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23 April 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant and 01 National Consultant for development finalization of the National Action Plan to implement the Strategy for Sustainable Development of the Marine Economy of Viet Nam.
Period of assignment/services (if applicable):	May – December 2019
Duty Station	Hanoi and provinces (if travel is required)
Tender reference:	3-190401

1. Submissions should be sent by email to: [luu.ngoc.diep@undp.org](mailto:luu.ngoc.diep@undp.org) no later than:  
**17.00 hrs., 12 May 2019 (Hanoi time)**

With subject line:

- 3-190401-I International Consultant for development finalization of the National Action Plan to implement the Strategy for Sustainable Development of the Marine Economy of Viet Nam.**
- 3-190401-N National Consultant for development finalization of the National Action Plan to implement the Strategy for Sustainable Development of the Marine Economy of Viet Nam.**

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 **35 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)
- [Letter to UNDP Confirming Interest and Availability](#) ..... (Annex IV)
- [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
- Signed Letter to UNDP Confirming Interest and Availability

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

<b>International Consultant</b>		
No	Criteria	Score
1	Master or PhD in Environmental Science, Oceanography, Economics or related fields	150
2	Excellent knowledge of marine economy	250
3	Experience in international ocean/sea issues	250
4	Experience in preparing a similar action plan	250
5	Excellent English and writing skills (two sample reports must be submitted)	100
	<b>Total</b>	<b>1,000</b>

<b>National Consultant</b>		
No	Criteria	Score

<b>1</b>	Master or PhD in Environmental Science, Oceanography, Economics or related fields	<b>200</b>
<b>2</b>	Excellent knowledge of marine economy	<b>300</b>
<b>3</b>	Experience in preparing a similar action plan	<b>300</b>
<b>4</b>	Good English and writing skills (two sample reports in English must be submitted)	<b>200</b>
	<b>Total</b>	<b>1,000</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:

- 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.

1. 20% upon completion of Deliverable 1
2. 80% upon completion of Deliverable 2

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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## TERMS OF REFERENCE

### FINALISATION OF THE NATIONAL ACTION PLAN TO IMPLEMENT THE STRATEGY FOR SUSTAINABLE DEVELOPMENT OF THE MARINE ECONOMY OF VIET NAM

#### INDIVIDUAL CONSULTANT

- Title:** 01 International Consultant and 01 National Consultant for finalisation of the National Action Plan to implement the Strategy for Sustainable Development of the Marine Economy of Viet Nam
- Duty Station:** Hanoi and provinces (if travel is required)
- Duration:** May – December 2019
- Reporting:** VASI and UNDP

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#### 1. Background

Viet Nam is a marine country, and its rich history, traditions, culture, and process of building and defence has always been closely associated with the sea. It has a long coastline of over 3,260 km (excluding islands), and its exclusive marine economic zone, at approximately 1 million km<sup>2</sup>, is almost three times as large as its own territory. Its waters are diverse and abundant, and each type of natural resource and ecosystem they contain plays a unique role in the sustainable development and protection of Viet Nam's marine environment.

Furthermore, the East Sea holds significant importance to Viet Nam's strategic geography, politics, economy, and natural resources. It is expected that, in the foreseeable future, the international situation regarding marine sovereignty between major countries bordering the East Sea will continue to be a complex one. Cross-border environmental pollution, climate change, and sea level rise have become urgent global problems. Sustainable development and the goal of harmony between development and marine conservation have become major trends. Globalization and the revolution of science and technology have created many opportunities and challenges.

Within Viet Nam, macroeconomic stability, sustainable development, adaptation to climate change and sea level rise, security, and social safety still present great difficulties and challenges.

On 22 October 2018, the Eighth Party Conference of the Central Executive Board Term XII promulgated Resolution 36/NQ-TW on the **Strategy for Sustainable Development of the Marine Economy of Viet Nam Until 2030, Vision to 2045** with the following stated main objective:

*Make Viet Nam a strong maritime nation; meet the basic criteria for sustainable development of the marine economy; for marine ecological culture; actively adapt to climate change and sea-level rise; prevent the trend to pollution and degradation of the marine environment, coastal erosion, and sea incursion; restore and preserve*

*important marine ecosystems. Make new, advanced scientific achievements a direct factor promoting the sustainable development of the marine economy.*

In addition, specific objectives are the pure-marine economy to contribute about 10% of national GDP; the economy of the 28 coastal provinces and cities to reach an estimated 65-70% of national GDP. Marine economic development to be sustainable in accordance with international standards; the exploitation of marine resources to be controlled within the resilience of the marine ecosystem.

