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Date: 10 May 2018

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant on Landscape Planning Coordination
Project name:	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from Deforestation and Forest Degradation, in partnership with IDH Viet Nam
Period of assignment/services	Late May 2018 to Dec 2018
Tender reference:	A-180505

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than: **20 May 2018** (Hanoi time).

**With subject line: (A-180505) – National Consultant on Landscape Planning Coordination**

Submission received after that date or submission not in conformity with the requirements specified in 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
- 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		
1	Have educational background in natural resource management, business administration or related fields	200
2	At least 5-8 years of working experience in the private sector, an international NGO, an Embassy or multilateral organization, or in a government department related to agriculture (including forest) and/or environment (water);	200
3	Have proven hands-on experience with Master plan towards Green Growth development process, program management, explicitly including budget and contract management	300
4	Proven experience in building stakeholder or client relations	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
<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 payments will be made at the end of every calendar month, upon receipt and approval of monthly progress/technical report on the work-done and results produced, and a work timesheet for that month based on the monthly workplan agreed by UNDP, IDH and partners and the consultant.

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



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## ANNEX 1 – TERMS OF REFERENCE

### **For national consultant to coordinate the technical support for master planning towards Green Growth and Sustainable Landscapes in Lam Dong province (the pilot of Planning Law implementation)**

<b>Consultancy service:</b>	<b>01 National consultant on Landscape planning coordination</b>
<b>Project name/ID:</b>	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from Deforestation and Forest Degradation, in partnership with IDH Viet Nam
<b>Duty Station:</b>	Nam Lam Dong province, Viet Nam
<b>Duration of Appointment</b>	Full-time, over 7 months (late May 2018- December 2018)
<b>Working arrangement/ Conditions</b>	Individual contract

## BACKGROUND

### **REDD+ and UN-REDD Viet Nam Phase II Programme**

Viet Nam is among the countries most vulnerable to climate change. Although Viet Nam's greenhouse gas (GHG) emissions are still relatively low, emissions per capita were just 1.46 metric tons CO<sub>2</sub> equivalent in 2008, they are growing at a faster pace than many other countries and will continue to rise rapidly due to rapid economic growth and industrial expansion. The Government has made significant efforts in responding to climate change, including adoption of a National Climate Change Strategy and National Target Programme to Respond to Climate Change. Viet Nam also takes an active approach to climate change mitigation through approval of the national Green Growth Strategy which sets some clear greenhouse gas emission targets, including a reduction of the intensity of greenhouse gas emissions by 8-10% in 2020 as compared to the 2010 level. The agriculture and rural development sector, including forestry, pioneered to adopt a plan to reduce emissions by 20% from forecasted levels by 2020.

Under the recent programme cycles of 2012-2016 and 2017-2021, UN provides substantial support to the Government of Viet Nam to respond to climate change, including Reducing Emissions from Deforestation and Forest Degradation (REDD+) through the UN-REDD Viet Nam Phase II Programme (the Programme) implemented by FAO, UNDP and UN Environment in partnership with the Ministry of Agriculture and Rural Development. The

Programme will build necessary capacity for Viet Nam to benefit from future results-based payments for REDD+ and undertake transformational changes in the forestry sector. With the efforts made by MARD and related ministries and the technical assistance from the Programme, in April 2017, Prime Minister approved the National REDD+ Action Programme for the period of 2017-2030. Among many transformational measures induced by the NRAP, the integrated planning and engagement of private sector are potential to establish a new foundation for enforcing the synergies among sectors and stakeholders for the sustainable forest development.

### **IDH, The Sustainable Trade Initiative**

IDH helps to accelerate the sustainable production and trade of agricultural commodities produced in Asia, Africa and South America and traded globally. We build ambitious public private coalitions of companies, civil society organizations and governments and high-impact programs in order to benefit people, planet and profit. With co-funding from the Dutch, Swiss, Danish and Norwegian Governments, and from business partners, IDH organizes scoping, development and implementation of public private partnerships in 11 sectors such as coffee, tea, aquaculture, apparel. IDH is a dynamic organization of 60 staff members based in Utrecht, The Netherlands, with hubs in Asia and Africa. In the last year IDH has expanded its activities and now runs around 600 projects in 50 countries, together with a wide range of private and public partners.

Starting to operate in Vietnam in 2010, IDH has since established strong partnerships with businesses, government and NGOs working on coffee, tea, cocoa, spices/pepper, aquaculture and apparel/footwear. IDH supported the establishment of the Vietnam Coffee Coordination Board (VCCB), the creation of the first public-private partnership (PPP) taskforce on agrochemicals – addressing among others the food safety of export products, and helped 20% of the country's pangasius industry to comply with global sustainable aquaculture standards. In 2014, IDH also launched a program aimed at using the public-private approach to address the key sustainability issues in the Central Highlands of Vietnam, which plays a key role in the production of several agricultural commodities.

IDH Vietnam and UN-REDD Viet Nam phase II Programme (UNDP's component) have been in partnership for promoting sustainable and deforestation-free agriculture development. Both are working well with Lam Dong province, Ministry of Planning and Investment and other concerned parties to support NRAP's operationalization in Lam Dong in connection with green growth and integrated planning.

