



Empowered lives.  
Resilient nations.

Date: 3 July 2018

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>02 National Consultants: Evaluating contribution of the forest sector to GDP to improve sustainable forestry management and development</b> - Team Leader - Team Member
Period of assignment/services (if applicable):	Part-time, about 45 workdays over 5 months (July 2018- Oct. 2018)
Duty Station:	Hanoi, and relevant provinces. (about 3 provinces, representing forest production regions: Quang Tri, Binh Thuan, Bac Kan)
Tender reference:	A-180701

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than: **5pm, Wednesday 11 July 2018 (Hanoi time).**

**With subject line: (A-180701)-1-Team Leader**  
**Or**  
**(A-180701)-2-Team Member**

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.
- 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 **Vietnamese 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:

##### **Team Leader' s experiences/qualification related to the services**

<b>Criteria</b>	<b>Score</b>
1. Doctor/Master's degree in economics, natural resource management, environment, agricultural economics, rural and public policy	300
2. Have at least 15 years of experience in developing and evaluating strategies and policies at the national level.	300
3. Have used or learnt about IO analysis for strategic and policy analysis and development	200
4. Have at least 2 policy briefs/policy recommendation papers related to agriculture and forestry.	150
5. Proficiency in English	50
Total	1000

##### **Team Member' s experiences/qualification related to the services - the IO Technical Expert**

<b>Criteria</b>	<b>Score</b>
1. Doctor/Master's degree in economics, statistics, mathematics, environment, agricultural economics, rural development planning, or related fields.	300
2. Have at least 10 years of experience in building Computable General Equilibrium model (CGE)/I-O model, identifying the added value of economic sectors in Vietnam's GDP.	300
3. Have extensive knowledge of the legal and institutional aspects of Vietnam and used to provide strategic advices for policy development	150
4. Proficiency in statistical analysis software	150
5. Having at least 3 official publications in the fields related to IO analysis and development (on international journals preferred)	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.

The payments will be made on quarterly basis based on submission and approval of:

	<b>Products, requirements</b>	<b>Payment</b>
1st payment	After the contract is signed by both parties and the joint workplan is developed and agreed by NPD	40% of the total

	and UNDP	contract value
2nd payment	After UNDP accepts the final report and the products	60% of the total contract value

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



Empowered lives.  
Resilient nations.

## **Annex I**

### **TERMS OF REFERENCE**

#### **Evaluating contribution of the forest sector to GDP to improve sustainable forestry management and development.**

<b>Consultancy service:</b>	<b>02 National Consultants</b>
<b>Project name/ID:</b>	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from
<b>Duty Station:</b>	Deforestation and Forest Degradation UNDP Country Office, Viet Nam
<b>Duration of Appointment</b>	Part-time, about 45 workdays over 5 months (July 2018- Oct. 2018)
<b>Working arrangement/ Conditions</b>	Individual contract

### **I. BACKGROUND**

Viet Nam is one of the first countries engaged in REDD+, through its participation in the UN-REDD Programme, the World Bank FCPF, and numerous REDD+ initiatives. With technical support from UN agencies and development partners, Viet Nam has developed basic foundation for REDD+ implementation, of which the National REDD+ Strategy so-called National REDD+ Action Programme (NRAP) as requested by UNFCCC Decision 1/CP.16 was firstly was approved by the Prime Minister on 27<sup>th</sup> June, 2012 the for the period of 2011-2020. Over the last four years, the context has changed tremendously, both at the national as well as international level. As a result, in April 2017, the Prime Minister approved the National Program on reduction of greenhouse gas emissions through the mitigation of deforestation and forest degradation; conservation and enhancement of forest carbon stocks and sustainable management of forest resources through 2030 (hereinafter referred to as the NRAP) under the Decision No. 419/QD-TTg dated on the 5th, April 2017.

To implement the Prime Minister's decision No. 419/QD-TTg, the Midterm implementation plan of the NRAP in the period from 2018-2020 (NRIP) has been drafted and been expected to complete in June, 2018. During the implementation of the NRIP, the development of an inter-sectoral balance sheet (I/O) to determine the role of the agricultural sector in general and forest subsector in gross domestic product (GDP) as well as the spillover effects of implementing PAMs in the NRAP is quite important, especially providing rationales for mobilizing resources for sustainable forest development. The IO sheet will demonstrate the role of the sector as well as its efficient points to provide policy intervention.

Within the component 1 of the UN-REDD Viet Nam Programme phase II, Activity 1.1.7 and Activity 1.5.7 will support the implementation of policies and measures under NRAP 1.1 and 2.3 on integrated planning and interdisciplinary planning according to prioritized activities which have been identified when preparing the REDD+ investment plan (including the determination of the forestry contribution to GDP), this ToR is developed to call for two national consultants to provide technical expertise to achieve the following objectives and expectation.

## **II. SCOPE OF ASSIGNMENT**

### **1. Objectives**

To determine contributions from the forestry sector into the Gross Domestic Product (GDP) and the added value of the forestry sub-sector (forest extraction, forest plantation and management, forest services and other timber and NTPs collected from the forest) in agriculture (crop production, forestry and fisheries); and to assess possible spillover effects of implementing some programs in NRIP in the changes in sector's contributions.

