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Date: **11 October 2014**

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant (to team up with a National Consultant) for Project Formulation on Mainstreaming INRM and Bio-friendly Tourism Practices into Biosphere Reserve Management in Viet Nam
Reporting to:	Head of UNDP Viet Nam Sustainable Development Cluster
Period of assignment:	Output based consultancy, 10 working days during October-December 2014.

Submissions should be sent by email to: nguyen.thuy.nga@undp.org no later than: **22 October 2014 (Hanoi time)**.

With subject line: **International Consultant for Project Formulation - Biosphere Reserve Management in Viet Nam**

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 nguyen.thuy.nga@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

1. 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)

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

- a. Technical Submission:
 - Letter of interest explaining why they are the most suitable for the work (1 page)
 - One or two writing samples for the assessment of English Proficiency
 - Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service
- b. Financial proposal **(with your signature)**:
 - The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance 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 US Dollar 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

3. Evaluation:

The technical component will be evaluated using the following criteria:

	Consultant's experiences/qualification related to the services	Max points
1.	Post Graduate degree in biodiversity conservation, natural resources management or environmental management.	100
2.	10 years on-the-ground experience of biodiversity conservation, tourism development and land degradation field for international organization	250
3.	Proven track record in formulation and implementation of complex and comprehensive projects, especially for GEF funding (PIF, PPG, ProDoc) in the relevant areas	250
4.	Knowledge of biodiversity conservation institutional frameworks, conventions and standards; capacity development, innovative financing mechanisms for conservation and community-based conservation, and sustainable tourism	150
5.	Familiarity with UNDP Programme frameworks and UNDP/GEF project management	150
6.	Evidence of excellent written/presentation skills in English.	100
	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.

8. 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
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field at <https://training.dss.un.org/consultants> and submit certificate to UNDP before contract issuance.
- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

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 USD

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

Cost breakdown:

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Service at home based			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel cost to Hanoi and to provinces			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 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



TERMS OF REFERENCE

Post title:	01 International Consultant and 01 National Consultant for Project Formulation on <i>Mainstreaming INRM and Bio-friendly Tourism Practices into Biosphere Reserve Management in Viet Nam</i>
Agency:	UNDP
Reporting to:	Head, Sustainable development cluster
Duty Station:	Hanoi, Viet Nam and Home-based)
Contract Type:	Individual Contract (IC)
Duration:	Output based consultancy, 10 working days for International Consultant and 15 days for National Consultant, during October-December 2014.

1) GENERAL BACKGROUND

Biosphere Reserves: Biosphere reserves are areas of terrestrial and coastal ecosystems that promote solution to reconcile the conservation of biodiversity with its sustainable use. They consist of a core zone(s) of strictly protected ecosystem, a buffer zone where limited human activity is permitted, and a transition zone where greater activity is allowed. Biosphere reserves have three main aims: conservation, economic development, and research and education. Thus, biosphere reserves serve as “living laboratories” for testing and demonstrating integrated management of land, water and biodiversity.

Eight biosphere reserves have been designated in Viet Nam since 2000, encompassing over three million hectares of diverse marine and terrestrial regions: Can Gio (2000), Cat Tien (Dong Nai) (2001), Cat Ba Archipelago (2004), Red River Delta (2004), Kien Giang (2006), Western Nghe An (2007), Cu Lao Cham – Hoi an (2009) and Mui Ca Mau (2009). It is planned to establish the Lang Biang Biosphere Reserve in 2014.

The Viet Nam MAB National Committee is a coordinating agency for national and international exchange amongst biosphere reserves and sister-systems of nature reserves, including research results, management methods, or experiences in resolving specific issues. It facilitates cooperative activities in scientific research, monitoring, environmental education and training. Through these activities, it provides advice and recommendations to the important issues concerning nature conservation and sustainable development.

Tourism: Tourism in Viet Nam is a significant component of the modern Vietnamese economy. In 2012, Viet Nam received more than 6.8 million international arrivals, up from 2.1 million in the year 2000. The economy of Viet Nam has transformed from an agrarian to a service economy. More than a third of gross domestic product is generated by services, which include the hotel and catering industry and transportation. Meanwhile, tourism contributes 4.5% to Gross Domestic Product (as of 2007). After the heavy industry and urban development, most foreign investment has been concentrated in tourism, especially in hotel projects. As of 2013, the Viet Nam Government planned to invest no less than \$ 94.2 billion towards its tourism infrastructure. Viet Nam’s tourism sector predicted 7.2 million international tourists and revenue of up to \$ 9.1 billion for 2013.

