2: Brief report on lessons learned from domestic experiences in allocating or/and contracting natural/protection forests to private businesses to protect and manage;

Product 3: A brief report on policies and legal framework for allocating/contracting forests to local economic organizations to protect and development: enabling and discentivizing factors and issues;

Product 4: Evaluation report on key findings and recommendations from the piloted sites in Lao Cai province as described by the objectives of the assignment.;

Product 5: A set of policy recommendations for possible up-scaling the piloted models in the framework of implementing NRAP, NRIP and the sustainable forest development agenda.

5. Requirements for the consultants:

In order to carry out the task described above, a team of three experts is required to work under the leadership of one among them.

1. An economist, team leader, expert in CBA, financial analysis and business development, in charge of formulating the technical/strategic aspect of recommendations: 35 workdays
2. A legal expert, in charge of the review of policies and regulatory framework, and the legal-translation of formulation of policy recommendations: 30 workdays
3. A stakeholders' engagement expert, community participation to forest management etc. to bring a "comparative" perspective to what the company does offer: 20 workdays

Each of them should have the following qualifications:

Consultant #1: Team Leader	National Economic Expert – 35 workdays
Education	- Master's degree in economics, natural resource management, environment, forestry, agriculture economics, rural development planning, or related fields.
Work experience	<ul style="list-style-type: none"> - Have at least 15 years of experiences in developing and evaluating strategies, policies and/or business models of forestry related areas at the national level. - Have extensive knowledge of forest business issues, cost-benefit analyses and public-private partnership (PPP) modalities in Viet Nam - Used to lead similar assignments (3 similar assignments) and provide policy briefs to Government. - Demonstrated to have good communication skills, including writing and presentation skills and project-related skills. - Fluency in English.
Consultant #2: Member	National expert – specialized on legal framework in forestry related sectors and PPP modality – 30 workdays
Education	- Master's degree in laws, natural resource management, environment, forestry, agriculture economics, rural development planning, or related fields.
Work experience	<ul style="list-style-type: none"> - Have at least 8 years of experiences in strategy and policy formulation or legislation review at national level. - Have extensive experience and knowledge of the legal and institutional aspects of Vietnam, especially in the areas of forestry and agriculture and associated PPP modalities - Have experience in providing legal and policy advices to government - Good communication skills, including writing and presentation skills and project-related skills.
Consultant #3: Member	National expert, specialized on stakeholder engagement and livelihoods – 20 workdays
Education	- Master's degree in social sciences, natural resource economics, forest management, agriculture, or related fields.
Work experience	<ul style="list-style-type: none"> - Have at least 6 years of experiences in developing strategy and policy at national level in the areas of poverty reduction, participation, local business, market access for rural products. - Have in-depth knowledge of the forest governance issues - Have knowledge in silviculture, stakeholder participation and livelihood development analysis - Good communication skills, including writing and presentation skills and project-related skills.

7. Payment terms

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:

#	Products, requirements	Payment
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1st payment	Once the Product 1 is submitted and accepted by NPD and UNDP	30% of the total contract value
2nd payment	Once the NPD and UNDP accepted the final report and products	70% of the total contract value

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