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Date: 28 June 2016

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Two national consultants for the formulation of priority Policies and Measures (PAMs) to support the revision of NRAP (1 team leader and 1 team member)
Project name:	Viet Nam's National REDD+ Action Programme (NRAP)
Period of assignment/services (if applicable):	July – September 2016

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **05 July 2016 (Hanoi time)**.

**With subject line: 01 Team leader and 01 Team member for the formulation of priority Policies and Measures (PAMs) to support the revision of NRAP**

Submission received after that date or submission not in conformity with the requirements specified 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 **7 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.

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)..... (Annex III)
- [Guidelines for CV preparation](#)..... (Annex IV)
- [Format of 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
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 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 **Viet Nam Dong** 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 the above currencies at UN Exchange Rate at the submission deadline.

4. Evaluation:

The team leader and team member will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

**Team leader:**

1	Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines	200
2	At least 10 years experiences in strategy and policy development at the national level and policy review.	200
3	Strong knowledge of the institutional and legal framework of Viet Nam in relation to their respective priority areas of forest land tenure and community forest	200
4	Strong experience providing strategic advice and dealing with the government and development partners	150
5	Demonstrate to have good understanding of REDD+	100
6	Demonstrate in having strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project;	100
7	Used to work and publish books/writtings in English	50
	<b>Total</b>	<b>1000</b>

**Team member:**

1	Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines	200
2	At least 15 years experiences in strategy and policy development at the national level and policy/legislation review.	200
3	Strong experience providing strategic advice and dealing with the forest law enforcement progress at all levels.	200
4	Strong knowledge of the institutional and legal framework of Viet Nam in relation to the forest law enforcement.	150
5	Demonstrate to have good understanding of REDD+	100
6	Demonstrate to have strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project;	100
7	Used to work and publish books/writtings in English	50
	<b>Total</b>	<b>1000</b>

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.

Interview with the candidates may be held if deemed necessary.

## 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
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- 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.

## 6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

- The first payment of 20% contract value will be paid upon submission and UNDP's acceptance of Inception Reports, for all priority areas, in English and Vietnamese, with work plan and timeline, approach and methodology;
- The second payment of 30% contract value will be paid upon submission and UNDP's acceptance of initial brief in English, for all priority areas, including summary compilation of relevant datasets, research reports, legal documents and early consultations;
- The third payment of 30% contract value will be paid upon submission and UNDP's acceptance of the draft report for each detailed policies and measures, in English, according to specified table of content;
- The final payment of 20% contract value will be paid upon the completion and UNDP's acceptance of the final report of policies and measures for each priority area.

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.

8. Notification of selection result: UNDP will contact only successful bidder for contracting.

## **TERMS OF REFERENCE**

### **Formulation of Priority Policies and Measures**

#### **To support the revision of Viet Nam's National REDD+ Action Programme (NRAP)**

<b>TITLE:</b>	02 national consultants for the formulation of priority Policies and Measures (PAMs) to support the revision of NRAP
<b>Duty Station:</b>	Ha Noi
<b>Duration of Appointment</b>	3 months (over July – September 2016)
<b>Reporting</b>	UNDP and National Programme Director of UN-REDD phase II
<b>Project code</b>	00085319

#### **1. Background**

Vietnam is one of the first Asian countries engaged in REDD+, with early support from the UN-REDD Programme, the World Bank FCPF, and various other initiatives. Vietnam is preparing to benefit from the REDD+ result-based payment mechanism as defined under UNFCCC, which requires a set of 4 major elements including a national strategy or action plan.

In June 2012, Vietnam was among the first countries in the world to formulate and adopt its National REDD+ Action Programme (NRAP), covering the 2012-2020 period. The first phase of the NRAP was implemented between 2012 and 2015, and assessed independently in late 2015. The evaluation recommended revising the NRAP to build on updated UNFCCC guidance, as well as international, national and subnational experiences. Main recommendations for the revised NRAP include:

- To be developed through a more participatory process, providing the basis for a shared vision for REDD+ in the country
- Needs to clearly fit and support the wider context of sustainable development in the country
- Provides clarity on key REDD+ design elements and focus more on priority elements for REDD+ implementation
- Needs to better define how REDD+ will be implemented: scope and scale
- Needs to define appropriate policies and measures based on a strong analytical base, understanding the costs and benefits of the choices
- Needs to more clearly build upon current policies and practices and identify additional activities which need to be introduced and funded
- Needs for clear monitoring and evaluation system for the NRAP
- Needs to review, streamline and strengthen institutional arrangements

There are various challenges for Vietnam to credibly and convincingly revise its NRAP, so as to strengthen trustful relationship with financial partners, mobilize all relevant stakeholders, and eventually secure and deploy investments and achieve expected results. A key challenge consists in effectively engaging inter-sectoral dialogue and mobilizing other sectors, at technical and political levels, to address direct and indirect drivers of deforestation and forest degradation in a comprehensive manner, and participate fully in the national REDD+ endeavor.