The Ministry of Natural Resources and Environment and UNDP is preparing for a project seeking funding from the GEF to support national capacity to address the threats on biodiversity conservation e.i. from tourism development *and Causes of Land Degradation*, aiming to Integrated Natural Resources Management and Biodiversity Conservation Objectives are Effectively Mainstreamed and Advanced into and through development planning and tourism sector development in targeted Biosphere Reserves in Viet Nam

UNDP Viet Nam Country Office, Sustainable Development Cluster (SDC) is looking a qualified international consultant to prepare a Project Identification Form (PIF) and support the Project Preparation Grant (PPG) for submission to the GEF Trust Fund.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to finalize a PIF and a PPG that focuses on Integrated Natural Resources Management and Biodiversity Conservation Objectives are Effectively Mainstreamed and Advanced into and through development planning and tourism sector development in targeted Biosphere Reserves in Viet Nam

The PIF and PPG should meet the requirements of GEF, UNDP and Government of Viet Nam and related regulations/guidelines.

3) SCOPE OF WORK

3.1 General Tasks (share responsibilities between the International Consultant and National Consultant)

The international consultant and national consultant will form a team and take joint responsibility to prepare and finalize quality PIF, PPG. In order to fulfil this responsibility, the team should undertake the following tasks but may not be limited to:

- Define the situational analysis/ baseline status, legal and policy frameworks, practices, relevant information from ongoing projects;
- Develop the problem tree applying theories of change, and define project intervention strategy;
- Undertake stakeholders analysis to identify roles, responsibilities and influence levels of each stakeholder and key partners for project design and implementation including the private sector to catalyze further investments
- Identify all potential scenarios (including the incremental scenarios) for project intervention, with whom, and propose the most cost-effective approach within GEF 6 strategy objective
- Develop project framework including project goal, objective, outcomes, outputs and activities
- Preliminarily identify key areas (project sites) for demonstration and implementation of advanced solar technology application
- Define the proposed project budget, project co-financiers and indicative amounts of co-financing in close consultation with UNDP and government and potential counterparts
- Identification of indicators, main risks, assumptions and associated mitigation measures according to the GEF/UNDP approach to risk management

3.2. Specific tasks and activities for International Consultant (Team leader):

The International consultant will have the functions of team leader and will be responsible for the final delivery of the products (PIF) with the expected quality by UNDP and MONRE.

The International consultant will work very closely with MONRE, Viet Nam Environment Administration and particular the Biodiversity Conservation Agency, and National Experts to draft the PIF.

Based on the concept note developed by UNDP CO, specific tasks are as follows:

1. Leading technical oversight and guidance on PIF development:

- Review the relevant policy, regulations and programmes relating to biodiversity conservation, tourism development, BSR management.
- Review GEF strategic policies/operational programmes relating to biodiversity conservation and land degradation, sustainable tourism development and socio-economic development plan.
- Review and synthesize baseline information associated to BSR and sustainable natural resources management and tourism development in BSR as well as eco-tourism in Viet Nam in general and demonstration sites in particular.
- Discuss with UNDP SDC team and MONRE to determine the scope, scale, and feasible implementation arrangement of the project. Taking into accounts all these aspect into a PIF.

2. Leading on project design in the PIF:

- Liaise with UNDP SDC team, GEF Viet Nam (Operational Focal Point) and MONRE to assess the status of biological conservation, BSR management, BSR system in Viet Nam and identify the options to reinforce the existing framework and build capacities for policy and integrating biodiversity conservation, land degradation into land use planning, social economic development plan, and into production sector, particular tourism development.
- Refine and assess sustainability of the suggested project objectives, outcomes and outputs to meet with the GEF and UNDP criteria.
- Incorporate comments from all relevant national stakeholders, UNDP and GEF Secretariat into the final PIF for submission to GEF for approval.

3. PPG request

- Lead on the developing the PPG simple document following GEF format.

Draft PIF and guidelines will be provided to the consultant upon signing the contract. During the period of PIF preparation, if technical discussions are required the consultant must be responsible for both organizing and facilitating the discussions.

The International Consultant must remain available for discussion and clarifications up to the final approval stage of the cycle.

3.3. Specific tasks and activities for National Consultant (Team member):

The National Consultant will have the functions of team member to support the international consultant; will be responsible for providing information and inputs for the final delivery of the products (PIF and PPG) with the expected quality by UNDP and MONRE.

The National Consultant will work very closely with MONRE, Viet Nam Environment Administration and particular the Biodiversity Conservation Agency, to support the international consultant developing the PIF.

Based on the concept note developed by UNDP CO, specific tasks for the national consultant are as follows:

1. Providing information on PIF development:

- Review the relevant government policy, regulations and programmes relating to biodiversity conservation, sustainable tourism, tourism planning, sector planning in BSR and at local level.
- Review GEF strategic policies/operational programmes relating to Viet Nam's priorities in environmental management, biodiversity conservation and land degradation in BSR.
- Review and synthesize baseline information associated to BSR and sustainable natural resources management in Viet Nam.
- Discuss with UNDP SDC team and MONRE to determine the scope, scale, and feasible implementation arrangement of the project. Taking into accounts all these aspect into a PIF.

