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Date: 29 May 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (PN-N-180502)

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

Country:	Viet Nam
Description of the assignment:	01 International consultant on Project Impact Evaluation
Project name:	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Period of assignment/services (if applicable):	15 working days from 11 June – 30 July 2018
Tender reference:	

1. Submissions should be sent by email to: nguyen.thuy.nga@undp.org no later than: **05 June 2018 (Hanoi time).**

With subject line: International consultant on soil assessment (PN-N-180502)

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:

- **Updated CV** to include qualifications/competencies and relevant experience in similar projects and contact details of 3 professional referees who can certify your competencies, professionalism, quality of presentation and overall suitability to this TOR.

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **USD** 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:

Evaluation criteria	Max. Points
1. Doctorate degree in Economics, Environment, Economics or related field.	200
2. At least five years' relevant experience in large quantitative survey implementation and analysis, experience in household data collection and analysis required, ability to coordinate teams and ensure timely reporting.	200
3. At least five years of experience in the design of samples for household surveys required with experience in power calculation.	200
4. Experience in field survey design, and the organization of field based surveys.	200
5. Proven experience in writing peer reviewed articles related to project impacts, evaluation or related.	200

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 contract will be performance – based. Payments will be made against the following deliverables:

- The consultant (s) is expected to work at their assigned location and keep in touch in a team coordinated by UNDP.
- The tentative timeline for deliverables/outputs will be on monthly basis. Based on the actual situation (context), the Consultant(s) will submit to UNDP Programme Management Specialist a monthly work plan no later than 5th in each month and carry out the works as need. The monthly work progress will be made in the last working day of the month and send to Programme Management Specialist for approval of payment.

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.



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ANNEX I - TERMS OF REFERENCE

I. GENERAL INFORMATION

Services Required	Project Impact Evaluation
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Post Title	Baseline Data for Impact Evaluation Technical Advisor (Principal Investigator)
Type of Contract	Individual
Duty Station	Home based with one mission to Viet Nam
Duration	15 days until 30 July 2018
Report to	UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project.

II. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), Ministry of Construction (MoC), UNDP serving as the GCF Accredited Entity for an Adaptation project ***“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”*** that was approved by the GCF in June 2017. As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development through employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. The project proposal and log frame in the project proposal serves as the base of the project evaluation framework. It clearly outlines the three outcome level results expected of the project, as well as indicators that can be used to measure them:

1. **Increased resilience of infrastructure and the built environment to climate change**
(Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions**

(Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions)

3. **Increased generation and use of climate information in decision making** (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

Project stakeholders including the GCF, Government of Viet Nam and UNDP are committed to ensuring robust and effective impact evaluation for the project. While the M&E framework for the project has already been agreed, there is now a need to further detail out the impact evaluation framework and ensure effective baseline data collection.

OBJECTIVE

To finalize impact evaluation framework and to support the collection of baseline information/data in closely consultation and collaboration with a separately recruited national survey team.

SCOPE OF WORK/ ACTIVITIES

This consultancy will focus on overall methodology and baseline data collection, and would lay the foundation for expected midterm and/or final surveys to support impact evaluation. Key activities to contribute to achievement of this objective are as follows:

- Finalize Evaluation Design:
- Oversee Questionnaire Development/ Finalization
- Develop Research Protocol
- Develop a Sampling Plan
- Oversee Impact Evaluation Preparation and Implementation Activities
- Validate Evaluation Design and Data Storage

Finalize Evaluation Design: (2 days)

UNDP Viet Nam with support from UNDP Regional Bureau for Asia Pacific (RBAP) has developed a draft evaluation design which isolates the causal impact of the intervention on key outcome indicators. A draft power test has been developed that needs to be finalized that will be important for sampling. Actions for the consultant therefore include:

- S/he will finalize the quasi-experimental design for the impact evaluation that is consistent with the common framework detailed, and building on the existing data from GSO system in Viet Nam and other data collection process that are being developed in the project.
- S/he, in coordination with the national consultant team, will seek stakeholder feedback on the preliminary experimental design and revise design based on feedback ensuring that key elements such as gender analysis and social safeguards are adequately incorporated in design.
- S/he will finalize the Impact Evaluation Concept Note and Gantt Chart with the Viet Nam team which details the agreed upon identification strategy, data collection and analysis plan, staffing, budget and time frame.

