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Date: 22 May 2018

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	1 Biodiversity and GIS data consultant under the project Support to Eligible Parties to Produce the Sixth National Report (6NR) to the CBD (Asia).
Project name:	Support to Eligible Parties to Produce the Sixth National Report (6NR) to the CBD (Asia)
Period of assignment/services (if applicable):	The assignment will be undertaken part-time in 37 days over 3 months, starting in June 2018
Tender reference:	D-180504

1. Submissions should be sent by email to: [nguyen.thai.duong@undp.org](mailto:nguyen.thai.duong@undp.org) no later than: 17:00 **31 May 2018 (Hanoi time)**.

**With subject line: (D-180504)- Biodiversity and GIS data consultant**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

### **Note:**

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **7 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

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
- 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:

Se	Criteria	Score
1.	Master's degree in environmental/biodiversity science, natural resources and environment management or equivalent relevant work experience	150
2.	At least 10 years of experience of working with GIS data in the field of biodiversity conservation	150
3.	Experience in hand-on consultancy work with GIS data in the field of biodiversity conservation	200
4.	Experience with UNDP and/or UN biodiversity/environment related programmes	200
5.	Demonstrable analytical skills and communication skills	100
6.	Proven excellent skills in the development of UN reports	100
7.	Familiarity with the Viet Nam biodiversity conservation system	100
		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

Payment milestones:

- 20% on approval of work schedule.
- 40% on approval by UNDP CO and MONRE/BCA of first draft of the 6NR.
- 40% on approval by UNDP CO and MONRE/BCA of the 6NR.

DELIVERABLE	DUE DATE
Approval of the Workplan	June 15 <sup>th</sup> 2018
Approval of the first draft of the 6NR	September 15 <sup>th</sup> 2018
Final approval of the 6NR	December 1 <sup>st</sup> 2018

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

## **Annex I**



### **TERMS OF REFERENCE**

<b>Position Title:</b>	Biodiversity and GIS data consultant
<b>Duration:</b>	Part-time, 37 days over 3 months, starting in June 2018
<b>Location of Assignment:</b>	Hanoi, Viet Nam
<b>Project Title:</b>	Support to Eligible Parties to Produce the Sixth National Report (6NR) to the CBD (Asia)

#### **1. Background**

Biodiversity is currently being lost at unprecedented rates due to human activities around the globe. To address this problem, the CBD COP adopted a Strategic Plan in 2002 (Decision VI/26). In its mission statement, CBD Parties committed themselves to more effective and coherent implementation of the three CBD objectives with the purpose of achieving a significant reduction of the current rate of biodiversity loss at the global, regional and national level by the year 2010, as a contribution to poverty alleviation and to the benefit of all life on earth. These agreements became known as the 2010 Biodiversity Commitments, for which a set of targets and indicators were later established.

The NBSAPs are the key conduit for implementing the Strategic Plan and achieving the ABTs at a national level, and are a central policy-making tool for national biodiversity management. The Convention requires countries to prepare a national biodiversity strategy, or equivalent instrument, and to ensure that it, and the principles of conservation and sustainable use, are integrated into the planning and activities of those sectors whose activities can have an impact (positive and negative) on biodiversity. Consequently, post-2010, countries were called to revise their NBSAPs, or equivalent documents, with the purpose of setting national targets to attain the Strategic Plan, and prescribe national strategies and actions to achieve them. It is these targets whose implementation and attainment will be assessed during the 6NR process.

Parties are required by Article 26 of the Convention to submit national reports to the COP on measures taken to implement it, and the effectiveness of those actions in meeting the Convention's objectives. The 6NR will focus on monitoring the effectiveness of national strategies and actions in achieving National and Aichi Biodiversity Targets (ABT) and related biodiversity outcomes. This will require an assessment of progress on achieving national targets, using the global and/or national indicators of biodiversity status and trends. However, reporting places a significant burden on countries and results are generally superficial. A lack of spatial data analysis, root cause analysis, and monitoring changes in the status and trends of biodiversity at regular intervals are resulting in a pervasive lack of evidence-based reporting and decision making.

At COP 12, Parties requested the preparation of an assessment of capacity-building and awareness raising needs related to the coherent and synergistic implementation of the biodiversity-related conventions at the national level. The assessment was undertaken by UNEP-WCMC. Parties (UNEP/CBD/BRC/WS/1/INF/1) identified a number of capacity-building needs related to national reporting (Piloting Integrated Processes and Approaches to Facilitate National Reporting to Rio Conventions). These include:

- Strengthening institutional capacity on the mobilization of information,
- Managing and processing data for effective flow of information and knowledge,

- Developing methods of data analysis, and
- Drafting of national reports.

Similar capacity building needs have also been identified through previous GEF-funded support for national reporting in Least Developed Countries (LDCs) and Small Island Developing States (SIDS). These capacity-building needs can be addressed via the 6NR support project, through providing technical support regarding the national reporting process as well as the development of the content of 6NRs

This project proposes to enhance CBD's efforts to build national reporting capacity by providing targeted and timely technical and financial support to a wide range of countries in an effective and cost-efficient manner. The project objective is to support parties to develop high quality, data driven 6NRs, that are owned by stakeholders, and more accurately report on progress towards achieving the ABTs and implementing National Biodiversity Strategy and Action Plans (NBSAPs) using nationally verified data, with the purpose of informing the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The project will include trainings and capacity building opportunities that are based on the information provided in the 6NR reference manual, and that are developed and executed in close collaboration with the CBD Secretariat. The project will also support Parties to assess each national target using a stakeholder consultation process, and to participate in a technical peer review process. This will help to ensure the preparation of a comprehensive report and create ownership of its conclusions. Further guidelines and context on the 6NR can be found at the following website: <https://www.cbd.int/nr6/>