The partners agreed to join efforts in supporting the pilot integrated planning process in compliant to Planning Law to inform the development of Decree and Circulars guiding the law implementation. This process is under discussion with the stakeholders and expected to start from late May 2018. The partners now are seeking for a coordinator to coordinate several joint initiatives in Lam Dong, so-called "Landscapes coordinator".

### 1. Objectives of the consultancy:

The coordinator will be in charge of guiding and coordinating with technical expert group for the development of the Master plan towards Green Growth and management of partners and activities at the landscape level of the Central Highlands region, under the overall and strategic management of IDH Vietnam (accordingly with IDH code of conduct) and UNDP/UN-REDD programme. Responsibilities will include leading, guiding and monitoring the development process of Master plan towards Green Growth in Lam Dong province, managing relations with local government and agribusiness, providing hands-on support to the implementation of different projects, supporting monitoring & evaluation. The coordinator will work in mostly in Lam Dong province, with travel to other Central Highland provinces and IDH Vietnam office in Hanoi and will also liaise with the relevant program team(s) in IDH Headquarter in the Netherlands and UNDP's and UN Environment's experts.

### 2. Key expected outputs

Output 1: Technical assistance from UNDP, UNEP, IDH and related parties for *Master planing process towards Green Growth development in Lam Dong province is properly coordinated and efficiently delivered. This includes the coordination with MPI's experts in getting their advices for Lam Dong's process and in return gathering lessons to inform the development of under- planning law guidelines.*

Output 2: *Stakeholder management and networking with all related green growth actors and partners for Lam Dong and central highlands are well developed and managed. This includes the involvement and contribution of the consultant in other initiatives promoted by UNDP, IDH and others to further develop and enforce the implementation of the green growth/integrated planning in the region.*

### 3. Who are we looking for?

You are an energetic, enthusiastic team player, interested in addressing environmental challenges together with agribusinesses, using a business-minded approach. You feel comfortable talking with government and business stakeholders national and local levels and help them cooperate to address their shared challenges. You are willing to stay in the Central Highlands region with travels to Ho Chi Minh city and Hanoi or you are based in Ho Chi Minh City/Hanoi with regular travel to the Central Highlands region.

#### **More specifically, you:**

- Have educational background in natural resource management, business administration or related fields
- At least 5-8 years of working experience in the private sector, an international NGO, an Embassy or multilateral organization, or in a government department related to agriculture and/or environment (water);
- have acquired international experience by working in an international organization or studying abroad
- are familiar with agribusiness and/or environmental (water) issues in Vietnam, or strongly motivated to acquire/develop this knowledge fast.

- have proven hands-on experience with Master plan towards Green Growth development process, program management, explicitly including budget and contract management
- enjoy and feel confident in engaging and working with (external) government and business stakeholders, networking and building relationships. We prefer candidates with proven experience in building stakeholder or client relations.
- are fluent in Vietnamese and English (verbal and written)
- are independent and a pro-active self-starter
- are able to think in a structured, analytical way
- are able to organize and prioritize work, multitask and meet strict timelines
- are proficient in Microsoft Office, especially Excel and PowerPoint

#### **4. Provision of monitoring and progress controls**

This consultant will work under the direct supervision and guidance of UNDP, UNEP and IDH in Ha Noi. He/she will work in collaboration with PMU, MPI and the province and other partners.

A detailed work plan for the assignment shall be prepared and agreed with UNDP, IDH and partners with reference to the Programme work-plans.

A detailed monthly workplan with number of required deliverables by the project and number of days required by the consultant to deliver these deliverables must be prepared, discussed and agreed between UNDP, IDH and partners and the consultant before the services provided by the consultant. This will be the basis for the monthly payment to the consultant.

Monthly briefing and updates on new progress and results conducted for review and monthly report.

#### **5. Time, Location**

This position is based in either Lam Dong province or in Ha Noi. If you are in Hanoi, we require that you conduct one mission per month to the Central Highlands and stay there at least 50% of your time. Travel cost should also be included in the financial proposal basing on related market rate and provisions of UN-EU Cost Norms.

The period of this consultancy is up to Dec. 31<sup>st</sup> 2018 with the possibility to extend upon funding availability provided by IDH and UNDP.

#### **6. Payments**

The payments will be made at the end of every calendar month, upon receipt and approval of monthly progress/technical report on the work-done and results produced, and a work timesheet for that month based on the monthly workplan agreed by UNDP, IDH and partners and the consultant.

**EVALUATION CRITERIA WITH ASSIGNED SCORES**  
**National Consultant - Landscape planning coordination**

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1</b>	Have educational background in natural resource management, business administration or related fields	200
<b>2</b>	At least 5-8 years of working experience in the private sector, an international NGO, an Embassy or multilateral organization, or in a government department related to agriculture (including forest) and/or environment (water);	200
<b>4</b>	Have proven hands-on experience with Master plan towards Green Growth development process, program management, explicitly including budget and contract management	300
<b>4</b>	Proven experience in building stakeholder or client relations	100
<b>5</b>	Demonstrated to have good communication skills, including writing and presentation skills and project-related skills.	100
<b>6</b>	Used to work or study in English	100
<b>Total</b>		<b>1000</b>



## **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:**

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit rate (VND)</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