Oversee Questionnaire Development/Adaptation: (3 days)

The Principal Investigator, together with the project team, will be responsible for using the identified key outcomes indicators and other variables that will be measured as part of the impact evaluation to finalize the survey instrument. This will include individual, household, and community indicators. It will also include defining the data sources and methods of collection and preferred measurement methods. This will include:

- Reviewing Questionnaire templates and adapting them to the country specific context
- Participating in questionnaire pretesting

- Review questionnaire with country and regional UNDP office
- Finalize questionnaire based on feedback from pilots and advisory panel

Develop Research Protocol (1 days):

The Principal Investigator will collaborate with the Survey Firm(s) to identify all requirements for ethical clearance of the impact evaluation activities. In addition, the Principal Investigator will lead development of the research protocol, which will include:

- Overview of methodology, data collection and analysis plan
- Overview of measures taken for the protection of human subjects, including informed consent and respondent confidentiality
- Assessment of respondent risks and benefits

Develop a Sampling Plan (1 days):

The Principal Investigator will work with the survey firm to define the sample size required to estimate program impacts, as well as the sampling strategy. This will include:

- The outcome indicator(s) that are used to determine the sample size(s)
- The minimum impacts that the study should be designed to measure
- The number of communities in each of the control and treatment groups
- The number of households and individuals in each community; and (if relevant) the number of repeat visits before and after the interventions
- Definition of the sample inclusion criteria
- Definition of central or field-based sampling methodology in collaboration with the Survey Firm(s)

Oversee Impact Evaluation Preparation and Implementation Activities (5 days including likely mission to Viet Nam):

The Principal Investigator will oversee all activities related to preparation and implementation of the impact evaluation, including:

- Developing the Field Work Plan with the Survey Firm(s)
- To guide the national field survey team (recruited separately) and to assist in the finalization of budget for the field work.
- Provide inputs into interviewer recruiting and training
- Pilot testing with field team(s)
- Review of Survey Firm progress reports
- Review of any required secondary data (e.g., market reports, community surveys, etc.)

Validation of Evaluation Design and Data Storage (3 days):

The Principal Investigator in collaboration with the survey firm is responsible for initial analysis of the baseline data to validate the evaluation design (through baseline difference in means tests) and verify the quality of data produced.

The Principal Investigator is also responsible for ensuring proper, comprehensive documentation of the impact evaluation activities and ensuring all data and corresponding documentation is stored appropriately.

III. EXPECTED OUTPUTS AND DELIVERABLES

1. Expected Outputs and Deliverables

The contract institution is expected to produce the following deliverables:

No	Deliverables/Outputs	Target Due Dates
1	Output 1: Draft finalized design and survey questionnaire Milestone 1	15 June 2018
2	Output 2: Completion of field survey draft report (including 5-day mission to Viet Nam) Milestone 2	30 June 2018
3	Output 3: Completion of all deliverables and handover of data collected in coherent and accessible format (compatible with midterm/ final surveys) Milestone 3	30 July 2018

IV. INSTITUTIONAL ARRANGEMENTS

The total duration of the work is 15 days spread across July 2018.

For each deliverable specified above, the PMU and UNDP will provide feedback within 3 working days for further revision by the contracted institution.

The consultant will report to the Project Management Specialist for the Project and will receive technical guidance from the Senior Technical Advisor for the project. The consultant will be required to work liaise closely with the project team based at the Viet Nam Disaster Management Authority (VDMAs) as well with the Provincial Project Management Units (PPMU) and UNDP as needed.

V. QUALIFICATIONS AND SELECTION CRITERIA

- Doctorate degree in Economics, Environment, Economics or related field.
- At least five years' relevant experience in large quantitative survey implementation and analysis, experience in household data collection and analysis required, ability to coordinate teams and ensure timely reporting.
- At least five years of experience in the design of samples for household surveys required with experience in power calculation.
- Experience in field survey design, and the organization of field based surveys.
- Proven experience in writing peer reviewed articles related to project impacts, evaluation or related.

VI. PAYMENT TERM

Three-time payments will be made:

- First 40% of total payment will be made upon acceptance of the output 1
- Second 30% of total payment will be made upon acceptance of the output 2
- The remaining 30% will be made upon acceptance of the final output

Annexes to the TOR

- Project Proposal:
https://www.greenclimate.fund/documents/20182/574760/Funding_proposal_-_FP013_-_UNDP_-_Viet_Nam.pdf/e1b576a6-cccc-46bc-8678-a57636bd7202
- Housing Component Guidelines
- Impact evaluation Note
- Result table
- TOR for national team

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 USD

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/USD)	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