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Date: 17 June 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE-Readvertised

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

Country:	Viet Nam
Description of the assignment:	One individual national Consultant on Biodiversity and Land Degradation to review GEF-5 portfolio and cycle in Viet Nam and drafting GEF-6 Action Plan
Project name:	GEF projects
Period of assignment:	The assignments are from June 2014-September 2014 for estimated 15 working days

1. Submissions should be sent by email to: le.tuyet.sinh@undp.org no later than: **24 June 2014 (Hanoi time)**.

With subject line: **National Consultants on Biodiversity and Land Degradation to review GEF-5 and drafting GEF-6 Action Plan**

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

Note: Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to le.tuyet.sinh@undp.org. 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 interested consultants and

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#) (Annex I)
- [Individual Contract & General Conditions](#) (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm) & [General Conditions](#) (Annex III)
- [Insurance Coverage Table](#) (Annex IV)
- [Vendor Form](#) (Annex V)

- [Guidelines for CV preparation](#) (Annex VI)
- [Format of financial proposal](#). (Annex VII)

3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

- Technical component:
 - Letter of interest explaining why they are the most suitable for the work
 - Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service
 - One or 2 proven records of GEF related report/sample
- Financial proposal **(with your signature)**:
 - The financial proposal shall specify a total lump sum amount in **VND** including consultancy fees and all associated costs etc. – see format of financial offer in Annex VII.
 - 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 VND at UN Exchange Rate at the submission deadline.

Please note: 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

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1	Post-graduate degree or PhD on environmental management, climate change, biodiversity or a related fields	100
2	Relevant experience working on GEF-related issues, including operational policies, resource allocation framework.	200
3	Extensive experience in both small-scale and large-scale project appraisal and assessment (implementation quality and impact assessment), project evaluation with applied research methodologies on the relevant thematic areas in Viet Nam and elsewhere.	300
4	Sound knowledge of the institutional setting and operations in Vietnam's government system for management of GEF and ODA projects.	100
5	Demonstrated ability to deliver analytical papers of high quality with excellent analytical writing and communication skills in English and Vietnamese	300
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).

Technically qualified consultants may be selected for an interview before financial evaluation.

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%.

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.

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:

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

Annex I

TERMS OF REFERENCE

TITLE:	One individual national Consultant on Biodiversity and Land Degradation to review GEF-5 portfolio and cycle in Viet Nam and drafting GEF-6 Action Plan
Duty Station:	Hanoi, Viet Nam
Assignment Duration:	The assignments are from June 2014-September 2014 for estimated 15 working days
Reporting	UNDP

GENERAL BACKGROUND

Since 2000, the Government of Viet Nam has been strengthened its capacity to mobilize GEF funds with the development of national GEF strategy in 2005, reviews and recommendations on coordination and implementation of GEF projects. As the GEF-6 Replenishment discussions are currently taking place, draft programmatic directions have already been framed. The GEF-6 strategy is expected to be released in June 2014. Therefore, the Government of Viet Nam, in collaboration with the implementing agencies (IAs) needs to elaborate a national action plan to optimize resource allocation of GEF-6 for the country. In addition, the government has recently transferred the responsibility of GEF national Operational Focal Point (OFP) to the International Cooperation Department (ICD) of the Ministry of Natural Resources and Environment (MONRE). In its new position the national OFP needs to build adequate capacity and skills to effectively coordinate the development, approval, implementation of GEF-6 projects.

The GEF Replenishment Period will start in July 2014 according to the new strategy. It is therefore required for Viet Nam to develop a *National GEF-6 Action Plan* which updates the new decisions of the GEF and opportunities for projects am. The Action Plan will be in line with national priorities to ensure that Viet Nam can mobilize GEF resources and provide global and national environmental benefits. The development of *National GEF GEF-6 Action Plan* will provide a framework for GEF project development for all IAs and provide guidance to the national partners and implementing agencies in developing, advocating and implementing GEF financed projects. It will facilitate the smooth coordination and synergies among line Ministries and IAs and help to avoid overlap in development of GEF projects.