2. Supporting the project design in the PIF:

- Liaise with UNDP SDC team, GEF Viet Nam (Operational Focal Point) and MONRE/Biodiversity Conservation Agency to assess the status of biological conservation, BSR management, BSR system in Viet Nam and identify the options to reinforce the existing framework and build capacities for policy and integrating biodiversity conservation, land degradation into land use planning, social economic development plan, and into production sector, particular tourism development.
- Refine and assess sustainability of the suggested project objectives, outcomes and outputs to meet with the GEF and UNDP criteria.
- Incorporate comments from all relevant national stakeholders, UNDP and GEF Secretariat into the final PIF for submission to GEF for approval.
- Provide support in translation/interpretation when needed
- Provide information and suggestion for the demonstration sites

Template for PIF and guidelines will be provided to the consultant upon signing the contract. During the period of PIF preparation, if technical discussions are required the consultant must be responsible for both organizing and facilitating the discussions.

The National Consultant must remain available for discussion and clarifications up to the final approval stage of the cycle.

Specific expected products by the National Consultant: The National Consultant responsible for providing information and analysis, therefore the main deliverable will be completed report that covers the detailed information and analysis regarding the work in development of PIF and PPG form.

The report shall be submitted in English.

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

For International Consultant:

- Time effort for this assignment by International Consultant is 10 working days. More details of work and detailed schedule will be developed and discussed with the Sustainable Development Cluster (SDC) in charge at the UNDP Country Office.
- The consultant will work from distance, with one visit (4 days) to Hanoi.

For National Consultant:

- Time effort for this assignment by National Consultant is 15 working days. More details of work and detailed schedule will be developed and discussed with the Sustainable Development Cluster (SDC) in charge at the UNDP Country Office.
- The consultant will work at distance/home-based and Hanoi.

Both consultants will be provided with all technical documents available on the subject as requested (if available).

5) FINAL PRODUCTS

The key deliverables of the **Project Formulation Experts** will be a final PIF and a PPG which need to be technically cleared by MONRE and UNDP Principal Technical Adviser for Biodiversity and Ecosystems.

Preparation of the PIF deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant PIF document:

1. Project Framework : Components, Outcomes, Outputs And Budget Estimates

2. Indicative Co-Financing
3. Project Justification:
4. Project Consistency
5. Project Overview: Baseline And Problem Analysis; Incremental Costs And Global Environment Benefits; Components, Socio-Economic Benefits, Risks,

For the PPG request, the outline is as follows:

1. Project preparation timeframe
2. Proposed project preparation activities
3. Financing plan summary for project preparation grant:
4. PPG budget
5. Annex on consultants tasks and estimated workdays

These sections are indicative as templates may be subject to change. The Project Formulation Expert will be required to obtain guidance from the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report directly to the Head of the Sustainable Development Cluster (SDC), the UNDP/GEF Regional Technical Advisor and the Programme Officer in UNDP Country Office.

The assignment will be monitored against:

- Compliance to most updated standard format and guidelines
- Responsiveness to comments and feedback from SDC Team, and GEF advisors

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

For International Consultant:

- Post Graduate degree in biodiversity conservation, natural resources management or environmental management.
- 10 years on-the-ground experience of biodiversity conservation, tourism development and land degradation field for international organization
- Proven track record in formulation and implementation of complex and comprehensive project, especially for GEF funding (PIF, PPG, ProDoc) in the relevant areas.
- Knowledge of biodiversity conservation institutional frameworks, conventions and standards; capacity development, innovative financing mechanisms for conservation and community-based conservation, and sustainable tourism at global level.
- Familiarity with UNDP Programme frameworks and UNDP/GEF
- Strong written and presentation skills in English.

For National Consultant:

- Master's Degree or Ph.D. in biodiversity conservation, natural resources management or environmental management.
- 10 years on-the-ground experience of biodiversity conservation and sustainable tourism for international organization
- Proven track record in formulation and implementation of complex and comprehensive project, especially for GEF funding (PIF, PPG, ProDoc) in the relevant areas.
- Experience in project implementation on biodiversity conservation, protected areas, and land degradation field.
- Knowledge of biodiversity conservation institutional frameworks, conventions and standards both at global level and in Viet Nam is essential.

- Experience in ecotourism development, in socio-economic studies for BSR is a bonus.
- Knowledge of capacity development, innovative financing mechanisms for conservation and community-based conservation is required
- Familiarity with UNDP Programme frameworks and the role of UNDP in Viet Nam would be beneficial.
- Working experience in the Asia-Pacific region – and especially in Viet Nam is a must.
- Strong written and presentation skills in English.

8) ADMINISTRATIVE REVIEW TIME REQUIRED AND PAYMENT TERM

Three installments after completion of each phase and acceptance of outputs by UNDP, as follows:

- * 20% at contract start.
- * 80% upon acceptance of the Final PIF and PPG.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME