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Resilient nations.

Date: 14 October 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|--|--|
| Country: | Viet Nam |
| Description of the assignment: | 01 National Consultant on Resilient Housing Design and Management (Expert 1) |
| Project name: | Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam |
| Period of assignment/services (if applicable): | Late Oct 2016 – 31 Jan 2017 |
| Tender reference: | 1-161002 |

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **24 October 2016 (Hanoi time)**.

With subject line:

(1-161002) National Consultant on Resilient Housing Design and Management (Expert 1)

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 (including name, title, email, telephone number, address...)

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 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 | Postgraduate degree (M.S or PhD) in environmental engineering or construction engineer, disaster management, climate change or another relevant field | 200 |
| 2 | Strong analytical skills. Exceptional ability in communication and networking, negotiations and writing | 100 |
| 3 | Substantial relevant experience (minimum 10 years) in the field of disaster resilient housing and proven experience on inter-related resilient structural solutions for climate change adaptation and land-use planning in Viet Nam | 200 |
| 4 | Proven experience on gender mainstreaming and community based approach, community participation | 200 |
| 5 | Proven work experience with the national and local government system and decision-making processes | 200 |
| 6 | Knowledge of and experience with gender and equity issues and analysis; Flexibility and ability to operate in different cultural settings and with a variety of stakeholders | 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).

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 (following UNDP form)
- International consultant whose work involves travel is required to complete the courses on Basic Security in the Field **and** Advanced Security in the Field and submit certificates to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
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.

1st payment: 20% of total contract value will be paid upon Completion of Deliverables under Activity 1 & 2;

2nd payment: 40% of total contract value will be paid upon Completion of Deliverables under Activity 3, 4 and 5;

Final payment: 40% of total contract value will be paid upon Completion of Deliverables under Activity 6.

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 (TOR)

Support on developing detail Implementation plan for Green Climate Fund Project “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam” 2017-2021

Title: **01 National Consultant on Resilient Housing Design and Management (Expert 1)**
01 National Consultant on Resilient Housing Programming (Expert 2)
Timeframe: Late Oct 2016 – 31 Jan 2017
Report to: UNDP Sustainable Development Cluster

1) GENERAL BACKGROUND

UNDP, the Ministry of Agriculture and Rural Development (MARD) in collaboration with the Ministry of Construction are working together to prepare for the full implementation of a five-year programme “Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”, which was approved by the Board of Green Climate Fund (GCF) by the end of Jun 2016.

Partners: MARD in close coordination with MOC and 07 Provinces of Nam Dinh, Thanh Hoa, Thua Thien Hue, Quang Ngai, Quang Binh, Quang Nam and Ca Mau
Total fund: GCF - US\$ 29.5m (fully grant)
GoV – MOC: US\$ 8m (co-financed by Housing Programme)
GoV- MARD: US\$ 3.07m (co-financed by Mangrove and CBDRM Programme)
Timeframe: 2017-2021 (5 years)

The overall objective of the project is increasing the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam through the three key set of outcomes as following:

Outcome 1: Storm and flood resilient design features added to 4,000 new houses on safe sites, benefiting 20,000 poor and highly disaster-exposed people in 100 communes

Outcome 2: Regeneration of 4,000 hectares of costal mangrove storm surge buffer zones

Outcome 3: Increased access to enhanced climate, damage and loss data for private and public sector application in all 28 coastal provinces of Viet Nam

Project document can be down loaded at UNDP website [here](#)

The proposed GCF project seeks to scale up interventions that are already tested to increase the resilience of vulnerable coastal communities. Building on ongoing social protection programmes related to housing for the poor and marginalized, the project will incorporate storm and flood resilient design features in new houses benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to managing flood and storm risks, 4,000 hectares of mangroves will be rehabilitated and/or planted to function not only as storm surge buffers, but also to provide ecosystem resources that can support coastal livelihoods. Moreover, to support and sustain both the impact of this project as well as future requisite government policy adjustments that strengthen the resilience of coastal and other communities, resources will be used to systematize climate and economic risk assessments for private and public sector application in all 28 coastal provinces of Viet Nam.

