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12 Aug 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 to provide additional technical information and analysis to respond to GCF comments on the submitted full proposal package
Period of assignment/services (if applicable):	(August – October 2019)
Duty Station:	Home based
Tender reference:	PN-N-190801

1. Submissions should be sent by **email** to: nguyen.thuy.nga@undp.org no later than:
23.59 hrs., Friday 16 August 2019 (Hanoi time)

With subject line:

PN-N-190801: National consultant on GCF comments on the submitted full proposal package

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
- 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 **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:

Technical criteria	Points
Postgraduate degree in development, gender, agriculture and rural development, water management, irrigation, climate change	200

adaptation or related fields;	
Demonstrated work experience with various stakeholders in the government as well as development partners on gender issues;	250
Experience working in rural agriculture livelihood context with understanding of climate change issues.	300
Proven experience of conducting similar nature of assignment in the past preferably for INGOs / UN organizations;	125
Very good writing skill (at least 1 sample report in English to be submitted)	125
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



TERM OF REFERENCE (ToR)

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FOR THE RECRUITMENT OF NATIONAL CONSULTANT (NC)

GENERAL INFORMATION

Services Required	National Consultant to provide additional technical information and analysis to respond to GCF comments on the submitted full proposal package
Project/Program Title	Viet Nam GCF Proposal - <i>Strengthening the adaptive capacity and climate resilience of small-scale women farmers in Central Highland and South Central Viet Nam</i>
Post Title	National Consultant
Type of Contract	Individual Consultant
Duty Station	Home-based
Duration	10 working days within 2019 from Aug to October 2019
Reports to	UNDP Viet Nam, Head of Climate Change and Environment Unit/ Senior Technical Advisor on DRR & CCA

I. BACKGROUND / PROJECT DESCRIPTION

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

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), UNDP serving as the GCF Accredited Entity, an Adaptation project submitted by UNDP and the Government of Viet Nam for funding by the GCF. The proposed project entitled "*Strengthening the adaptive capacity and climate resilience of small-scale women farmers in Highland and South Central Viet Nam*" is intended to strengthen the climate change resilience of smallholder farmers, particularly women to extreme events through improved water security. This outcome will directly complement and reinforce a related ADB WEDAP project outcome that "water productivity of irrigated agriculture in five drought affected provinces of the Central Highland and South Central Coastal Regions is improved." The project is in line with National Climate Change Strategy to 2020 and Agricultural Restructuring Plan and expected

to contribute to MARD's proposed Irrigation Law and Irrigation subsector Restructuring Scheme.

The proposed project will have three interrelated outputs as below:

1. *Output 1: Water security of small-scale farmers enhanced to cope with and adapt to climate extremes (especially droughts and floods):*
2. *Output 2: Climate resilient agricultural production and value-chains based on resilient, on-farm land, water, and energy management practices:*
3. *Output 3: Early warning systems and climate change information improved for adaptive river basin systems planning and management.*

This project is designed specifically to address resilience of small-scaled women farmers and ethnic communities including water security and livelihoods. Enhancing and diversifying their agricultural income as part of a climate-resilient agricultural livelihoods approach and utilising private sector partnerships where feasible would be desirable. UNDP submitted the proposal in October 2018 and received comments from GCF in quarter 1 2019.

II. OBJECTIVE AND SCOPE OF THE WORK

Based on comments received from the GCF on the full proposal package and in cooperation with the international climate change consultant supported by the regional office, this consultancy aims to conduct additional literature review, technical clarification and analysis to address specific comments on climate change and data related issues.

The consultant should focus on identifying additional technical data and analysis focusing primarily on the following areas:

- Evidence of later (or earlier) nursery and transplanting of either rainfed or irrigated crops, due to changes in either rainfall (rainfed) or water availability (irrigation)
- Increases in irrigation usage during the growing of crops due to increased crop water requirements (particularly at the end of the dry season/early monsoon)
- Changes in harvesting dates e.g. because of more heavy rainfall events, or a change in season length/late planting.
- Evidence that these aspects are changing in time i.e. trends in the last 15-30 years, or that they are likely to change in the future i.e. modelling with future climate scenarios.
- Area/site specific data for the project sites - either from observations (which can be more area specific) or from downscaled future projections. Evidence of impacts on PET, soil moisture, crops and hydrology, or a mixture of these.
- Additional information on water availability (e.g. effective rainfall) calculations for areas we plan to put in irrigation as a drought measure
- Changes in dates for land preparation - plowing, etc, changes in varieties and/or species of crops to accommodate shorter growing seasons (evidence of a shift in the baseline crop calendar)
- Observed trends (changes in time) in weather station data for project target areas including i) both extreme daily timescale rainfall (e.g. ETCCDMI indices), and seasonal/monthly average rainfall; ii) monthly, daily max/min temperature; iii) evapotranspiration
- Observed trends in satellite data: i) rainfall or soil moisture; ii) NDVI or other drought indicators

- Observed trends (changes in time) and baseline risk (e.g. expected return periods) in:
 - i) drought extent, intensity and/or frequency; ii) hydrological streamflow or water level measurements: can be broken down seasonally or annual
- Any modelling of crop or soil water balance (or proxy indices) broken down by time of year or stage of the crop growth cycle and modelling of streamflow or water levels (or proxy indices) broken down by time of year or annual averages
- Any of the above modelled as changes under a climate change scenario including both GCM and downscaled scenarios of rainfall, temperature and evapotranspiration change; crop modelled impacts - including impacts on soil water/moisture and/or changes in hydrological streamflow/water levels/risk (return periods)
- Trends/changes in time of observed disasters (drought, floods etc in the target areas) - losses and damages (This will be done by the country office)

The consultant will be responsible for providing relevant information to the international consultant team from the available literature to address these tasks. This will include participation in group teleconferences and maintaining effective and consistent communication with the international technical team. The consultant will also draft the first set of responses to the climate change and data questions received from the GCF on these topics for finalisation by UNDP and the international consultant team.

Reporting and Coordination line:

- The national consultant (hired under UNDP's Individual Contract modality) will report directly to UNDP Viet Nam office, Assistant Country Director on Climate Change and Environment;
- The consultant will need to work closely with UNDP CO, relevant global technical advisors, the GEF Regional Technical Advisor (BRH RTA) on Climate Change Adaptation, UNDP Senior Technical Advisor on Disaster Risk Reduction and Climate Change Adaptation in Viet Nam.
- UNDP CO will be responsible for facilitating data collection, meetings, and provision of other supporting functions and the Quality assurance of documents developed.

III. EXPECTED OUTPUTS AND DELIVERABLES

The tentative timeline for deliverables will be as follows:

No.	Deliverables / Outputs	Estimated duration to complete	Timeline
1	Additional desk reviews, outreach to institutes and other in-country technical resources to gather additional information and analysis.	5 days	With 3 weeks of contract signing
2	Drafting and refinement of responses to GCF technical comments in consultation with international technical	5 days	Within 4 weeks of contract

	consultants		signing
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IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will report primarily to the UNDP and the appointed officer from MARD, as well as other members of the Project Preparation Team, as appropriate.

V DURATION OF THE WORK

The duration of the consultancy service will be 10 working days until the end of October 2019.

VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

- Postgraduate degree in climate change, water resources, environmental studies, rural development, water management, irrigation, climate change adaptation or related fields;
- Demonstrated work experience with various stakeholders in the government as well as development partners on climate change adaptation and climate change analysis;
- Experience working in rural agriculture livelihood context with understanding of climate change issues,
- Proven experience of conducting similar nature of assignment in the past preferably for INGOs / UN organizations;
- Good inter-personal communication skills, flexibility;
- Knowledge in the area of resilience and disaster risk management;
- Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive;
- Familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender related.
- Proven capability to meet deadlines and work under pressure.

Language and other skills:

- Fluency in English both written and oral

VII PAYMENT MILESTONES AND AUTHORITY

The consultant must send a financial proposal based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period in accordance with UN-EU cost norm. The term “all-inclusive” implies that all costs (professional fees, communications, consumables,

etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as evidenced by the submission of a short summary reports highlighting work undertaken and the formal re-submission by UNDP of responses to comments received on the GCF on the project proposal (to be attached to the final summary report).

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 (consultancy fee, travel, taxes, communications, meals, consumables 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).