Policies and measures (PAMs) are a central part of the NRAP, precisely presenting what Vietnam will do to address drivers and implement REDD+. They can encompass specific sectors, like forestry, agriculture, energy etc. They can also deal with enabling conditions for REDD+, usually targeting underlying drivers. As largely demonstrated from international literature to the Vietnamese experience of Province REDD+ Action Programme at subnational level, tenure rights and forest land allocation are expected to be a major area for policies and measures under the revised NRAP.

### **Targeted Consultancy to Support the Revision of the NRAP**

The revision of the NRAP falls under the responsibility of MARD. It will be guided by the National REDD+ Steering Committee, supervised by an inter-ministerial drafting committee, and technically led by the Vietnam REDD+ Office with support from the UN-REDD Programme. It will follow a core process composed of three steps:

- March-July 2016: Consolidation of all data, studies and experiences into an “Issues and Options Paper”, as the robust technical and analytical background and framework to revise solutions (policies and measures).
- July-September 2016: Formulation of REDD+ revised policies and measures through intensive consultations.
- September-November 2016: Broader consultations including political level, revisions, finalization and approval of the revised NRAP for the period 2016-2020.

A set of targeted consultancies will support the second step with “formulation of priority policies and measures”. Two national consultants (the consultants) are being recruited as per present terms of reference to gather all relevant experience and expertise and formulate the policies and measures in the fields to be identified by step 1 (currently in progress). These terms of reference determine the objectives, work plan and deliverables of this framework of targeted consultancies.

## **2. Objectives**

The main objective of the framework of targeted consultancies is to formulate a set of Policies and Measures (PAMs) to address challenges and opportunities related to each priority area, as part of REDD+ implementation in Vietnam for the 2016-2020 period.

By mid-June 2016, a set of REDD+ PAMs priority areas will be developed and agreed by national authority. For the time being, the PAMs priority areas are anticipated to include (but not limited to):

- ***Forest Land Tenure (priority 1)***
- ***Forest law enforcement (priority 2)***
- ***Community forestry (priority 3)***

As part of these terms of reference, the the consultants will formulate the related and detailed PAMs to fit into the technical annex of the revised NRAP.

For each priority area, these terms of reference encompass the following specific objectives:

- Foster national leadership on forest and priority areas for REDD+ PAMs
- Improve coordination of stakeholders and partners on forest, REDD+ and priority areas, inside and outside the forestry sector
- Enhance collective understanding of relations between forest, REDD+ and priority areas
- Take advantage of, and build on accumulated experience and expertise at national and sub-national levels
- Review the available experience and knowledge, and formulate comprehensive set of policies and measures for the revised NRAP
- Consult with key experts and practitioners to ensure robustness of proposals
- Prepare consolidated report on Vietnam forest, REDD+ and priority areas to fit into the revised NRAP technical annex.

## **3. Scope of Assignment and Methodology**

Based on the preliminary information and analysis made in the 1<sup>st</sup> phase of the NRAP revision process, the role of the consultants will be to (i) detail the initial analysis of the issue in relation to REDD+ and green growth, (ii) propose relevant PAMs, and (iii) provide inputs for the results framework.

Building as much as possible on existing PAMs, complementing them as necessary, the consultants will analyze options and formulate their main report (fully-fledged policies and measures for the 2016-2020 period, cf. table of content above) according to:

- The nature and scope of existing REDD-relevant PAMs, ;
- Alignment with national (and/or subnational) development priorities and plans;
- Political acceptability and/or support for particular actions;
- The likely costs and benefits of the PAMs (incl. non-carbon benefits), potential for (national/bilateral/multilateral) funding for PAMs implementation;
- The mitigation potential of the PAMs;
- The potential social and environmental benefits and risks;
- The capacity (at national and provincial levels) to implement the PAMs effectively & efficiently;
- The ability to monitor the implementation and, as relevant, the outcome of individual PAMs;
- The ability of the NFMS to measure the outcome of the overall package of PAMs.

At this stage, the assignment only covers the three priority areas as mentioned above. Further consideration may be made to expand the scope of this ToR for inclusion of other priorities depending on the revised NRAP and the performance of the consultants.