For the implementation of specific project in providing technical support to the Viet Nam Government in development of the 6th national report to CBD under this project, the UNDP envisions establishing a team of consultants, including:

- 01 National coordination consultant
- 01 National consultant on development of the 6th NR
- 01 National consultant on Ecosystem & protected areas
- 01 National consultant on Species & genetic resources
- 01 National Consultant on BD data and GIS to process data provided and map development for reporting

## **2. Objective and scope of work**

Under the technical guidance and supervision of the UNDP Viet Nam and the Viet Nam Environment Agency, the national consultant on BD and GIS will technically support data processing for the development of the sixth national report on biodiversity.

### The scope of work includes:

- Data collection and analysis on the NBSAP implementation and biodiversity conservation through desk review of secondary data/information and through support of the global project
- Verification of secondary data (if needed) and collection of additional primary data (if required) via field missions, that are identified by the actual development of the 6<sup>th</sup> NR that BCA/VEA and UNDP advise.
- Prepare substance including text report, data illustrations, and BD maps for the 6<sup>th</sup> national report.

### Specific tasks include:

- Data collection and analysis;
  - Under supervision of the team leader, collect spatial data provided by the project and provide national data to the international experts via the portal created under this project for analysis and processing;
  - Work in close collaboration with the global team under this project as well as technical experts recruited by the global project on processing of data provided by

international sources including spatial data and national data to create charts and maps for the 6<sup>th</sup> NR;

- Systematic review of the national secondary data on biodiversity conservation and NBSAP implementation over the last period in Viet Nam including but not limited to related policies on BD conservation, academic studies, statistics, and interventions being implemented in BD related areas;
- Conduct field mission for data ground clarification if needed and/or additional data collection once required by the report development committee or BCA/VEA/UNDP using tools for data collection provided in this project.
- Preparation of substance for the 6<sup>th</sup> NR:
  - In consultation with the team leader, UNDP, BCA, and VEA, prepare charts, graphs, and maps to include in the report;
  - Provide substantive analysis of data and graphs text for the 6NR development under supervision of the team leader, VEA/BCA/UNDP and in collaboration with international experts recruited under this project;
  - Work closely with the team leader, the other national consultants and the project coordinator to prepare substantive inputs on BD for the 6NR;
  - Attend and facilitate discussion in consultative meetings/workshops to generate inputs and contribution from concerned stakeholders for completion of the reports;
  - Report to the UNDP and VEA/BCA about any related issues occurring during the project for timely supervision.

### **3. Deliverables**

National consultants have the overall responsibility for the timely implementation of assigned tasks. For this, the National Consultant (NC) shall prepare the following deliverables:

- (i) During the Inception Phase: The NCs shall jointly prepare a Work Plan for the assignment, including the proposed approach for implementing relevant tasks, implementation time schedule including planning of field missions as appropriate, preliminary sources of secondary data and information, a description of support anticipated from UNDP CO, MONRE/BCA or external parties, other topics as relevant, within two weeks after signing of the contract.
- (ii) Datasets of BD from national and international sources collected and analyzed for the 6<sup>th</sup> NR development.
- (iii) Final report: presentation of the 6NR.

### **4. Timing and Duration**

The estimate level of effort for this assignment is of 22 working days from June to November 2018.

### **5. Provision of Monitoring and Progress Control**

The NCs will be supervised by the team leader, UNDP, and VEA/BCA. A work schedule will be developed and agreed upon with the UNDP and the BCA at the start of the assignment. The UNDP may request regular meetings and/or updates as required.

### **6. Terms of payment**

Payment milestones:

- 20% on approval of work schedule.
- 40% on approval by UNDP CO and MONRE/BCA of the first draft of the 6NR.

- 40% on approval by UNDP CO and MONRE/BCA of the final 6NR.

DELIVERABLE	DUE DATE
Approval of the Workplan	June 15 <sup>th</sup> 2018
Approval of the first draft of the 6NR	September 15 <sup>th</sup> 2018
Final approval of the 6NR	December 1 <sup>st</sup> 2018

## 7. Minimal Qualifications and Experience

- At least one Master's degree in environmental/biodiversity science, natural resources and environment management, or related fields;
- At least ten (10) years of working with GIS data in the field of biodiversity conservation and forestry in particular;
- Excellent analytical and communicational skills;
- Experience with the use of databases is an important asset;
- Ability to work within a team in an international, multicultural and fast-paced setting;
- Have good experience of administrative and public services and government institutions, agencies functions and responsibilities;
- Prior experience working with UNDP-GEF or another UN or international organizations in environment/Biodiversity conservation is an asset;
- Good skills in standard software (Word processing, spreadsheets) are expected;
- Excellent command of English at the written and spoken levels is mandatory.

Se	Criteria	Score
3.	Master's degree in environmental/biodiversity science, natural resources and environment management or equivalent relevant work experience	150
4.	At least 10 years of experience of working with GIS data in the field of biodiversity conservation	150
3.	Experience in hand-on consultancy work with GIS data in the field of biodiversity conservation	200
4.	Experience with UNDP and/or UN biodiversity/environment related programmes	200
5.	Demonstrable analytical skills and communication skills	100
6.	Proven excellent skills in the development of UN reports	100
7.	Familiarity with the Viet Nam biodiversity conservation system	100
		1000

## **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).....			
	<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