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07 August 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant for Deforestation-free Landscape initiative
Period of assignment/services (if applicable):	August – December 2019
Duty Station:	Hanoi, with travel to the project sites as needed
Tender reference:	D190802

1. Submissions should be sent by **email** to: nguyen.thai.duong@undp.org no later than:

23.59 hrs., 14 August 2019 (Hanoi time)

With subject line:

D190802 – National Consultant for Deforestation-free Landscape initiative.

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 **30 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:

- [Term of References](#)..... (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
- 02 writing report samples

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** 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:

Consultant(s)' experiences/qualification related to the services		
1	• Postgraduate degree (MSc.) in natural resources, economics, business administration or related fields;	200
2	• At least 15 years of working experiences in the areas of forestry, agriculture or rural development;	250
3	• Profound experience in legislative and policy development of forestry, agriculture and REDD+ related sector, and dealing with the government and development partners at senior level;	250
4	• Outstanding experience in project formulation (including ODA regulations), and in facilitating and chairing consultations;	100
5	• Proven strong inter-personal skills of leadership, networking, communication, facilitation, and working in multi-cultural team;	100
6	• Proven Proficiency in English with provision of two writing report samples	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 subject to positive reference checks on the consultant's past performance.

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 BSAFE which is the new online security awareness training and submit certificate 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.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 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 upon acceptance by UNDP of the deliverables specified the TOR.

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

ANNEX I



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Resilient nations.*

TERMS OF REFERENCE

Consultancy service:	National Consultant
Project name/ID:	Deforestation-free Landscape initiative UNDP Country Office, Viet Nam
Duty Station:	
Duration of Appointment	Part-time, about 65 workdays over August 2019-December 2019
Working arrangement/ Conditions:	Individual contract

1) GENERAL BACKGROUND

Viet Nam is among the countries most vulnerable to climate change. Although Viet Nam's greenhouse gas (GHG) emissions are still relatively low, it is growing at a faster pace than many other countries due to rapid economic growth and industrial expansion. The Government has committed in its National Determined Contributions in which Vietnam is to reduce 8% of its GHG emission by 2030 relative to the business as usual (BAU) levels and aims to reduce it by 25% with adequate international support. The agriculture and rural development sector, including forestry, pioneered to adopt a plan to reduce emissions by 20% from forecasted levels by 2020.

Under the recent programme cycles of 2012-2016 and 2017-2021, UN provides substantial support to the Government of Viet Nam to respond to climate change, including Reducing Emissions from Deforestation and Forest Degradation (REDD+) through the UN-REDD Viet Nam Phase II Programme (the Programme) implemented by FAO, UNDP and UNEP in partnership with the Ministry of Agriculture and Rural Development. The Programme, started its phase II in 2013 and ended in 2018, has built necessary capacity for Viet Nam to benefit from future results-based payments for REDD+ and undertaken transformational changes in the forestry sector.

Built on the outcomes of UN-REDD programme and other mitigation and adaptation initiatives, UNDP is working with development partners, Govt at central and provincial levels, NGOs, business sector and other stakeholders to formulate and test new approach so-called deforestation-free landscapes that promotes social and economic development without sacrificing natural forests in specific landscapes of Viet Nam. In addition, UNDP also promotes the linkage of this innovation with various on-going projects/initiatives on supporting NDC implementation in Viet Nam, including UN-REDD global programme (the components to support Viet Nam).

Moving forwards, UNDP is preparing a detailed project document on "Deforestation Free Landscape Approach in Central Highlands of Viet Nam" for possible finance by the EU, and the project's implementation packages to be contracted/ partnered with national counterparts and international

partners. Once the EU confirms the funding, there is a need to prepare relevant documents for the agreement between the EU and UNDP and for the Government's internal approval process.

To undertake these preparation work, UNDP is recruiting a senior consultant to lead and provide support to Climate Change and Environment Team and International Consultant to complete these documents.

The NC will be based at UNDP Viet Nam Country Office, and will report to the UNDP's Assistant Resident Representative/Head of Climate Change and Environment Unit (CCEU). The NC will team up with the other colleagues working at UNDP Country Office in Viet Nam and liaise with a Regional Technical Advisor at the Asia Pacific Regional Center in Bangkok, for ensuring the highest possible quality of expected results/outputs below.