The main objectives of a National GEF Action Plan is (i) to provide a framework on strategic priorities for Viet Nam in the period 2014 – 2018 aligned with GEF strategic objectives and national priorities (ii) to provide clear guidance to the government, relevant stakeholders and GEF implementing agencies on the processes of developing, advocating, approving and implementing GEF financed projects in Vietnam and (iii) to strengthen capacity, operation and coordination among key beneficiaries for implementing the strategy. This assignment aims to support the new GEF OFP agency to develop an action plan for the GEF-6 cycle and to reinforce the capacity and institutional set up of the office.

OBJECTIVES OF THE ASSIGNMENT

The main objectives of the assignment are to:

- Critically analyze national GEF-5 portfolio implemented by all IAs, identify the successes and weaknesses in matching national priorities and GEF programmatic objectives;
- Provide a set of recommendations on developing, approving and implementing projects for all IAs in the upcoming GEF-6 cycle to GEF OFP;
- Draft a GEF-6 National Action Plan for Viet Nam.

SCOPE OF WORK AND SPECIFIC TASKS

The consultant in collaboration with the international consultant leading the team and two national consultants on Climate Change and Energy Efficiency and POPs will conduct the following tasks:

1. Background studies to review of GEF-5 portfolio in Viet Nam

Based on the guidelines produced by the international consultant, the national experts will analyze the portfolio with the following focuses:

Consultant #1 on Biodiversity and Land Degradation,
Consultant #2 on Climate Change and Energy Efficiency
Consultant #3 on POPs

- Collect data on all GEF-5 financed projects using existing information (e.g., from GEFSec, the Vietnam GEF Focal Point, and the Implementing Agencies). The data will include, inter alia, the title, focal area and operational program, approval date, executing agency, co-financing amounts and sources, geographic coverage, and cross sectoral coordination.
- Review GEF national strategy drafted in 2005 and recommend improvement for GEF-6
- Desk study on the process of accessing GEF resources and funds, harmonization and collaboration among programmes and projects, and the communication of results to the national OFP.
- Review strengths and weaknesses of project types: Full-size projects, Medium-size projects, and Enabling Activities per focal areas.
- Prepare simple summary statistics (pie-charts and graphs, with summary tables) for each assigned focal area portfolio.
- Describe broad trends in the portfolio and cross sectoral coordination
- Identify examples of successes and/or difficulties and lessons learned in project formulation, implementation, monitoring and evaluation.
- Assess briefly the impacts of the GEF-5 projects and identify opportunities for better performance.
- Assess how well the portfolio matches Vietnam's national priorities and needs and GEF strategy

The background reviews should include but not limited to the following points:

- ✓ Summary of the environmental issues and their national and global importance,
- ✓ Scope of the challenges and Vietnam's role/opportunity for contributing to positive global change,
- ✓ Assessment of the general national GEF priorities of key sectors and how they relate to the national and sectoral strategies, i.e., green growth strategy, NBSAP sectoral and national strategies and action plans, National Communications etc, and the Five Year Plans of relevant line ministries, etc,
- ✓ GEF Project Portfolio of Viet Nam and its contribution to global and national environmental benefits,
- ✓ Determine the opportunities and priorities for GEF funding for Vietnam over the coming 4 years in the context of current sectoral/national priorities,
- ✓ Recommendations on GEF portfolio for the 2014-2018 period, that are consistent with (a) the GEF focal area strategic objectives for FY2014-18; (b) the GEF resources available, and (c) the Country Assistance Strategies and programs of the GEF Implementing Agencies;

2. Draft a national Action Plan for GEF-6 cycle

- Review GEF-6 decisions on replenishment, resource allocation to Viet Nam and programmatic directions
- Analyze national priorities and needs of key sectors, as mentioned by GEF-6 programmatic directions, in alignment with the national SEDS and SEDP.
- Consult with main stakeholders in line Ministries, and beneficiaries to set priorities and areas for intervention of GEF-6
- The consultants will also work closely with other GEF implementing agencies in Viet Nam (World Bank, ADB, etc) to identify areas for collaboration between implementing agencies and national partners.
- Provide a set of recommendations on developing, approving and implementing projects for the upcoming GEF-6 cycle to GEF OFP
- Develop a draft national Action Plan to optimize GEF-6 resource allocation for Viet Nam in alignment with national priorities. The Action Plan will be presented at the National Dialogue on GEF-6 in June 2014.

The consultants will support the national dialogue on GEF-6 preparations by providing inputs and advices based on their review and recommendations for the draft action plan.

DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is designed with **15 days for the national consultant on Biodiversity and Land Degradation** spreading from June 2014 to September 2014. The consultant will team up with two other national consultants whose assignments are for 12 days for the consultant on POPs and 15 days for the national consultant on Climate Change and Energy Efficiency,

The 3 consultants will be based in Hanoi and work from home. The consultants when necessary may come to GEF OFP and/or UNDP office for meetings. Consultants are expected to work in a team with an international advisor according to the schedule agreed with UNDP staff in charge prior to the contract signed.

Each consultant will work under supervision of the international advisor with overall guidance by UNDP. The duty station is in Ha Noi, Viet Nam.

FINAL PRODUCTS

Joint products expected for the team (incl. international consultant):

- Joint work-plan
- Joint report on review and analysis of GEF-5 cycle in Viet Nam

GEF-6 Action Plan:

- Provide a set of recommendations on developing, approving and implementing projects for the upcoming GEF-6 cycle to GEF OFP
- Draft National Action Plan for GEF-6 with opportunities identified in each Focal Area
- Presentation on the Action Plan at the National Dialogue on GEF-6

Each consultant will deliver the following individual products:

Review of GEF-5 portfolio :

- Produce a Vietnam GEF-5 portfolio review in Vietnamese and English for the specific:
- Consultant #1 : Focal Areas Biodiversity and Land Degradation
- Consultant #2 : Focal Areas Climate change and Energy Efficiency
- Consultant #3 : Focal Areas POPs
- Presentation and consultation on the review findings with key stakeholders

The final products should be in both Vietnamese and English

PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultants will report to UNDP team, Head of the Sustainable Development Cluster and POs in charge; and GEF Operational Focal Point, in Viet Nam.

Regular briefing and updates on new progress and results with GEF OFP and UNDP

DEGREE OF EXPERTISE AND QUALIFICATIONS

- Post-graduate degree or PhD on environmental management, climate change, biodiversity or a related fields
- Good knowledge on GEF-related issues, including operational policies, resource allocation framework.
- Extensive experience in applied research, in Viet Nam and elsewhere.
- Extensive experience in both small-scale and large-scale project appraisal and assessment (implementation quality and impact assessment), project evaluation in Viet Nam and elsewhere.
- Sound knowledge of the institutional setting and operations in Vietnam's government system
- Good understanding of global environmental issues
- Good communication and teamwork skills; writing, presentation and reporting skills
- Good written English and Vietnamese.

ADMIN SUPPORT AND REFERENCE DOCUMENTS

Logistical support:

- Arrangement of Contract and payments will be provided by UNDP.
- The GEF OFP will provide necessary logistical support for implementation of the work.

Documentation/secondary information

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

REVIEW TIME REQUIRED AND PAYMENT TERM

The payments for the contract will be divided into two installments:

- The first installment of 30% of the contract value will be paid upon submission the draft review of GEF-5 with satisfactory acceptance by UNDP
- The final payment of 70% will be paid upon the completion of final products under the contract, with satisfactory acceptance by UNDP

CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- NONE PARTIAL INTERMITTENT FULL-TIME

Annex VI: GUIDELINES FOR PREPARING CV (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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of **VND**

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

Cost breakdown:

No.	Description	Number of days	Rate (VND)	Total
1	Remuneration			
2	Others (pls. specify).....			
	TOTAL			

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