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Date: 22 Feb 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (PN-N-190202)

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

Country:	Viet Nam
Description of the assignment:	International consultant - Soil Specialist for GCF Project
Project name:	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Period of assignment/services (if applicable):	From March - December 2019, with possible extension to December 2020
Tender reference:	

1. Submissions should be sent by email to: nguyen.thuy.nga@undp.org no later than: **05 March 2019 (Hanoi time)**.

With subject line: PN-N-190202: International Soil Specialist for GCF project

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)
- [Letter to UNDP Confirming Interest and Availability](#)(Annex IV)
- [Format of financial proposal](#).....(Annex V)

1. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 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 **USD** including consultancy fees and all associated costs i.e. taxes, 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.

3. Evaluation:

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

#	Evaluation criteria	Max. points
1	Master's degree or advance in Soil science or a related field.	100
2	7 years' experience in providing technical advisory services related to soil assessments	200
3	5 years of in-depth knowledge and experience and/or technical leadership in the area of coastal adaptation or coastal ecosystems	200
4	Proven solid understanding of developments in national and international best practices related to coastal adaptation measures, mangrove rehabilitation/regeneration, and related social and environmental safeguards	200
5	Proven experience in guiding a team to develop technical plans, related to coastal adaptation, mangrove rehabilitation/regeneration or related field	150
7	Excellent writing skills (sample reports required);	150
	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 contract will be performance – based. Payments will be made against the following deliverables:

- First 50% of total payment will be made upon acceptance of the output 1 and 2
- The remaining 50% of total payment will be made upon acceptance of achieved output 3, 4, 5 as indicated in below TOR

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	International consultant - Soil Specialist for GCF Project
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Post Title	Soil Specialist
Type of Contract	Individual Contract
Duty Station	Home-based with possible travel to Vietnam (travel cost and Daily allowance will be paid separately at UNDP's expense based on UN rates)
Duration	Approximately 30 days spread from March to December 2019 with possible extension until December 2020
Report to	UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project.

II. BACKGROUND / PROJECT DESCRIPTION

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)

As part of project development an environmental and social safeguards screening was conducted. During mangrove planting, it will be necessary to undertake earth works to re-stabilize areas where aquaculture facilities have been established. The earth works will move sediment that, if not properly contained, may enter the marine environment. To ensure that the sediment is not mobilized through either wind, or more specifically, through water movement, an erosion control sediment plan will be prepared. Prior to any excavation, sediments will be tested for their presence of acid sulphate soils

and/or potential acid sulphate soils. If the analysis proves positive, the sediment can be treated by a range of techniques including but not limited to liming the sediment.

III. OBJECTIVE AND SCOPE OF THE WORK

1. Objectives of the Assignment

The main purpose of this assignment is to support effective implementation of the Erosion Control Sediment Framework and social and safeguards adherence and monitoring for component 2 (mangroves) of the RVCC project. This includes providing technical support and oversight the implementation of a National consultant team who will conduct site planning including technical design and soil assessments in all 05 project provinces where the mangrove activities to be implemented.

2. Scope of Work

The selected candidate will work closely with the project team. He/She will review, and if necessary enhance the Erosion Control Sediment Framework of the project, to guide the development of site-specific erosion control plans and social and environmental plan compliance. Further, he/she review soil data and initial site-specific plans drafted in three provinces as part of the 2019-2020 workplans and guide the project team in further developing the site-specific plans.

The work aims to support effective achievement of the activities in component 2 as outlined in the project document and to support full and effective implantation of UNDP's social and environmental screening. He/She will review and update the soil erosion framework as required by the GCF in collaboration with the national consultant team.

The framework and subsequent plans must meet appropriate standards and guidelines for testing and control.

IV. EXPECTED OUTPUTS AND DELIVERABLES

1. Expected Outputs and Deliverables

- Develop concise workplan for assignment within 2019 - **output 1**
- Review/ update Erosion Control Sediment Framework and develop additional checklists or easy to use monitoring by the project to promote full and effective adherence of the social and environmental safeguards and mangrove related risks associated with the project - **output 2**
- Develop ToR for a national firm to conduct soil assessments in all 05 project provinces where the mangrove activities will be implemented - **output 3**
- Review and provide technical inputs to enable finalisation of the three site-specific erosion control plans already developed by national experts as part of the initiation actions required for GCF implementation
- Based on existing soil data collected, guide project team in developing site-specific erosion control plans Review and support finalisation of reports produced by technical consultants for both site planning and monitoring, and provide concise text on safeguards and risk compliance for component 2 for the draft annual report - **output 4;**
- In collaboration with National experts to development of related training material to support the development of site-specific erosion control plans, for sites planned for later in the project implementation - **output 5.**

V. ARRANGEMENT

1. Duration of the Work

The estimated total duration of the work is 30 days from March to December 2019 with possible extension until December 2020 based on (i) satisfactory performance and (ii) project requirement, (iii) same daily consultancy rate for 2020.

2. Duty Station

The consultant will be working on a home-based arrangement and the communication with the project team and National experts will be made via email and/or skype calling.

3. Institutional Arrangement

- The consultant will report to the Project Management Specialist for the Project with technical oversight from the senior technical advisor for the project;
- The consultant will liaise closely with the project team based at the Viet Nam Disaster Management Authority (VDMA) as well with the Provincial Project Management Units (PPMU) and UNDP as needed;
- The consultant is required to make a necessary logistical arrangement for its staff and interviewers in close consultation with the PMU, VNDMA and PPMUs.

VI. QUALIFICATIONS AND SELECTION CRITERIA

Education:

- At least a Master's degree in Soil science or a related field.

Experience:

- 7 years of experience in providing technical advisory services related to soil assessments.
- 5 years of in-depth knowledge and experience and/or technical leadership in the area of coastal adaptation or coastal ecosystems
- Solid understanding of developments in national and international best practices related to coastal adaptation measures, mangrove rehabilitation/regeneration, and related social and environmental safeguards.
- Experience guiding a team to develop technical plans, related to coastal adaptation, mangrove rehabilitation/regeneration or related field.

Language:

- Fluency in English language

VII. EVALUATION CRITERIA

#	Evaluation criteria	Max. points
1	Master's degree or advance in Soil science or a related field.	100
2	7 years' experience in providing technical advisory services related to soil assessments	200
3	5 years of in-depth knowledge and experience and/or technical leadership in the area of coastal adaptation or coastal ecosystems	200
4	Proven solid understanding of developments in national and international best practices related to coastal adaptation measures, mangrove rehabilitation/regeneration, and related social and environmental safeguards	200
5	Proven experience in guiding a team to develop technical plans, related to coastal adaptation, mangrove rehabilitation/regeneration or related field	150
7	Excellent writing skills (sample reports required);	150
	TOTAL	1000

VIII. PAYMENT TERM

Two-time payments will be made:

- First 50% of total payment will be made upon acceptance of the output 1 and 2
- The remaining 50% of total payment will be made upon acceptance of achieved output 3, 4, 5.

OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:

☐

An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*

☐

A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- F) or your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;

F

- G) recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

I

- H) his offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

T

I) confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) ***f you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) re any of your relatives employed by UNDP, any other UN organization or any other public international organization? A

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

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, taxes etc).

Cost breakdown:

No.	Description	Quantity	Unit rate (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 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 65 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