

21 March 2022

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>01 National consultant for technical expertise support to implementation and monitoring of water/irrigation-related activities and relevant policy advocacy</b>
Period of assignment/services (if applicable):	45 days (from April 2022 to January 2023)
Duty Station:	Home-based
Tender reference:	(PN-K-220321)

1. Submissions should be sent by email to: [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org) on or before

**Deadline for submission: 23.59 hrs., 03 April 2022 (Hanoi time)**

**With subject line:**

**(PN-K-220321) 01 National consultant for technical expertise support to implementation and monitoring of water/irrigation-related activities and relevant policy advocacy**

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

### Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **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
- 01 similar sample reports in English;

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

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, 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	Requirement	Points
1	PhD degree in hydrological engineering water resources management, irrigations, climate change or in closely related areas.	250
2	05 years of experience in relevant technical areas such as water resources management, irrigation, engineering, construction)	250
3	Good understanding and knowledge of Government systems on irrigation, water resources management, irrigation construction in central Highlands and South Central Coast	250
4	Good skill in English and report writing;	250

	<b>Total</b>	<b>1,000</b>
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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.

## 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**

<b>Name of service:</b>	National consultant for technical expertise support to implementation and monitoring of water/irrigation-related activities and relevant policy advocacy		
<b>Project:</b>	UNDP/GCF Funded “ <i>Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam</i> ” Project (GCF2-SACCR)		
<b>Reporting to:</b>	UNDP Project manager GCF2-SACCR		
<b>Duty Station:</b>	Home based	<b>Travel required:</b>	Potential travels to Khanh Hoa, Ninh Thuan, Binh Thuan, Dak Lak, Dak Nong
<b>Duration of Assignment:</b>	10/4/2022 – 31/01/2023		
<b>Start Date:</b>	10/4/2022	<b>End Date:</b>	31/01/2023

#### **I. BACKGROUND & PROJECT DESCRIPTION**

Viet Nam is particularly vulnerable to climate change and already impacted by more irregular and intense climate variability and change. Two of the regions most vulnerable to droughts-exacerbated by climate change affecting smallholder farmers are the Central Highlands and South-Central Coast. Changes in precipitation are leading to increasing deficits in surface and ground water availability for agricultural production with longer periods of severe water scarcity during the dry season and increased frequency and intensity of droughts. Overall agricultural productivity is falling, with corresponding declines in yields and incomes particularly harmful to small-scale farmers vulnerable to reduced water availability on rain fed lands and within this group, poor and near-poor, ethnic minority and women farmers.

UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI, as the GCF National Designated Authority), and the five participating provinces of Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa to implement the project “*Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in*

*the Central Highlands and South-Central Coast regions of Vietnam*” (herein after referred to as “the GCF2-SACCR Project”), financed by the Green Climate Fund (GCF).

The objective of this project is to empower vulnerable smallholders in five provinces of the Central Highlands and South-Central Coast regions of Vietnam – particularly women and ethnic minority farmers – to manage increasing climate risks to agricultural production. To achieve its objective, the project will enable smallholder farmers to adapt to climate-driven rainfall variability and drought through implementation of the following two linked Outputs:

1. improved access to water for vulnerable smallholder farmers for climate-resilient agricultural production in the face of climate-induced rainfall variability and droughts, and
2. strengthened capacities of smallholder farmers to apply climate and market information, technologies, and practices for climate-resilient water and agricultural management.

The project was developed as part of an integrated programme funded through multiple sources, as envisaged by the Government of Vietnam (GoV), that was aimed at enhancing water security and building the climate change resilience of the agriculture sector focusing on Vietnam’s Central Highland and South-Central Coastal Regions. In alignment with this programme, the project will enable the GoV to adopt a paradigm shift in the way smallholder agricultural development is envisioned and supported through an integrated approach to agricultural resilience starting with planning for climate risks based on identification and analysis of agroecosystem vulnerabilities; enhancing water security and guaranteeing access; scaling up adoption and application of climate-resilient agricultural practices and cropping systems; and creating partnerships among value chain stakeholders to ensure access to market and credit.

The project will implement a number of water/irrigation-related activities such as: upgrading and constructing climate-resilient ponds (between 500-1500m<sup>3</sup>); constructing connection systems from main irrigation pipes to farms of households; installing high efficiency irrigation systems on farms; conducting trainings and FFS courses on biomass and moistures, water monitoring, water use groups, O&M, water/restoration training and application. PPMUs will be responsible for executing these activities.

UNDP is now seeking a national consultant to provide technical advisory service and support with implementation and monitoring of water/irrigation-related construction and non-construction activities mentioned above and policy advocacy

## **II. OBJECTIVE**

The assignment is to provide UNDP with effective technical expertise support for implementation and monitoring of infrastructure activities and relevant policy advocacy.