To operationalize the Strategy for Sustainable development of the marine economy of Viet Nam (Strategy), the Viet Nam Seas and Islands Administration, Ministry of Natural Resources and Environment (MONRE) is developing a National Action Plan (NAP) to implement the Strategy. A draft version is available. It has been circulated to relevant ministries and sectors for comments and contribution.

To improve and finalize the draft NAP, the Viet Nam Seas and Islands Administration, Ministry of Natural Resources and Environment (MONRE) and the United Nations Development Programme (UNDP) are looking for one international consultant and one national consultant to implement this task.

## **2. Objective of the assignment**

The objective of the assignment is to provide technical support to MONRE to finalize a National Action Plan to operationalize Resolution 36/NQ-TW at the Eighth Party Conference of the Central Executive Board Term XII on the Strategy for Sustainable Development of the Marine Economy of Viet Nam Until 2030, Vision to 2045.

The National Action Plan should:

- Have clear and concise strategy and road map to implement objectives and targets of the Strategy. The National Action Plan will be accompanied with specific targets/measures. Each target/measure will be accompanied with policy actions and key detailed projects/pilots. Policy actions cover the legislative changes identified in the process, such as finding ways to streamline, co-ordinate and improve cost efficiency and other administrative prerequisites for achieving the sustainable marine economy. Key projects/pilots are phase one development trials that further the sustainable marine economy that can be implemented rapidly. Pilots make it possible to disseminate existing innovations and best practices.
- Link its specific targets/measures to the various drivers and barriers that they aim to address as well as elements of technical, political and socio-economic feasibility and cost-effectiveness. Proposed activities should have timeline
- Analyse opportunities and challenges for the implementation of Resolution 36-NQ/TW
- Synthesize international experience in marine economy sustainable developments towards sustainable marine economy/blue economy
- Identify monitoring and evaluation indicators for the implementation of the Resolution
- Analyze the roles of integrated coastal and marine management for the marine economy sustainable development
- Propose resource mobilisation strategy for the implementation of the Strategy
- Propose marine and ocean governance and international, regional, intersectoral issues relating to marine and ocean governance.

The National Action Plan needs to be developed through a participatory process and fit in the context of sustainable development.

## **3. Scope of work & responsibilities**

International consultant and national consultants must work closely together to fulfil the above objectives. They should propose the methodology to implement the assignment. Detailed responsibilities of each consultant are as below.

### **3.1. International consultant:**

The international consultant will be responsible for implementation of the assignment, quality of deliverables specified in the TOR.

The international consultant should undertake the following tasks, but may not be limited to:

- Share international experience in sustainable development of the marine development/blue economy from relevant countries; highlight lessons learnt and recommendations/suggestions for Viet Nam's situation
- Provide technical guidance and advice on the overall structure of the NAP in the context of Viet Nam
- Identify the gaps where analysis is needed to be done to provide inputs to the NAP
- Provide guidance and work closely with national consultants to collect data/information, conduct the gaps analysis in certain areas and provide inputs to the NAP.
- Identify a list/framework of prioritized projects/tasks; propose criteria for selection of priority tasks and projects for implementing the NAP. Priority tasks/projects should be specific and have clear result indicators which contribute to achieve the NAP's objectives and targets.
- Develop the M&E for the NAP
- Support to finalize NAP for submission and approval. The NAP should cover at least following sectors: marine and ocean governance, integrated coastal management, coastal and marine economic development (including marine tourism and services, oil and mineral resources, aquaculture and fishery, coastal industries, renewable energy, maritime transportation, new marine economic sectors, infrastructure,...), environment, biodiversity and ecosystem services, climate change and sea level rise, national defence and international cooperation,...
- Present the draft National Action Plan to different stakeholders for comments and take actions to revise the Action Plan accordingly