#### **4. Expected Outputs/deliverables**

Each targeted priority area is expected to produce:

- **July 25<sup>th</sup>, 2016:** An initial brief scoping the priority area in the context of REDD+, including a summary review of all background information, and listing preliminary activities and actions of relevance for the NRAP 2016-2020 PAMs, as well as identifying the necessary linkages with other relevant thematic areas;
- **August 15<sup>th</sup>, 2016:** A draft comprehensive report on proposed policies and measures related to land tenure as part of the revised NRAP, based on existing PAMs and how they would need to be adapted and/or complemented;
- **September 15<sup>th</sup>, 2016:** Full report, including detailed methodology supporting the PAMs formulation

The full report is expected to contain:

- Executive summary
- Part 1: Summary review of
  - Priority area challenges and opportunities for REDD+ in Vietnam
  - Relevant policies, laws, regulations and their implementation
  - Relevant experiences and lessons learnt at national and sub-national level
- Part 2: Proposed policies and measures for priority area within the revised NRAP
  - Objectives and strategic directions
  - Logical framework (including articulating current priorities, policies and plans with additional REDD+ driven activities)
  - Scope and scale
  - Activities, outputs and budget
  - Stakeholders' engagement and partnerships
  - Cost and multiple benefits analysis (including mitigation potential and non-carbon benefits)
  - Potential for (national/bilateral/multilateral/private) co and parallel funding for PAMs implementation
  - Risk assessment and management: feasibility of implementation (including political, technical, capacity factors), potential socioeconomic and environmental impacts...
  - Monitoring and evaluation framework and arrangements

- Institutional and legal arrangements
- Annex: activity report (reviewed literature, lists of consultations and meetings, methodological tools and matrices...)

## 5. Location and logistic/technical supervision

**Duration:** Maximum 30 working days per priority area on average between June and August 2016 – With tentative assumption of 3 prioritized area of works, including: Forest Land Tenure, Community forestry and Forest Law Enforcement (to be confirmed/updated when finalizing contractual terms).

**Technical supervision:** The consultants will work under the supervision of the National Programme Director (NPD) and the Deputy NPD who is also the Director of Viet Nam REDD+ Office (VRO). They will work closely with NPD, VRO and the three UN implementing agencies (UNDP – the Lead Facilitating Agency, FAO and UNEP), with the consultants working on the NRAP revision, as well as the governmental NRAP drafting team and other REDD+ stakeholders in Viet Nam, through regular meetings and discussions. The consultants will be required to regularly report to the responsible staff of UNDP Viet Nam, the PMU, and VRO on the progress of the work.

**Location:** Hanoi (home based possible)

## 6. Requirements for the consultants

The team is expected to have one team leader covering Priority 1 – *Forest Land Tenure* and Priority 3- *Community forestry*, and one team member to be in charge of Priority 2 - *Forest law enforcement*. The team leader should lead the team to achieve the joint deliverables by the expected deadlines.

Detailed requirements on qualification of the consultants are as follow:

<b><u>Team leader</u></b>	<b>National expert, with special expertise on forest land tenure and Community Forestry</b>
<b><u>Education</u></b>	<ul style="list-style-type: none"> <li>- Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines</li> </ul>
<b><u>Professional experience</u></b>	<ul style="list-style-type: none"> <li>- At least 10 years experiences in strategy and policy development at the national level and policy review.</li> <li>- Strong knowledge of the institutional and legal framework of Viet Nam in relation to their respective priority areas of forest land tenure and community forest</li> <li>- Strong experience providing strategic advice and dealing with the government and development partners</li> <li>- Understanding of REDD+</li> <li>- Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project;</li> <li>- Fluent English</li> </ul>
<b><u>Team member</u></b>	<b>National expert, with special expertise on the forest law enforcement</b>
<b><u>Education</u></b>	<ul style="list-style-type: none"> <li>- Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines</li> </ul>
<b><u>Professional experience</u></b>	<ul style="list-style-type: none"> <li>- At least 15 years experiences in strategy and policy development at the national level and policy/legislation review.</li> <li>- Strong experience providing strategic advice and dealing with the forest law enforcement progress at all levels.</li> </ul>

	<ul style="list-style-type: none"> <li>– Strong knowledge of the institutional and legal framework of Viet Nam in relation to the forest law enforcement.</li> <li>– Understanding of REDD+</li> <li>– Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project;</li> <li>– Fluent English is strongly recommended. Cover measures would need to be proposed otherwise.</li> </ul>
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## 7. Deliverables, timeframe and payment schedule for the consultants

Joint outputs	Deadlines for completion	Tentative payment schedule
1. Inception Reports, for all priority areas, in English and Vietnamese, with work plan and timeline, approach and methodology.	Updated and submitted for approval of the programme within 10 days after the date of signing contract.	20% of total contract
2. Initial brief in English, for all priority areas, including summary compilation of relevant datasets, research reports, legal documents and early consultations.	Submitted for approval of the programme within 04 (four) weeks since the approval of the inception report, or no later than July 18th, 2016	30%
3. Draft report for each detailed policies and measures, in English, according to specified table of content.	Submitted for consideration of the programme within 07 (seven) weeks since the approval of the inception report – as of August 15 <sup>th</sup> 2016	30%
4. Final report of policies and measures for each priority area	Submitted for approval of the programme no later than 15 September 2016	20%



## **Annex as Illustration - Priority Area #1 - Forest land tenure**

*As largely demonstrated from international literature to the Vietnamese experience of Province REDD+ Action Programme at subnational level, tenure rights and forest land allocation are expected to be a major area for policies and measures under the revised NRAP. It is then anticipated that one of the key priority policies and measures to develop will address “forest land tenure”. As an illustration for other PAMs to be formulated based on the priorities identified in June 2016, below is the rationale for piloting PAMs formulation with the case of forest land tenure.*

The full realization of the economic benefits of forests is possible only by instituting strong and clear tenure rights that enable individuals, organizations, communities, companies and other entities to harness benefits from forest management, and thereby contribute to their livelihoods and increase their incomes. The livelihoods of rural inhabitants (67% of Vietnam’s population) are largely dependent on forests and agriculture, therefore land and forests are natural assets of great importance to them.

Most countries in Asia, including Vietnam, face multiple challenges to address issues related to forest tenure. The systems of tenure define how people and communities gain access to land, how they manage and alter it, how they withdraw, extract or exclude others from it, and eventually how they can sell it. These systems determine who can use which resources, for how long, and under what conditions. Studies have revealed that in many parts of Asia, forest tenure systems are weak, unclear, do not function in favor of the poor, and are contested. In such situations, deriving benefits and income from forests is problematic.

The Government of Vietnam recognized the need to devolve forest management from the primarily state-owned forest enterprise (SFEs) dominated management to non-state actors, in order to effectively manage resources and also address the needs of its rural population. The 1991 Forest Protection and Development Law provided a legal framework for the management of forest land and resources to non-state actors including individuals and households. Through the 1993 Land Law, long-term renewable land use certificates (so-called Red Books) were introduced. Following the passing of these two laws, a number of government decrees were issued which led to the implementation of forest land allocation and forest management contracts by individuals, households, and organizations including household groups. Community forest management (CFM) has also been explored, and despite its wide recognition, its formalization is constrained by the Civil Code in which communities are not recognized as legal entities, and continues within an extended scope of pilot implementation.

Forest land allocation has been implemented widely in Vietnam with a clear trend of devolution through allocation in the Northern landscape, as compared to management by companies and organizations and devolution through contracts in the central and Southern landscape.

However, problems in the process of implementation have been abound, including inconsistent interpretation of the legal documents, lack of thorough consultation processes with key stakeholders leading to further issues such as elite capture and marginalization of the already poor, lack of accurate data and systematic information archiving leading to conflicts in land use and claims, topped with an institutional issue of weak coordination between related government agencies including the forestry agencies and the land administration agencies. Various initiatives have attempted to analyze and document the processes and issues.

A number of processes have been particularly instrumental in pushing the Government’s policy of land allocation, including the roll out of the Payment for Forest Ecosystem Services (PFES), REDD+ and FLEGT processes. For all of these processes, clear land tenure and security are critical elements that form the basis of implementation. In the case of PFES, the notable challenge during its piloting phase was not the collection of payments, but its distribution to the forest managers (i.e. villagers), due to unclear tenure situations. This in part, has also triggered the implementation of a very costly but critically important process of the delineation of forest boundaries by forest owners through the Governments’ National Forest Inventory and Statistics (NFIS) Program, implemented since 2012.

## REDD+ and land tenure

Land tenure has been documented as a major issue for REDD+ responses at international, national and local level. The Government of Vietnam in general, MARD and VNForest in particular, as well as various stakeholders like NGOs and research institutes have implemented programmes to analyze and improve the clarity and security of tenure in the frame of REDD+ and forest protection and development, including with support from international partners like UN-REDD, FAO, GIZ, JICA, World Bank etc. The Government's decision on land allocation as part of the Forest Protection and Development Plan sets a critical milestone. Land tenure legal framework in Vietnam is also evolving substantially, with the Land law being amended in 2013 allowing for improved governance and provision for participatory approach. This framework serves as a basis for multiple pilots and initiatives to build on, for instance:

- World Bank and KfW reforestation projects, promoting land allocation as a pre-condition to their projects
- The Vietnam UN-REDD Phase II Programme pilots activities in six provinces and at site level including improved forest land tenure arrangements and forest land allocation.
- The FCPF carried out a review of issues and opportunities related to land tenure for REDD+ implementation in six other provinces, specifically for strategic social and environmental assessment purpose.
- FAO's Technical Cooperation Programme launched the project "Strengthening Forest Tenure for Sustaining Livelihoods and Generating Income" covering Vietnam, Nepal and Cambodia, and drawing on FAO's Voluntary Guidelines on the Governance of Tenure.
- Project for Sustainable Forest Management in the Northwest Watershed Area (SUSFORM-NOW) funded by JICA (2010-2015) supporting forestland allocation in three communes in Dien Bien Province as a part of its REDD+ implementation support in the province
- The Sustainable Natural Resource Management Project funded by JICA assessed the land and natural resource tenure for Thua Thien-Hue province as a pilot province for FCPF-CF Emission Reduction Programme.
- Land and natural resources tenure assessment for Thanh Hoa, Nghe An, and Quang Binh by VFD, under USAid funding
- Government's community forest management piloting project
- GIZ social forestry project, etc.

Land allocation does not always impact forests positively. In many cases, securing tenure allows a longer term, more sustainable management of natural resources, securing the control over the resource and benefits generated over the longer term. In other cases, land allocation has been seen to encourage and facilitate productive investment resulting in more forest land conversion for other uses, for instance in Vietnam with conversion of degraded natural forests into short rotation plantations. New forest managers are sometimes not able to protect forests, turning into de facto open-access resource.

As secure tenure is and must remain an important goal for improved and secured livelihoods, it is particularly important to explore which coordinated set of accompanying measures will be required to achieve the combined goals of improved tenure security, improved livelihoods, and sustainable natural resources management (e.g. tenure security, land-use planning, sustainable forest management and agriculture).

## Background documents/references

A first package of documents will be collected and circulated at an early stage to ensure comprehensive knowledge and understanding. This first package will include, among others:

- NRAP 2012-2020
- NRAP review report and NRAP revision roadmap
- ToR of FAO TDC "Second Multi-stakeholder National Policy Dialogue on Strengthening Forest Tenure for Sustaining Livelihoods and Generating Income" (April 2016) and associated material, background study, and outputs from the dialogue: (i) update on the state of forest land tenure and associated policies and legislation, issues and challenges, (ii) overall strategies, approaches and areas of

intervention, (iii) concrete action plan to advance forest tenure policies and institutional capacities in Vietnam, (iv) implementation strategies.

- ToR of Regional Land Forum on “Bringing Land Governance into ASEAN economic integration” and associated material (as available)
- ToR of UN-REDD workshop on the forest land tenure assessment in six pilot provinces (April 2016), and associated material, notably the assessment report including analysis of PLR, assessment of current practices, identification of best practices and proposal for potential policies and measures
- SUSFORM-NOW/JICA documents related to forestland allocation in Dien Bien Province
- SNRM/JICA report on Land and Natural Resource Tenure Assessment for Thua Thien-Hue Province, including conflict analysis and potential impacts
- FCPF assessment of land and resource tenure regimes present in the accounting area of the ER Programme, including the analysis of issues and the recommendations for the design of the Programme
- VFD report on land and natural resources tenure assessment for Thanh Hoa, Nghe An, and Quang Binh
- Mayers, J., Morrison, E., Rolington, L., Studd, K. and Turrall, S. 2013. Improving governance of forest tenure: a practical guide. Governance of Tenure Technical Guide No.2, International Institute for Environment and Development, and Food and Agriculture Organization of the United Nations, London and Rome
- FAO, 2012, Voluntary Guidelines on the responsible governance of tenure of land, fisheries, and forests in the context of national food security. Food and Agriculture Organization of the United Nations, Rome
- FAO and RECOFTC, 2013, Strengthening Forest Tenure Systems and Governance, Food and Agriculture Organization of the United Nations, Rome

## **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, meal, accommodation, travel, taxes etc).

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Number of days</b>	<b>Rate (VND)</b>	<b>Total</b>
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 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	<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