2) OBJECTIVES OF THE ASSIGNMENT

This assignment is designed to support UNDP to achieve the following outcomes:

1. 03 work-packages to be contracted with three national partners for the implementation of the Deforestation free landscape approach project in Central Highlands.
2. Quality inputs to the finalization of 3 technical-work-packages for international partners, under the project.
3. An overall project implementation plan and budget to be attached to the Agreement between UNDP and the EU.
4. A detailed-project-outline/Investment decision document in the Government template for the Government's internal appraisal and approval.
5. Inputs to UNDP's initiatives involving in PFES and deforestation-free jurisdictional approaches
6. 02 technical meetings organized to share PFES's impact assessment report with related stakeholders

3) SCOPE OF WORK AND SPECIFIC TASKS

1. Be responsible for preparation and finalization of all relevant documents for appraisal by the EU and the Government of Viet Nam, and for ready start up implementation of the deforestation free landscapes project in Central Highlands:
 - Work closely with international advisor to develop and finalize work-packages three international partners.
 - Lead technical discussions and formulate three-work packages for three national/provincial partners.
 - Lead preparation of overall project implementation plan and budget to be attached to the Agreement between UNDP and the EU.
 - Lead preparation of a detailed-project-outline/Investment decision document in the Government template for the Government's internal appraisal and approval.
 - Provide technical backstopping for national/provincial partners during their appraisal and approval process
 - Facilitate and organize UNDP's missions to the project sites/provinces.
2. Support and facilitate development of other initiatives, relating to the deforestation-free jurisdictional approach
3. Initiate and organise sharing events of PFES impact assessment report to help VN shaping its road map for improvement of PFES impacts

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is designed with estimated 65 work-days, spread over the period from 20 August 2019 until 31 January 2020.

The NC can work from home or come to UNDP Viet Nam Office.

The NC is expected to travel to the project sites as needed. Time frame and dates of specific mission to be discussed and agreed with UNDP, and separate budget is allocated to the missions.

In facilitation of UNDP's missions on developing deforestation-free jurisdiction initiatives in Central Highland, the NC will be tasked to arrange and facilitate the missions, including transportation for the team and arrangement of interviews with key informants individually or in groups. The cost associated with this initiative should be estimated by the NC in advance and the payment will be made based on actual expenses in accordance with UNDP's rules and procedures.

5) FINAL PRODUCTS AND TIME FRAME FOR DELIVERY

<i>Key deliverables</i>	<i>Time frame for delivery</i>	<i>Estimation of workday</i>
03 work-packages to be contracted with three national partners for the implementation of the Deforestation free landscape approach project in Central Highlands.	August – September 2019	20 workdays – including discussion with related partners for agreement
Quality inputs to the finalization of 3 technical-work-packages for international partners, under the project.	August 2019	6 days – including meetings with these three partners and other stakeholders
An overall project implementation plan and budget to be attached to the Agreement between UNDP and the EU.	September-November 2019	20 days
A detailed-project-outline/ Investment decision document in the Government template for the Government's internal appraisal and approval.		13 days
Inputs to UNDP's initiatives involving in PFES and deforestation-free jurisdictional approaches		3 days
02 technical meetings organized to share PFES's impact assessment report with related stakeholders		3 days

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

- The NC will report to the Assistant Country Director/ Head of the Sustainable Development Cluster.
- A detailed work plan for the assignment shall be prepared and agreed with UNDP, with reference to the Programme work-plans.
- A detailed monthly workplan with number of required deliverables by the project and number of days required by the consultant to deliver these deliverables must be prepared,

discussed and agreed between UNDP and the consultant before the services provided by the consultant. This will be the basis for the monthly payment to the consultant.

- Monthly briefing and updates on new progress and results conducted for review and monthly report

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Postgraduate degree (MSc.) in natural resources, economics, business administration or related fields;
- At least 15 years of working experiences in the areas of forestry, agriculture or rural development;
- Profound experience in legislative and policy development of forestry, agriculture and REDD+ related sector, and dealing with the government and development partners at senior level;
- Outstanding experience in project formulation (including ODA regulations), and in facilitating and chairing consultations;
- Proven strong inter-personal skills of leadership, networking, communication, facilitation, and working in multi-cultural team;
- Proven Proficiency in both spoken and written Vietnamese and English

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Logistical support:

- Arrangement of necessary logistical support for implementation of the work will be provided and supported by UNDP.

Documentation/secondary information

All relevant project documents, publications, and materials available at UNDP relating to the work will be made available to the contractor for reference

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- The payments will be made at the end of every calendar month, upon receipt and approval of (i) monthly progress/technical report on the work-done and results produced, and (ii) a work-timesheet for that month based on required outputs and number of working days indicated in the monthly workplan agreed by UNDP and the contractor.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☒ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES
National Consultant

Consultant(s)' experiences/qualification related to the services		
1	<ul style="list-style-type: none"> Postgraduate degree (MSc.) in natural resources, economics, business administration or related fields; 	200
2	<ul style="list-style-type: none"> At least 15 years of working experiences in the areas of forestry, agriculture or rural development; 	250
3	<ul style="list-style-type: none"> Profound experience in legislative and policy development of forestry, agriculture and REDD+ related sector, and dealing with the government and development partners at senior level; 	250
4	<ul style="list-style-type: none"> Outstanding experience in project formulation (including ODA regulations), and in facilitating and chairing consultations; 	100
5	<ul style="list-style-type: none"> Proven strong inter-personal skills of leadership, networking, communication, facilitation, and working in multi-cultural team; 	100
6	<ul style="list-style-type: none"> Proven Proficiency in English with provision of two writing report samples 	100
Total		1000

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.

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.

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 for National Consultant; USD for international Consultant).

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	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

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).