To prepare for the detail preparation of the project and to facilitate for the project approval processes regulated by both funding agencies and the Government of Vietnam, UNDP Vietnam is seeking qualified Vietnamese candidates to fill in the 03 positions as follow:

1. 02 Climate Resilient Housing Specialists (25 days for Resilient Housing Design and Management Expert 1; and 15 days for National Housing programme – Expert 2)
2. 01 National Forestry Specialist (30 days)
3. 01 Disaster Risk Information Expert (25 days - tbc)

The Consultants will work with the Sustainable Development Cluster (SDC) of UNDP, MARD, MOC and MPI to formulate inputs for relevant GCF Project components as part of the full Project Document for

2) OBJECTIVES OF THE ASSIGNMENT

This TOR is specifically for 02 national consultants on (i) Resilient Housing Design (Expert 1) and (ii) Resilient Housing programming in Viet Nam (Expert 2)

The Consultants will work together as a team to provide a full technical report relates to detail implementation plan for Housing Component (Component 1) of a harmonized GCF Project Document for UNDP and MARD – MOC for final appraisal and approval for implementation (tentatively from Q2, 2017). Specifically, the consultants will provide specific outputs as following:

- A full detail technical design in the housing component of GCF Project document that is verified with the local stakeholders in the provinces, line ministries and other development partners
- A implementation plan of the project with clear requirements and terms for each work packages
- A detail logic framework to monitor and report the progress of the component in line with the overall GCF Project Proposal logic framework

3) SCOPE OF WORK

Specifically, the tasks of the two consultants is summarized as following:

1. *Literature review (joint)*

- Support UNDP and MOC to review and analyse the 07 provincial reports on housing in Viet Nam and other related reports and documentation by MOC under Decision 48
- Suggest further data collection if needed to ensure the quality and comprehensiveness of the information. In case the data is missing, contact the province and suggest methodology and interventions to collect the information in a timely manner

2. *Detail House Design & House Programming*

Base on the initial literatures and project documentation, project feasibility studies and necessary stakeholder consultation:

- Conduct further desk review of available technical materials on good practices in storm and flood safe housing, the good practice measures that are technically feasible and affordable for consideration under the GCF top-up support (joint)
- Review technical specifications suggested to verify that top-up housing support provided will facilitate homes built to withstand a strong typhoon according to current disaster levels. Addressing environmental issues and recycle or utilising local materials should be considered in the design (joint)
- Consult by telephone and email with provincial and national level government technical experts on available options to provide top-up support to on-going government efforts in 2017-2020 (lead by Expert 2)
- Develop draft technical approach and costing for add-on GCF support per house for various sites (broadly in line with current budget estimates of 800-1500 USD in direct support as top up fund to government efforts) – lead by Expert 2
- Frame-out an overall approach, potential M&E system and work plan for the housing component of the GCF project- clearly articulating indicators, indicators, reporting process – Lead by Expert 1
- Recommend process for ensuring technical design application, implementation and monitoring during project implementation for discussion with Ministry of Construction and Provinces. – Lead by Expert 2
- Develop draft technical approach and costing for add-on GCF support per house for various sites (broadly in line with current budget estimates of 800-1500 USD in direct support as top up fund to government efforts) – Lead by Expert 1
- Frame-out an overall approach, potential M&E system and work plan for the housing component of the GCF project- clearly articulating indicators, indicators, reporting process (joint)
- Recommend potential suitable sites for consideration in the project, including the specific locations, criteria for selection of beneficiaries, status of support (loans/ grants already provided) type of technology best suited for site enhancement and likely approximate cost per house and develop provisional budget for at least 1000 houses (out of a five year projected total of 4000) - joint
- Recommend solutions for commune and household participation into the housing interventions, including selection criterial to target more poor, women, vulnerable groups as project beneficiaries building on processes already applied in existing Government programmes (Lead by Expert 1)
- Rapid assessment of commune's women union capacity in facilitating community participation and

