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23 Aug 2019

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Provincial Forestry Consultant (Forestry Consultant) for GCF project
Period of assignment/services (if applicable):	September 2019 – 31 August 2020
Duty Station:	Home based in Ca Mau
Tender reference:	PN-N-190802

1. Submissions should be sent by **email** to: [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) no later than:

**23.59 hrs., Sunday 08 September 2019 (Hanoi time)**

With subject line:

**PN-N-190802: Provincial Forestry Consultant (Forestry Consultant) 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 **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](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:

- [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:

No	Criteria	Score
1	Graduated from University of Forestry or higher in silvicultural, forest protection management, forest planning and investigation, natural resource management or relevant fields	100
2	Having at least 10 years of experience in forestry sector; having profound knowledge of policies and legislations on forestry and silvicultural	400

	techniques;	
3	Having at least 3 years of experience working in relevant foreign funded programs and projects in Vietnam; working experience with UN-funded projects is an asset;	100
4	Having certain knowledge of and working experience in mangrove forests, REDD+ and climate change	200
5	Proficiently use computers, office software, GPS, GIS data and other mapping software (certificates should be provided)	100
6	Good at speaking and writing English; (Interview and writing test will be conducted)	100
<b>Total</b>		<b>1000</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 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**



### **TERMS OF REFERENCE**

#### **1) GENERAL BACKGROUND**

<b>Position</b>	Provincial Forestry Consultant (Forestry Consultant)
<b>Project</b>	“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”
<b>Consultancy service</b>	Technical Consultant on Forestry
<b>Type of appointment</b>	National Consultant
<b>Location</b>	Office of Ca Mau GCF PPMU
<b>Contract time</b>	The maximum working day of the Consultant is 200 days within 12 months during September 2019 to 31 August 2020. The contract can be extended until 2021 depending on (i) same daily rate; (ii) the funding availability; (iii) Project requirement and (iv) satisfactory performance of the contractor
<b>Technical supervisor/Report to</b>	The Consultant is supervised and managed by the UNDP/GCF Project Manager and Director of Ca Mau PPMU

#### **2) OBJECTIVES OF THE ASSIGNMENT**

The “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” Project funded by the Green Climate Fund through the United Nations Development Program (UNDP) is carried out during 2017 - 2021 in 7 provinces: Nam Dinh, Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam, Quang Ngai, Ca Mau. The project has 3 components:

A. Component 1- Support the construction of flood and storm resilient houses; Component 2 – Mangrove forest planting; Component 3 –Disaster risk information and data. The Ca Mau province participates in Component 2 and Component 3 of the project with following details:

B. Component 2 – Plant the mangroves in order to increase the coverage and improve the quality of mangrove forests. Mangroves will act as a wave breaker, protecting coastal communities, contributing to improved carbon absorption and reduced greenhouse gases emission and enhanced biodiversity. The activities of this Component are:

- Plant new and additional trees and regenerate coastal mangrove forests which are vulnerable to climate change impacts.
- Implement measures to tend, manage, protect and monitor the planting and regeneration of mangroves in selected communes in the Project.

- Support affected households whose livelihoods are affected by project mangrove planting and regeneration activities.

C. Component 3 – Disaster risk information and data with the goal of setting up and enhancing the application of disaster risk and climate risk data system to support decision making and planning process, taking into account risks and climate change resilience capacity. Activities of the Component:

- Update disaster data and develop a disaster risk database repository adopting new and open information sharing/disseminating mechanism;
- Policy support to staff of specialized/planning departments at provincial level so that they can integrate disaster/loss information in the resilience planning process;
- Analyze risk transferring mechanism relating to insurance, including damages relating to coastal climate event in a large scale (loss > 3% of GDP).

### **3) SCOPE OF WORK**

Being as Forestry Consultant to the Ca Mau PPMU and is directly supervised by the Director of Ca Mau PPMU, UNDP GCF Project Management Expert and CPMU; coordinating with Coordinator Officer and other members of the Ca Mau PPMU, with international and national technical Consultants, with PMU of Component 2 during the preparation and implementation of mangrove planting and regeneration plans and activities under the GCF project in Ca Mau province.

#### **Specific responsibilities**

The Forestry Consultant will be responsible for and support the implementation of activities under GCF project by the Ca Mau PPMU as follows:

- Advise the PPMU Director on forestry related activities (mangrove forest planting and regeneration) of the project; ensure that these activities will help achieve goals set in the project.
- Take the main responsibility for providing technical guidance and support to Consultants in the implementation of survey, design and cost estimation of mangrove planting and regeneration activities on annual basis in accordance with official guidelines of the VNFOREST, ensuring both quality and progress of these activities.
- Responsible for monitoring and supporting the implementation of silvicultural techniques, mangrove regeneration activities, mangrove related livelihood activities; responsible for mangrove monitoring and other relevant activities;
- Assist the Project Coordinator in providing advice to the PPMU; participate in the development of workplans and implementation of mangrove planting and regeneration activities under the GCF project in Ca Mau Province; ensure that these activities will contribute to the achievement of project objectives and are in line with the workplan of the Annual Sustainable Forestry Development Program of the Province;
- Coordinate with the Coordinator in the drafting amendments to Provincial Project document and preparation of overall plan and annual workplan based on the results of

additional mangrove area survey in Ca Mau GCF project and report to leaders of Ca Mau PPMU for necessary approval request of Ca Mau PPC;

- Collaborate with Project staff in the implementation of livelihood support activities for households affected by mangrove planting activities in GCF project in the province to ensure set objectives and outputs.
- Support the PPMU in the preparation of TORs for bidding packages under Component 2;
- Coordinate with the Coordinator in the preparation and report of monthly progress reports and work plans to UNDP and CPMU.

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

**Implementation time of the assignment:** September 2019 to 31 August 2020

**Duty station:** Office of Ca Mau GCF PPMU

#### **5) FINAL PRODUCTS**

- Monthly progress reports
- Final report on the implementation results of mangrove plantation, generation and livelihood program, with recommendation for the replication of successful modalities.

#### **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The Consultant will work under the direct supervision of and report to the Project Management Specialist and UNDP Vietnam Senior Technical Advisor; at the same time coordinate with Officers/Experts of the CPMU, PMUs of Components and PPMUs in relevant project activities.

#### **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

*Educational level:*

Graduated from University of Forestry or higher in silvicultural, forest protection management, forest planning and investigation, natural resource management or relevant fields.

*Working experience:*

- Having at least 10 years of experience in forestry sector; having profound knowledge of policies and legislations on forestry and silvicultural techniques; having at least 3 years of experience working in relevant foreign funded programs and projects in Vietnam; working experience with UN-funded projects is an asset;

- Having certain knowledge of and working experience in mangrove forests, REDD+ and climate change, working experience in mangrove in Mekong Delta river and Ca Mau is an asset.

*Other requirements:*

- Good at speaking and writing English;
- Proficiently use computers, office software, GPS, GIS data and other mapping software

## **8) REVIEW TIME REQUIRED AND PAYMENT TERM**

- The selected consultant shall be paid on monthly basis based on (i) approved monthly progress report based on the approved monthly workplan and (ii) approved timesheet. It is estimated that minimum number of working days per month is 15 days and maximum estimated number of working days for period from September 2019 to 31 August 2020 is 200 days.
- Outside province travel costs and daily allowance cost will be provided separately by UNDP in compliance with UN-EU cost norm 2017.



## 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.

## 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) ....			
	<b>TOTAL</b>			

*\* 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).*