### **3.2. National consultant**

The national consultants should undertake the following tasks, but may not be limited to:

- Analyse opportunities and challenges for the implementation of Resolution 36-NQ/TW
- Analyze the roles of integrated coastal and marine management for the marine economy sustainable development
- Collect necessary data and information for the formulation of the National Action Plan; Analyze these data and information
- Consult with different stakeholders needed for the stakeholder mapping and inputs for the National Action Plan
- Propose resource mobilisation strategy for the implementation of the Strategy
- Support the NAP formulation board and editing board to finalise the National action plan
- Collaborate with the international consultant to finalise the National Action Plan for the implementation of the Strategy
- Present the draft National Action Plan to different stakeholders for comments and take actions to revise the Action Plan accordingly

- Prepare the NAP in Vietnamese

#### 4. Methodology

The selected consultants will propose and discuss with VASI and UNDP the approach in undertaking the assignment.

#### 5. Duration of assignment, duty station and Expected places of travel

- International consultant: **20 working days**
- National consultant 1: **30 working days**

**Duration:** May – December 2019

**Duty Station:** Hanoi and provinces (if travel is required)

For the international consultant, the assignment shall include one 10-workdays mission in Hanoi, Viet Nam (Mission schedules will be agreed later with the UNDP and VASI, after the signing of the contract).

In-country travels (if required) will be paid by UNDP based on the EU-UN Cost norm.

#### 6. Deliverables

No.	Deliverables	Due date	By
1	Inception report with workplan for completion of the assignment with proposed step-wise method	Two weeks after signing the contract	International consultant & national consultant
2	Final National Action Plan	3 months after signing the contract	

All the products shall be in English & Vietnamese.

#### 7. Provision of monitoring, progress control

The consultants will work closely with and under the guidance of UNDP and VASI.

The deliverables shall be submitted to MONRE and UNDP for review and approval.

#### 8. Administrative support and reference documents

Administrative support will be provided by UNDP and MONRE. Copies of relevant documents and templates will be made available to the consultants upon commencement of the assignment. UNDP and MONRE will also facilitate logistical arrangements for meeting with core project partners in Viet Nam.

#### 9. Qualification and work experience

*Required qualifications of international consultant:*

- Master or PhD in Environmental Science, Oceanography, Economics or related fields.
- Excellent knowledge of marine economy.
- Experience in international ocean/sea issues
- Experience in preparing a similar action plan.
- Excellent English and writing skills (two sample reports must be submitted)

**Required qualifications of national consultant:**

- Master or PhD in Environmental Science, Oceanography, Economics or related fields.
- Excellent knowledge of marine economy.
- Experience in preparing a similar action plan.
- Good English and writing skills (two sample reports in English must be submitted)

**10. Payment term**

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

- The first instalment of 20% contract amount will be paid upon submission of the detail assignment plan agreed by the VASI/MONRE and UNDP (deliverable 1)
- The last instalment of 80% contract amount will be paid upon submission of the draft reports (with satisfactory acceptance by VASI/MONRE and UNDP (deliverable 2)

**11. Evaluation criteria**

**EVALUATION CRITERIA WITH ASSIGNED SCORES**

**International consultant**

Consultant(s)' experiences/qualification related to the services		
1	Master or PhD in Environmental Science, Oceanography, Economics or related fields	150
2	Excellent knowledge of marine economy	250
3	Experience in international ocean/sea issues	250
4	Experience in preparing a similar action plan	250
5	Excellent English and writing skills (two sample reports must be submitted)	100
<b>Total</b>		<b>1000</b>

**National consultant**

Consultant(s)' experiences/qualification related to the services		
1	Master or PhD in Environmental Science, Oceanography, Economics or related fields	200
2	Excellent knowledge of marine economy	300
3	Experience in preparing a similar action plan	300
4	Good English and writing skills (two sample reports in English must be submitted)	200
<b>Total</b>		<b>1000</b>

**ANNEX IV**

**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) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I 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;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;
- I) 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) I 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) I 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) ***If 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) I 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) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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.

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**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

## **GUIDELINES FOR CV PREPARATION**

**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.

