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Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 December 2014**

<b>Country:</b>	Vietnam
<b>Description of the assignment:</b>	<b>International Consultant for Project Formulation on Sustainable Forest Management in Vietnam</b>
<b>Project name:</b>	POP Pesticide
<b>Period of assignment/services</b>	Estimated 12 working days during the period January 2015 to May 2015 with possible visit of 04 days to Hanoi, Vietnam

1. Submission should be sent by email to [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) no later than: **02 January 2015** (Hanoi time)

### **Subject line: 01 International expert on Sustainable Forest Management in Vietnam**

Submission received after that date or submission not in conformity with the requirements specified in 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](mailto: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.

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.

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)
- [Format of financial proposal](#). (Annex V)

### 3. SUBMISSIONS:

- **Technical Submission:**

- Letter of interest explaining why they are the most suitable for the work and responsive to the requirement in Evaluation Criteria.
- One writing sample for the assessment of English Proficiency
- Personal CV including past experience in similar projects and at least 3 references

- **Financial proposal**

- The financial proposal shall specify a total lump sum amount in **USD** including consultancy fees and all associated costs 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 VND at UN Exchange Rate at the submission deadline.

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).

### 4. EVALUATION

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

Technical Evaluation will base on the following criteria:

#### Evaluation Criteria

No	Criteria	Maximum Point
<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1</b>	Master's Degree or Ph.D.in forestry, biodiversity conservation or environmental management.	<b>100</b>
<b>2</b>	10 years on-the-ground experience in forestry projects for international organizations such as UNDP, World Bank	<b>300</b>
<b>3</b>	Proven track record in formulation and implementation of complex and comprehensive projects, especially for GEF funding (PIF, PPG, ProDoc) in the relevant areas	<b>200</b>
<b>4</b>	Relevant knowledge of biodiversity conservation, sustainable forest management, community-based forest management and natural resources management institutional frameworks, conventions and standards both at global level and in Vietnam.	<b>100</b>

<b>5</b>	Experience in project implementation on biodiversity conservation and forestry fields	<b>200</b>
<b>7</b>	Evidence of excellent written/presentation skills in English.	<b>100</b>
<b>Total</b>		<b>1000</b>

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.

## **5. 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
- Certificate on Basic Security in the Field when the consultant's work involves travel at <https://training.dss.un.org/consultants>. The certificate is valid for 3 years.
- Full medical examination certified by UN-approved doctor 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 V**

### **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:**

<b>Description</b>	<b>Unit cost</b>	<b>No of days/missions</b>	<b>Total amount</b>
<i>Consultant fee</i>			
<i>Daily cost for accommodation, meals . . .in field missions (breakdown to locations if necessary)</i>			
<i>Travel cost (breakdown to locations if necessary)</i>			
<i>Tax and misc</i>			
<i>Full medical examination from an UN- approved doctor (required for consultants over 62 years old)</i>			
<b>TOTAL:</b>			

*\* 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

<b>Post title:</b>	International Consultant for Project Formulation on Sustainable Forest Management in Vietnam
<b>Agency:</b>	UNDP
<b>Reporting to:</b>	Head, Sustainable development cluster, UNDP Viet Nam
<b>Duty Station:</b>	Home-based
<b>Contract Type:</b>	Individual Contract (IC)
<b>Duration:</b>	Output based consultancy, 12 working days within the period From January 2015 to May 2015

### 1) GENERAL BACKGROUND

Viet Nam is one of the world's ten most biologically diverse countries - it contains about ten percent of the worldwide species. Ecological systems together with their biodiversity are very important in Vietnam for sustainably local development for the wide array of goods and services they provide. However, biodiversity are under thread from different sources – including climate change. The unsustainable practices of economic development, rapid urbanization, shifting cultivation or expansion of arable land by encroaching into forest lands are, for example, among the most important causes leading to biodiversity loss.

Recognizing the importance of biodiversity conservation, the country has ratified/acceded to RAMSAR convention in 1989, UN Convention on Biodiversity in 1994, CITES in 1994, and Cartagena Protocol on Bio-safety in 2004. It aims at protection and sustainable use of natural resources and its biodiversity.

Viet Nam's forest cover declined from 43% to 27% between 1943 and 1990. Since then, Viet Nam has made considerable efforts to increase its overall forest cover, which now stands at 13.39 million ha or 39.7%. The increase has been mainly due to new plantations, which account for 2.92 million ha.

Despite this increase, the quality of natural forests continues to decrease, suffering from fragmentation and degradation. Over two-thirds of Viet Nam's natural forests are considered poor or regenerating, while rich and closed-canopy forests constitute only 4.6% of the total. The area of natural forest classified as rich decreased by 10.2% between 1999 and 2005, and the amount of medium quality forest declined by 13.4%. Bio-diverse lowland forests have almost disappeared, and mostly remain in protected areas in particular mangroves. In line with this state of the forests, regeneration and restoration are highly relevant issues. Recent successes with forest plantations, and regeneration of secondary forests, suggest that there is considerable scope for enhancing carbon stocks across Viet Nam. However, natural forest regeneration is becoming more difficult due to the isolation of the remaining rich natural forest patches.

The factors driving deforestation/degradation have changed throughout the course of recent history. In the period 1943-1993, it was mostly a result of war and agricultural expansion by people migrating into

forested areas. Currently, the main direct causes of deforestation are generally agreed to be: (i) conversion to agriculture (particularly to industrial perennial crops); (ii) unsustainable logging (notably illegal logging); (iii) infrastructure development; and (iv) forest fires.

In response, the Government of Viet Nam (GoV) has launched a range of initiatives and reforms in the forestry sector. Overall, forestry continues to be guided by the *Central Communist Party Strategy for Industrialization and Modernizations, 2000-2020*, which identified five clear forestry objectives to be met by 2010: (i) increasing overall forest coverage to 43 % of the national land area; (ii) completing the allocation of forestry land to households and other entities; (iii) promoting forest-based livelihoods; (iv) protecting 10 million ha of natural forests through management contracts with smallholder households; and (v) accelerating the development of forest plantations. Forestry is also expected to play an enhanced role in alleviating poverty, with, for example, the *Viet Nam Forestry Development Strategy (VFDS) 2006-2020* placing considerable attention on land allocation and community forestry. In line with this, a series of policies, laws, institutional reforms, programmes, pilots and plans have been implemented over the last decade.

To assist the Government of Vietnam strengthening its policy and institutional framework on sustainable and community-based forest management, UNDP Vietnam 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).

The proposed project will aim to support sustainable forest management in the highly bio-diverse central and mountainous regions of Viet Nam. It will focus on addressing some of the key elements of forest degradation and deforestation, forest resources management and degraded forest landscapes. It is expected to look at policy, legal, governance, enforcement and capacities aspects enabling sustainable forest management as well as mechanisms to enhance investment in SFM and restoration of ecosystem services provision. The PIF and PPG will be developed for eventual submission to the GEF Trust Fund.

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

The objective of this assignment is to finalize a PIF and a PPG request that focuses on mechanisms supporting sustainable forest management to sustain and enhance ecosystems services in the highly bio-diverse central and mountainous regions of, Viet Nam.

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

## **3) SCOPE OF WORK**

The consultant will be responsible for the final delivery of the products (PIF and PPG) with the expected quality by UNDP and MARD.

The consultant will work very closely with MARD, Forest Inventory and Planning Institute and other experts from MARD, UNDP and forest institutions in Viet Nam 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 barriers and gaps in the current policy, regulations, financial frameworks and programmes relating to sustainable forest management, forest restoration, biodiversity conservation and land management.
- Review the factors driving unsustainable forest management, biodiversity loss and land degradation in the proposed geographical areas for site selection (from Central Annamites Mountain Range, to Central Highlands and Central South Coast regions).
- Review GEF strategic policies/operational programmes relating to sustainable forest management, biodiversity conservation and land management.
- Review and synthesize baseline information associated to sustainable forest management policy and institutional frameworks and capacities in collaboration with experts.
- Discuss with UNDP SDC team and MARD 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 Vietnam (Operational Focal Point) and MARD to assess the status of sustainable and community-based forest management and enforcement in Vietnam and identify the options to reinforce the existing framework and build capacities for policy enforcement in the country.
- 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 document with specific activities, budget and financing and tasks and consultants needed for PPG implementation.

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

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

Time effort for this assignment is about 12 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 be provided with all technical documents available on the subject as requested (if available).

The consultant will work from distance, with possible one visit (4 days) to Hanoi.

## 5) FINAL PRODUCTS

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

The Consultant will produce a brief workplan to plan for the conduct of the activities and products.

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) 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**

- Master's Degree or Ph.D. in forestry, biodiversity or environmental management.
- 10 years on-the-ground experience in forestry projects 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 forestry field.
- Knowledge of biodiversity conservation, sustainable forest management, community-based forest management and natural resources management institutional frameworks, conventions and standards both at global level and in Vietnam is essential.
- Background in socio-economic studies and research methods 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 Vietnam is a must.
- Strong written and verbal 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% upon acceptance of the draft workplan.
- 80% upon acceptance of the Final PIF and PPG.

**g) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☐ NONE

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME