



Empowered lives.
Resilient nations.

Date: 29 August 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|--|---|
| Country: | Home based and Viet Nam |
| Description of the assignment: | Visiting Senior Technical Advisor (VSTA) |
| Project name: | Enhancing Capacity for Implementing Rio Conventions |
| Period of assignment/services (if applicable): | September – October 2016 |

1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than: **7 September 2016** (Hanoi time).

With subject line: Visiting Senior Technical Advisor – Enhancing Capacity for Implementing Rio Conventions

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 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 the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

| Consultant's experiences/qualification related to the services | | |
|---|---|-----------------------|
| | Criteria | Maximum Points |
| 1 | Post graduate degree (PhD preference) in Environmental Management/Sciences, Natural Resources Management, development study or related areas | 50 |
| 2 | At least 15-20 years diversified working experience in the environmental field, especially in development project/programme management with a focus on Environmental Management/Sciences, Natural Resources Management, Sustainable Development, climate change, mainstreaming environmental issues to policy and legal framework or related areas | 150 |
| 3 | Track record experiences in capacity building and policy advice related to the Rio project activities, especially building environmental indicators, calculation of environmental performance Index (EPI), economic valuation of ecosystem service (valuES), environmental protection planning (EPP), design and compose guideline and manuals on environment and natural resources management, etc | 300 |
| 4 | - Strong analytical skills and systematic thinking - Proven excellent project management skills - Knowledge of practical UNDP programming is an asset (Evaluate through interview) | 250 |
| 5 | Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries is preference | 50 |
| 6 | Track record and thorough experience in donor coordination, networking, knowledge management and/or public communication is desirable (evaluate through CV and interview) | 100 |
| 7 | Proven Team leader skills /track record of team leader assignments, specifically in environment –related topics and manual/guideline development assignment is preference | 50 |
| 8 | Excellent English skills, especially writing and reporting skills (Evaluate through interview and report samples) | 50 |
| | 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).

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.

Payment will be made per mission. All payments for each specific mission will only be authorized upon (i) the PMU and UNDP approval of the deliverables at the completion of each mission and (ii) signed time sheet by PMU based on approved work days in each mission, daily consultancy rate and travel cost (ticket and per diem) in the VSTA’s financial offer.

According to UNDP regulation, travel days will not be counted for consultancy fee, only receiving per diem.

Economic flight ticket (where needed and relevant) will be applied.

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.



TERMS OF REFERENCE

Project Title : Enhancing Capacity for Implementing Rio Conventions
Project ID : 00089760
Consultancy Title : Visiting Senior Technical Advisor (Individual contract)
Implementing Partner: Ministry of Natural Resources and Environment (MONRE)
Duty Location : Ha Noi (Viet Nam) with in-country travel to project sites

1) GENERAL INFORMATION

Country context

In recent years the Government of Viet Nam has paid great attention to formulating an institutional, policy and legislative framework to protect environmental resources. This includes many institutional, policy and legislative measures that are directly related to the global environment. Allied to this, the Government of Viet Nam has taken steps to mainstream the protection of environmental resources into national, sectoral and regional socio-economic development processes. The government has promulgated number of strategies and policies on natural resources and environment, including the strategy for environmental protection to 2020, vision to 2030, the Law on Environmental Protection (LEP) 2003, the national climate change strategy, etc.

Project background

The project entitled “*Enhancing Capacity for Implementing Rio Conventions*” or hereinafter called Rio project is a joint initiative of the Global Environment Facility (GEF), United Nations Development Programme (UNDP), and the Government of Vietnam. This three-year project has been approved by GEF at the middle of 2014, and launched by Ministry of Natural Resource and Environment (MONRE) at the end of 2015. MONRE has assigned Institute of Strategy and Policy on natural resources and environment (ISPONRE) to work as day to day implementing body of the project. The Project’s Objective is: “*To enhance the capacity for implementing the Rio Conventions by developing and applying tools that will lead to global environmental benefits*”. The Project attempts to achieve this through 2 Outcomes: 1. *Viet Nam has the environmental management tools that fully address global environmental concerns*; and: 2. *Viet Nam is integrating global environmental concerns into its national strategic planning and development processes.* (Project document is attached for reference, final inception report will be shared later)

UNDP is seeking a qualified candidate to undertake the role of a visiting senior technical advisor for the Rio project.

2) ROLE and ORGANIZATION

The Visiting Senior Technical Advisor (VSTA) will implement his/her main functions under the supervision of the National Project Director (NPD) and the Head of Sustainable Development Cluster (SDC). The VSTA will be based in the office of Rio project during his/her working time in Viet Nam. Specific tasks will be agreed

with UNDP and ISPONRE/MONRE through mission plan. Mission plan should be agreed among stakeholder at least 2 weeks before the start of each mission.

The VSTA is a key advisor to the National Implementing Partner (ISPONRE/MONRE) and to the UNDP on technical and policy aspects of sustainable development and environment management. The VSTA works in close collaboration with national counterparts as well as with the staff in the UNDP Country Office and relevant HQs/ regional units, to ensure knowledge sharing and the highest possible quality of project outputs. S/He ensures the alignment of the project outputs with intended outcomes, benefits and impacts of the UN One Strategic Plan (OSP) 2017-2021 and UNDP Country Programme Document (CPD) in Viet Nam. S/He also contributes to capacity building for the National Implementing Partner and three Rio focal points in the priority area of the three (Rio) Conventions in line with Sustainable Development Goals (SDGs).

3) KEY FUNCTIONS

1. Provide technical advisor for project's activities: (i) advise on terms of reference (TORs) of project activities; (ii) monitor the substance and quality assurance for project outputs;
2. Contribute to preparation and discussion of the project annual work plan
3. Provide capacity building and knowledge transfer to the government counterpart and project staff.
4. Support to ISPONRE/MONRE and UNDP to prepare proposal and operation of the Natural Capital Platform
5. Actively support the National Implementing Partner and the UNDP with the formulation of **policy positions**, responses to media interest, and formulation and dissemination of **public messages** by fully taking into account political, social and economic sensitivities (where relevant).

4) SCOPE OF WORK

1. *Planning, Quality assurance of the Project*

- Technical review and quality assurance: Assume the responsibilities of technical quality assurance of the Project, including quality of terms of references and project outputs/products;
- Technical contribution: Contribute Initiative and advise in approach, Result –Base Management (RMB) measurement to project annual work plan
- Reporting and documenting lessons and good practices: Provide inputs to the preparation of progress project reports, including reports to donors (if any), focusing on capturing results and lessons, and undertake necessary reviews to ensure quality reports; initiate and ensure proper documentation of project lessons, experiences, best practices, and human interest stories;
- Publishing and disseminating project results/ products: Ensure technical aspects of project publication products, including policy briefs, research results/ products, and proceedings of policy dialogues/ technical meetings, and wide disseminations of these outputs.

2. *Capacity building and knowledge transfer to the government counterpart and project staff:*

- Capacity assessment and capacity building: Develop plans and terms of references for capacity development, advise and quality assurance for trainings curricula; and assist in identifying appropriate training partners/organizations.
- Coaching and on-the-job training: Mainstream lessons and best practices learned elsewhere into capacity building activities for the PMU, staff at ISPONRE and three Rio focal points.

3. *Development of the Natural Capital Platform (NCP)*

- Mapping and designing of NCP: Map of on-going initiatives on Natural Capital and support PMU/ISPONRE to develop working mechanism of NCP
- Link NCP to other related platforms on Natural Capital: Actively liaise with international and national partners to ensure the support for the Natural Capital Platform: Ensure that information and lessons from on-going initiatives in natural capital are continuously shared.
- Develop long-term strategy of the NCP: Work with PMU/ISPONRE, UNDP and development partners to develop long-term strategy for operation of NCP.

4. Advise on formulation and dissemination of public messages

- Policy and technical advice to the National Implementing Partner: Advise the the National Implementing Partner in strategically linking project activities with support on implementation of Rio Conventions by other donors in Viet Nam and internationally.
- Provide substantive inputs to MONRE whenever requested in order to prepare policy or technical statements for important events (e.g. conferences, workshops).
- Provide inputs for natural resources and environmental management relevant strategy documents and plans; TORs for technical activities; technical reports; and public events
- Advise UNDP: Support UNDP to provide policy advice to the Government;
- Prepare statements/ presentation for important events (e.g. donor forums, national and international workshops) as required and in responding to media enquiries, and help formulate UNDP's position on particular implementation of Rio Conventions issues.
- Serve as an advocator for UNDP's policy on implementation and monitoring of laws, policies and programmes for more efficient use of natural resources and environmental management, and implement commitments under international conventions; participate in UNDP's global knowledge networks and other international networks on three (Rio) Conventions related issues.

5) EXPECTED RESULTS

- Policy and technical advice of high quality and relevance, including advice on available and efficient international indicator framework, environmental performance indicators, economic valuation techniques and approach, environmental protection planning (EPP), mainstreaming environmental issues to policy and legal framework and the operation of the Natural Capital Platform with cost-benefit analysis in line with the country's context and resources.
- Summary of project results/achievements that can be used as inputs for dialogue with the Government and for public awareness and communication.
- High quality inputs for designing of TORs, and comments of high quality and relevance on drafted TORs.
- High quality advice on capacity building needs and strategic implementation plans;
- Appropriate international and national consultants recruited and based on appropriate and high quality activity designs, TORs and tender documents; and implemented with high quality of implementation results;
- NCP partnerships established and reinforced, and effectively coordinated;
- Effective and active (knowledge, relevant coordination) networking;

- Effective communication, with appropriate styles in different situations.

Deliverables:

- Mission work plans with specific deliveries/outputs to be achieved.
- The specific deliveries/outputs for each missions are listed, but not limit to, as below, detail deliveries/outputs expected for each missions will be decided between PMU, UNDP and the VSTA before the starting of each mission:
 1. High quality activity designs, project work plan (annually and quarterly), TORs, and technical inputs to the processes of evaluation and selection of contractors.
 2. Monitoring and supervision suggestions provided to the implementation of majors contracts.
 3. Quality inputs to the preparation of advocacy messages, policy development media information;
 4. Quality advice and facilitation for capacity building of the government counterparts, related authorities, and project staff;
 5. Recommendations for the arrangement and operation for the Natural Capital Platform.
 6. Summary of project results/achievements that can be used as inputs for dialogue with the Government and for public awareness and communication.
 7. Workshop presentations and related training tools for project's training and capacity development activities.

6) REQUIRED DEGREE OF EXPERTISE, AND QUALIFICATIONS

VSTA should have following competencies and qualifications:

- Post graduate degree (PhD preference) in Environmental Management/Sciences, Natural Resources Management, development study or related areas;
- At least 15-20 years diversified working experience in the environmental field, especially in development project/programme management with a focus on Environmental Management/Sciences, Natural Resources Management, Sustainable Development, climate change, mainstreaming environmental issues to policy and legal framework or related areas;
- Strong analytical skills and systematic thinking;
- Proven excellent project management skills;
- Track record experiences in capacity building and policy advice related to the Rio project activities, especially environmental indicators, environmental performance Index (EPI), economic valuation of ecosystem service (valuES), environmental protection planning (EPP), etc ;
- Track record experience in donor coordination, networking, knowledge management and/or public communication is desirable ;
- Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries is preference;

- Knowledge of practical UNDP programming is an asset;
- Excellent IT skills in standard software (Word processing, MS Office, spreadsheets);
- Proficiency in both spoken and written English is the must, including excellent writing skills.
- Strong candidates in expatriate community in Vietnam are encourage to apply

7) WORKING METHOD

1. The nature of the technical assistance TOR implies a need for flexibility in terms of amendment of activities in order to ensure delivery of project outputs. New or more specific activities shall be identified for specific progress/development of the project through mission work plan.
2. The assignment will be carried out in quarterly-based missions over a period of 7-8 months, expected from 26 September 2016 to April 2017 with a potential for extension up to 3 additional missions til 31 December 2017 based on satisfaction of VSTA service in the 1st phase and unit rates in the VSTA's financial offer for the 1st phase. Tentatively, 10 working-days per quarter at site plus ad-hoc visits or timely distance work once relevant is expected for this position.
3. The VSTA will keep UNDP informed on all major issues of importance for the project. This entails a briefing meeting in the beginning of each mission and a debriefing meeting at the end of each mission.
4. At least 2 weeks before starting of the mission in Viet Nam, the Mission work plan/request with expected delivery result/outputs shall be prepared and submitted electronically to the PMU/UNDP for approval.
5. No later than 1 week after completion of the mission in Viet Nam, the following documentation shall be prepared and submitted electronically to the PMU/UNDP
 - Mission debriefing note, including recommendation/suggestion
 - Delivery result/outputs of the mission (for a list of tentative expected outputs, see section 8)
 - Signed timesheet by PMU
6. Tentative mission schedule

| Timeline | # | Workdays in Viet Nam | Preparation and follow up mission | Sums |
|--|-----------------|----------------------|-----------------------------------|-----------|
| | | | Home-Based working days | |
| September - October 2016 | 1 st | 8 | 7 | 15 |
| February – March 2017 | 2 nd | 10 | 5 | 15 |
| Additional online support for ad-hoc tasks (home-base) | | | 10 | 10 |
| Sum: | | | | 40 |

The specific periods and working days will be defined by the PMU and UNDP based on specific need. The first mission is expected to be carried out in September - October 2016.

7) BUDGETING and PAYMENT TERM

Based on the TOR, interested candidates should submit their financial proposals, which includes fee, per diem, budget for travel, etc.

Field visit if required will be arranged and covered by project PMU.

All payments for each specific mission will only be authorized upon (i) the **PMU and UNDP approval of the deliverables at the completion of each mission and (ii) signed time sheet by PMU based on approved work days in each mission, daily consultancy rate and travel cost (ticket and per diem) in the VSTA's financial offer**

According to UNDP regulation, travel days will not be counted for consultancy fee, only receiving per diem.

Economic flight ticket (where needed and relevant) will be applied.

Tentative 1st mission request in Sept –Oct 2016

VSTA 1st th mission:

Duration: Tentatively 26th September to 7th Oct 2016 in Ha Noi and other provinces if required.

Number of working days: 8 days working in field + 7 days home-based

Number of per diem in field: 8 days

Scope of work and proposed schedules:

| | Date | No of working days | Tasks |
|-----------------------------------|---|--------------------|--|
| Before field visit (home - based) | 22 nd – 23 rd Sept | 02 | Desk study and review of all relevant project documentation including project documents, annual work-plan, quarterly workplan project progress reports, annual project report, etc. |
| Field Visit (Ha Noi) | 26 th – 28 th Sept | 03 | <ul style="list-style-type: none"> • Work with UNDP and PMU to introduce his/herself and confirm tasks • Discuss with PMU/UNDP on idea of natural capital platform • Review the on-going initiatives/partners working on natural capital at global, regional and national level and identify the opportunities for further collaboration • Review the proposal on natural capital platform developed by ISPONRE and the minutes of previous meetings with development partners on the platform. • Propose the working mechanisms of NCP |
| | 30 th Sept – 2 st Oct | 04 | <ul style="list-style-type: none"> • Work with PMU and UNDP on the annual workplan 2017 • Comments on/contribution for TORs and training/workshops for quarter 4 and 2017 • Comments/contribution to project reports and products on indicators, EPI, ValuES, EPP, etc |

| | | | |
|--------------------------------|----------------------------|----|--|
| | 3 Oct. | 01 | <ul style="list-style-type: none"> • Consult with development partners to ensure their continuous support for the NCP • Work with PMU and UNDP on the next steps |
| After field visit (home-based) | Before the end of Nov 2016 | 05 | <ul style="list-style-type: none"> • Finalize a proposal of NCP working mechanisms • Continue comments/contribution to project reports and products on indicators, EPI, ValuES, EPP, etc |

Deliverables:

1. A mission report including site/field visit note and recommendations
2. Inputs for draft AWP 2017, TORs, training/workshop activities
3. Written comment or discussion notes with consultancy teams project reports and products on indicators, EPI, ValuES, EPP, etc
4. Proposal for NCP

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 V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide the services in the TOR at US\$

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

Cost breakdown:

| No. | Description | Tentative Number of days | Rate (US\$) | Total |
|-----|---|--------------------------|-------------|-------|
| 1 | Remuneration | 15 | | |
| 1.1 | Services in Home office | 25 | | |
| 1.2 | Services in field | | | |
| | | | | |
| 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)..... | | | |
| | 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