## **III. SCOPE OF WORK**

The consultant will be expected to be responsible for the following tasks:

Task 1: Quality assurance and site assessment

- Facilitate mapping/site assessment by provinces for private and shared ponds, last mile connections and modernised irrigation systems
- Ensure proper consultations and clarifications with communities during site assessment processes
- Provide clear guidance to provinces for implementation of water and irrigation related activities
- Assure quality of water and irrigation related activities in relation to the approved GCF project document

**Task 2: Technical expertise support to implementation and monitoring of infrastructure activities**

- Provide timely support to requests for reviews and revisions of TORs, bidding packages, project document, technical designs, and technical reports on infrastructure related aspects and relevant policy papers
- Support with technical information sharing events on infrastructure activities, such as through Zoom meetings, offline workshops and meetings in Hanoi or in provinces
- Undertake spot checks and field visits to provinces and work with PPMUs on technical guidance, technical surveys, technical designs, construction schedules, technical supervisions, Operation & Maintenance (O&M), water use activities
- Provide quality assurance of water/irrigation-related activities from survey stage to hand-over stage
- Provide support to regular monitoring of water use and land use in the project communes in collaboration with relevant designated officers hired by CPOs and PPMUs.
- Ensure that all water/irrigation-related activities in the project adhere to updated regulations of relevant authority agencies
- Ensure that all inquiries and questions on water/irrigation-related activities from UNDP systems, CPO and PPMUs are explained in a timely and satisfactory manner

**Task 3: Advice and support with policy advocacy related to irrigation and agriculture**

- Provide information, inputs and advice with regards to strategic plans promoted by key Government institutions and donors in the country
- Provide quarterly update on key priorities and key projects on irrigation in Viet Nam
- Proactively support UNDP role in sharing key lessons learnt, good practices, climate-resilient models on sustainable agriculture and irrigation to relevant authorities at national and provincial levels
- Take a leading role in analyses of agriculture and irrigation policies that are strategic for UNDP Viet Nam
- Share advice on irrigation regulatory frameworks, and support to UNDP with shaping policy advocacy plans on thematic areas that UNDP has advantages

**IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

No.	Deliverables	Estimated pay-days /month	Target due date
01	Monthly technical advice and support report	05 days x 09 months	Last day of the calendar month
	<b>TOTAL</b>	<b>45</b>	

## V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 05 pay-days per months, starting from April 2022 to January 2023.

**Duty station:** Home based

**Expected places of travel:** Provinces of Khanh Hoa, Ninh Thuan, Binh Thuan, Dak Lak, Dak Nong.

**Travel requirement:** Traveling to the provinces will be discussed with UNDP Viet Nam and its implementing partners. Upon UNDP's travel mission approval, eligible travel costs and per diem shall be paid separately by UNDP in accordance with UN-EU cost norms.

## VI. PROVISION OF MONITORING & PROGRESS CONTROL

The Consultant will receive technical guidance and support from UNDP and its implementing partner. The work progress of the service will be monitored based on the timelines and deliverables indicated in the Terms of Reference.

## VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

**Administrative Support:** UNDP will provide administrative support if required. The Consultant shall closely liaise with the UNDP Vietnam and its implementing partners for the arrangement of missions, any stakeholder consultation meetings and logistic arrangements.

**Reference Documents:** UNDP will provide reference documents which include: the project document, feasibility study reports and other supporting documents if required.

## VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• PhD degree in hydrological engineering water resources management, irrigations, climate change or in closely related areas.</li></ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"><li>• 05 years of experience in relevant technical areas such as water resources management, irrigation, engineering, construction)</li><li>• Good understanding and knowledge of Government systems on irrigation, water resources management, irrigation constructions</li><li>• Working experience in central Highlands and South Central Coast</li></ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"><li>• Good skills in English and report writing</li></ul>

## IX. PAYMENT TERMS

In the financial proposal, the Consultant shall quote an all-inclusive budget for the contract. The term "all-inclusive" implies that all costs that could be incurred in completing all tasks in the TOR such as: PIT tax, professional fees, equipment, communications, consumables, printing of documents, etc.).

Payment is upon submission and acceptance of deliverables accompanied by a request. Payment schedule will be as follows:

No.	Deliverables as indicated in Section IV.1	Due Date	Payment Amount (%)
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1	Upon submission and acceptance of technical advice and support report in the first 3 months	31 July 2022	30%
2	Upon submission and acceptance of technical advice and support report in the following 3 months	31 October 2022	30%
3	Upon submission and acceptance of technical advice and support report in the last 3 months	31 January 2023	40%

**X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

**XI. EVALUATION CRITERIA**

No.	Requirement	Points
1	PhD degree in hydrological engineering water resources management, irrigations, climate change or in closely related areas.	250
2	05 years of experience in relevant technical areas such as water resources management, irrigation, engineering, construction)	250
3	Good understanding and knowledge of Government systems on irrigation, water resources management, irrigation construction in central Highlands and South Central Coast	250
4	Good skill in English and report writing	250
	<b>Total</b>	<b>1,000</b>

**Criteria for Evaluation of Proposal**

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

**Documents for Submission**

Applicants will be expected to include the following along with their application:

**Core Documents**

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **One sample report** in English;
4. **Financial offer** using the standard UNDP template.



## **ANNEX IV**

### **OFFEROR'S LETTER TO UND CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

United Nations Development Programme

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 Email 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).

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, PIT, taxes etc).

No.	Description	Quantity	Unit Rate (VND)	Total (VND)
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). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	<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.

\*\* Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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)*