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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **04 November 2013**

Country:	Vietnam
Description of the assignment:	01 national consultant for coffee sector' engagement in REDD+ process in Viet Nam
Project name:	00085319/UN-REDD Vietnam Phase II Programme
Period of assignment/services	Estimated 40 working days during November 2013 – January 2014

Submission should be sent by email to le.tuyet.sinh@undp.org no later than: **14 November 2013** (Hanoi time) with **subject line: Consultant for Coffee Sector – Project: UN-REED**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above. Procurement Unit – UNDP Vietnam 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.

1. Background information, Scope of work, responsibilities and description of the proposed analytical work and requirements for experience and qualifications are as attached Terms of Reference (Annex I)

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants are invited to submit the following documents/information **in PDF files with signature and maximum size per email less than 7 MB** to demonstrate their qualifications

- Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP.

- **Technical Proposal:**

- (i) Letter of interest explaining why they are the most suitable for the work

(iii) Personal CV including past experience in similar projects and at least 3 references

- **Financial proposal**

Interested individual consultants with experience and qualification can make their own estimate of the time taken to complete the assignment in line with the TOR and use this estimate as the basis of the financial proposals to be submitted.

All costs will be quoted in Vietnam Dong (Otherwise, costs will be converted to Vietnam Dong at UN Exchange Rate the time of contract signing.)

The lumpsum offer covers all associated costs for the required service (fee, taxes etc) until satisfactory acceptance of the final outputs in the TOR as below breakdown table:

Format of breakdown financial offer

Description	Unit cost	No of days/missions	Total amount
<i>Consultant fee</i>			
<i>Tax and misc</i>			
TOTAL:			

If travel outside the Duty Station is required by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

3. EVALUATION

- Technical Criteria weight: 1000 points
- Financial Criteria weight: 1000 points

Technical Evaluation will base on the following criteria:

Consultant(s)' experiences/qualification related to the services		Score
1	Postgraduate degree in business, agriculture, forestry, natural resource management, economics or related fields;	200
2	At least 10 years of relevant working experiences in legal framework analysis, case studies analysis, providing strategic advices, , legislative and policy development	300
3	Adequate knowledge on REDD+ and coffee sector	200

4	Strong inter-personal skills of team work, communication, facilitation, and working in multi-cultural team	150
5	Proficiency in written English	150
Total		1000

Only candidates obtaining a minimum of 70% of Technical weight would be considered for the Financial Evaluation

Maximum 1000 points will be given to the lowest financial 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 proposal under consideration.

The weight of technical points is 70% and financial points is 30% of the obtainable points

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

4. CONTRACT

“Lump-sum” Individual Contract will be issued for Individual consultant

“Lump-sum” RLA will be issued for consultant assigned by firm/institution/organization

Documents required before contract signing:

- Personal History form
- Release letter in case the selected consultant is government official.

5. ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS by visiting
http://www.undp.org.vn/digitalAssets/23/23724_General_Conditions_-_IC.pdf

TERMS OF REFERENCE

TITLE	01 national consultant for coffee sector' engagement in REDD+ process in Viet Nam
Project ID and title	00085319/UN-REDD Vietnam Phase II Programme
Duty Station	Hanoi with travel to provinces
Duration of Appointment	40 days during November 2013 – January 2014
Reporting	UNDP Viet Nam and the National Programme Director (NPD)

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, emissions per capita were just 1.46 metric tons CO₂ equivalent in 2008, they are growing at a faster pace than many other countries and will continue to rise rapidly due to rapid economic growth and industrial expansion. The Government has made significant efforts in responding to climate change, including adoption of a National Climate Change Strategy, National Target Programme to Respond to Climate Change, National Green Growth Strategy, and National Action Programme on reducing emission from deforestation and forest degradation, conservation and sustainable management of forest resources and enhancing carbon stock (REDD+), etc. 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 programme cycle 2012-2016, UN provides substantial support to the Government of Viet Nam to respond to climate change, including REDD+. The support is mainly provided through the UN-REDD Vietnam Programme. The UN-REDD Vietnam Phase I Programme has been completed with some key results regarding to the capacity building at national and local level in Lam Dong province, including the design of 17 principles for benefit distribution system (BDS) and the R-factor for benefit sharing. The UN-REDD Viet Nam Phase II Programme aims to pilot eligible activities and provide positive incentives for local people who directly involve in REDD+ activities in 6 pilot provinces, including Lam Dong, Ca Mau, Binh Thuan, Ha Tinh, Bac Can and Lao Cai. The Programme will build necessary capacity for Viet Nam to benefit from future results-based payments for REDD+ and undertake transformational changes in the forestry sector.

REDD+ needs a broad engagement of different sectors, who have close relationship with prevention of deforestation and forest degradation, such as coffee, rubber, fishery and timber. For REDD+ to be successful, it is critical that these industries identify and adopt a more sustainable, low carbon development path. The first step is to develop, in a participatory manner, strategies and/or action plans to enhance the sustainability of production and to reduce emissions across these industries.

The Programme is now looking for 01 qualified national consultant who will work in a team with another national consultant and UNDP Global team to develop a full proposal for engagement of the coffee and rubber sectors into REDD+ process.

2) OBJECTIVES OF THE ASSIGNMENT

This assignment is designed to collect and provide comprehensive data and information of coffee sector as

inputs for development of a full proposal of how to successfully engage to coffee sector into REDD+ process and create changes to address key drivers of forest degradation/ deforestation.

3) SCOPE OF WORK

The consultant will undertake the following tasks and activities:

- 3.1. Work with UNDP Global team to develop a detailed joint work-plan for fulfillment of the assignment
- 3.2. Review, compile and analyse information and data of coffee sector, which shall include but not limited to the following details:
 - National, provincial and sectorial policies, strategies and plans related to the coffee sector in Viet Nam
 - Incentive mechanisms that are in place for coffee sector to participate in REDD+ to reduce deforestation
 - Overview of coffee sector in Viet Nam which includes number and location of businesses, type and areas of businesses,
 - Current status and future trend of coffee sector's operation and its relationships with forestry sector and impact on deforestation. This shall include but not limited to identification of landscapes where deforestation is occurring because of the coffee plantation and production
 - Future development (market trends/ development strategies) of coffee sector and how they will impact the forest in Viet Nam
 - Linkages between coffee enterprises with national, regional or international associations and forums
- 3.3. Identify sites to be visited and representatives/stakeholders to meet as needed by UNDP Global team and accompany the UNDP Global team on their mission to the provinces.
- 3.4. Work closely with UNDP global team and contribute to the development and finalization of a joint proposal for engagement of coffee sector into REDD+ process. This shall include but not limited to:
 - Identify roles and responsibilities of coffee sector in REDD+ process
 - Identify gaps, weakness, opportunities of and needs for technical support for the coffee sector to be engaged in forestry development and REDD+ process. These shall include but not limited to capacity building, information sharing, awareness raising, site visits, etc.
 - Propose policy recommendations and technical measures to reduce coffee sector's negative impacts and pressure on forests and to provide support/positive incentives/mechanisms for coffee sector to engage in REDD+ process. That shall include but not limited to i) Extension system and training programmes; ii) Land use planning; iii) Farmer incentive packages; iv) Cooperative strengthening; v) Enforcement activities and how the programme can align with them; vi) Communications strategy
 - Provide comments and advise on UNDP Global team's technical inputs to make sure the inputs are relevant to Viet Nam context
- 3.5. Prepare at least one presentation on the joint proposal to be presented at consultation workshops.
- 3.6. Participate in the consultation workshops and integrate stakeholders' comments into the final proposal.

Methodology: The selected consultant will discuss and get agreement with UNDP Global team on: i) type of information and data that need to be collected and ii) approach in undertaking the assignment. This shall include: i) desk review of relevant documents and ii) interviews with key government personnel at central and local level, coffee enterprises, NGOs staff and coffee association staff.

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

Duration: Estimated 40 days during November 2013 – January 2014

Duty Station: Hanoi and in country travel to the provinces. In case of travel to the provinces, separate travel arrangement including DSA will be made by the PMU or UNDP basing on the UN-EU cost norm.

5) FINAL PRODUCTS

The expected outputs from this assignment include but not necessary limited to:

4. A detailed joint work-plan for fulfillment of the assignment
5. A report which covers the details as mentioned in the Scope of Work and as agreed with UNDP Global team
6. Written contribution to a joint proposal for engagement of coffee and rubber sectors in REDD+ process with details as mentioned in the Scope of Work
7. Policy and technical documents/materials relevant to coffee sector and REDD+ process
8. Suggested list of sites to be visited and representatives/stakeholders to meet by UNDP Global team.

All the outputs shall be in English

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultant will work in a team with a UNDP global team and a national consultant in rubber sector with regular meetings and discussions with and reporting to the responsible staff of UNDP Viet Nam and the PMU. He/she is required to regularly report to UNDP Viet Nam and the Project Management Unit (PMU) on the progress of the work basing on the agreed work-plan and approach.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Postgraduate degree in business, agriculture, forestry, natural resource management, economics or related fields;
- At least 10 years of relevant working experiences in legal framework analysis, case studies analysis, providing strategic advices, , legislative and policy development;
- Adequate knowledge on REDD+ and coffee sector;
- Strong inter-personal skills of team work, communication, facilitation, and working in multi-cultural team;
- Proficiency in both spoken and written English.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Arrangement of meetings and interviews:

The selected consultant shall arrange and conduct all relevant meetings and interviews and seek for

UNDP/PMU support when it is necessary

Cooperation and responsibilities among national consultants and UNDP Global team

The Programme will mobilize another national consultant to work on rubber sector and engage in UNDP Global team consisting of 3 members. The selected consultant is required to provide information and national expertise to the UNDP Global team. The consultants and UNDP Global team are expected to team up during the UNDP global team mission in Viet Nam (tentatively by the end of November).

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- The first installment of 30% of the contract value will be paid upon submission the draft work-plan with satisfactory acceptance by UNDP and the NPD
- The second installment of 30% of the contract value will be paid upon submission the draft report with satisfactory acceptance by UNDP and the NPD
- The third and final payment of 40% will be paid upon the completion of final products under the contract, with satisfactory acceptance by UNDP and the NPD

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE

☐ PARTIAL

☒ INTERMITTENT

☐ FULL-TIME