### **2. Specific objectives**

- Developing the inter-sectoral input-output table (I/O) to determine the role and contributions of the forestry sub-sector in gross domestic product (GDP) and develop a scenario for 2020;
- Identifying the added value contributions from the forestry sector in the total value of agricultural sector (crop production, forestry and fisheries);
- Assessing possible spillover effects of implementing some REDD+ measures planned in the NRIP on forestry sector's contributions (scenario analysis with the assumptions of certain targets in NRIP being achieved);
- Proposing mechanisms and policy recommendations for implementation of PAMs in NRAP and NRIP sustainably the forestry sector;

### **3. Main assignments**

Establishing the input-output (IO) table to identify the role and contribution of the forestry sub-sector into the gross domestic product; identifying the added value contribution of the forestry sub-sector in agriculture sector (crop production, forestry and fisheries); and assessing possible spillover effects of achieving some targets of the programs/PAMs in the NRAP and the NRIP (2018-2020) implementation.

+ Developing the input-output table (I/O) to identify the role of the forestry sector in gross domestic product;

+ Analyzing the added value of the forestry sector in agriculture, forestry and fisheries;

+ Designing tools for surveying and evaluating;

+ Organizing field surveys, entering and analyzing data from field surveys;

+ Doing scenario analysis to see the sector contribution changes given the conditions of some programs and PAMs implemented

+ Writing a synthesized report and a report proposing policy mechanisms to promote the implementation of REDD+ measures to enhance the added value and to develop sustainably the forestry sector;

+ Organizing the expert consultation workshops;

**4. Expected outputs**

The consultants will work in a team under the leadership of the team leader to deliver the joint product as follow

Output 1: An Input-Output table identifying the contribution of the forestry sub-sector to the gross domestic product (GDP) with the base of 2016;

Output 2: Report on the value added of the forestry sector in the value-added of agriculture sector (crop production, forestry and fisheries);

Output 3: results of scenario analysis to evaluate the spill-over effects of implementing some PAMs/programs in NRAP and/NRIP on the change of forest sector’s contributions to GDP

Output 4: A set of policy recommendations for effective implementation of Midterm NRIP/NRAP to enhance the value added and sustainable development of the forestry sector.

**IV. TIME, LOCATION AND SUPERVISION**

- Time: Each consultant is expected to work for **about 45 days** over the period of July to Oct., 2018.
- Location: Hanoi, and relevant provinces. (about 3 provinces, representing forest production regions: Quang Tri, Binh Thuan, Bac Kan). The number of days on travel is estimated for about 12 days in total.
- Support and Supervision: The consultants will be technically backstopped by UNDP’s technical specialists and UN technical team. He/she should report to the National Programme Director of UN-REDD Programme and UNDP’s officer in charge regularly for agreement on the workplan, approach and products.

**V. EXPERIENCE AND PERSONNEL**

In order to carry out the above tasks, the consultant/expert group needs to involve 02 qualified experts.

<b><u>Team leader (policy expert)</u></b>	<b>Domestic Expert</b>
<b>Certificate</b>	<ul style="list-style-type: none"> <li>- Doctor/Master's degree in economics, natural resource management, environment, agricultural economics, rural and public policy</li> </ul>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>- Have at least 15 years of experience in developing and evaluating strategies and policies at the national level.</li> <li>- Have knowledge in using IO analysis for strategic and policy analysis and development</li> <li>- Have good communication skills, including writing and presentation skills and project-related skills.</li> <li>- Have at least 2 policy briefs/policy recommendation papers related to agriculture and forestry.</li> </ul>



	- Proficiency in English
<b><u>Team Member:</u></b>	<b>IO Technical Expert</b>
<b>Certificate</b>	- Doctor/Master's degree in economics, statistics, mathematics, environment, agricultural economics, rural development planning, or related fields.
<b>Work experience</b>	<ul style="list-style-type: none"> <li>- Have at least 10 years of experience in building Computable General Equilibrium model (CGE)/I-O model, identifying the added value of economic sectors in Vietnam's GDP.</li> <li>- Have extensive knowledge of the legal and institutional aspects of Vietnam.</li> <li>- Have experience in advising and issuing strategic policies.</li> <li>- Proficiency in statistical analysis software</li> <li>- Having at least 3 official publications in the fields related to IO analysis and development (on international journals preferred)</li> </ul>

## **VI. PAYMENT**

The payment schedule is suggested as follow:

	<b>Products, requirements</b>	<b>Payment</b>
1st payment	After the contract is signed by both parties and the joint workplan is developed and agreed by NPD and UNDP	40% of the total contract value
2nd payment	After UNDP accepts the final report and the products	60% of the total contract value

**Evaluation Criteria  
For the team leader**

Criteria	Score
6. Doctor/Master's degree in economics, natural resource management, environment, agricultural economics, rural and public policy	300
7. Have at least 15 years of experience in developing and evaluating strategies and policies at the national level.	300
8. Have used or learnt about IO analysis for strategic and policy analysis and development	200
9. Have at least 2 policy briefs/policy recommendation papers related to agriculture and forestry.	150
10. Proficiency in English	50
Total	1000

**Evaluation Criteria  
For the team member – the IO Technical Expert**

Criteria	Score
6. Doctor/Master's degree in economics, statistics, mathematics, environment, agricultural economics, rural development planning, or related fields.	300
7. Have at least 10 years of experience in building Computable General Equilibrium model (CGE)/I-O model, identifying the added value of economic sectors in Vietnam's GDP.	300
8. Have extensive knowledge of the legal and institutional aspects of Vietnam and used to provide strategic advices for policy development	150
9. Proficiency in statistical analysis software	150
10. Having at least 3 official publications in the fields related to IO analysis and development (on international journals preferred)	100
Total	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