- monitoring of project activities (lead by Expert 1)
- Suggest revisions/ specific additions to standard procedures for housing project implementation to enable effective initiation, monitoring and completion of GCF funded top-up housing elements (lead by Expert 2)
- Discuss with Mangrove Consultant, UNDP and WRD/MARD on suggestions for integration of housing with other site locations (joint)
- Summary of how many locations are in coastal and inland sites/ communes, including an estimated number of beneficiaries (disaggregated by gender, poverty, ethnicity) – (joint)
- Propose relevant technical packages that the project will require consultancy services or procurement of good to deliver the outcomes of the components in the project sites. Propose a brief TORs of those technical packages, including training course for commune members on technical and management aspects of house strengthening (lead by Expert 1)
- Provide technical inputs to at least one-stakeholder meeting and update deliverables based on feedback received (joint)

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

Timeframe: Estimated 25 work-days during late Oct 2016 – end Jan 2017

Location: Hanoi with travel to 1-2 selected provinces. The provinces and sites will be selected during the implementation/inception of the activity. Upon prior written agreement by UNDP, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed UN-EU Cost Norms daily subsistence allowance rate in such location(s).

5) FINAL PRODUCTS

The consultants will work together to deliver the following results:

- Google drive folder of available maps, technical resources and manuals relevant to the housing component of the GCF project
- Analytical report on best technical options for housing regeneration and documentation of key lessons from other similar projects
- Summary paper outlining specific budget proposed technical approach, number of beneficiaries and commune coverage for the housing component
- Recommendation of overall approach, log frame and work plan for all technical interventions; and budget for the housing component
- Draft TORs for all relevant technical packages on housing, including capacity building for relevant stakeholders and trainings for community people

| Activity Number | Deliverables | Timeframe |
|-----------------|--|----------------|
| 1 | Inception report and workplan to implement the assignment accepted by UNDP | Late Oct 2016 |
| 2 | Google drive folder of available maps, technical resources and manuals relevant to the housing component of the GCF project during literature review | Early Nov 2016 |
| 3 | Analytical report on best technical options for housing regeneration and documentation of key lessons from other similar projects (e.g. ISET-Da Nang Women Union, DWF, Habitat, etc) in target provinces for GCF support. This should include review of existing standardised designs and also specific consideration of options to make designs "Greener" and also more culturally sensitive to the target locations. | 15 Nov 2016 |
| 4 | Summary paper outlining specific budget proposed technical approach, number of beneficiaries and commune coverage for the housing component that has been coordinated with the mangrove consultant, and discussed with key Government and provincial stakeholders. | 10 Dec 2016 |
| 5 | Recommendation of overall approach, log frame and work plan for all technical interventions; and budget for the housing component | 10 Dec 2016 |
| 6 | Draft TORs for all relevant technical packages on housing, including capacity building for relevant stakeholders and trainings for community people | 10 Jan 2017 |

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultants will report to UNDP SDC Cluster Head and working closely under the supervision of UNDP International Technical Specialist and UNDP Programme Officer on DRR and CCA to deliver the results with indicative timeline as indicated below. The consultants are required to coordinate with experts from MARD and MOC who are in charge of the project.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

General requirements:

- Postgraduate degree (M.S or PhD) in environmental engineering or construction engineer, disaster management, climate change or another relevant field.
- Strong analytical skills. Exceptional ability in communication and networking, negotiations and writing
- Knowledge of and experience with gender and equity issues and analysis; Flexibility and ability to operate in different cultural settings and with a variety of stakeholders;
- Proven work experience with the national and local government system and decision-making processes

Specific Requirements:

Expert on Resilient Housing Design and Management (Expert 1):

- Substantial relevant experience (minimum 10 years) in the field of disaster resilient housing and proven experience on inter-related resilient structural solutions for climate change adaptation and land-use planning in Viet Nam;
- Proven experience on gender mainstreaming and community based approach, community participation.

Expert on Resilient Housing Programming (Expert 2)

- Solid experience in the management of similar projects on flood/storm resilient housing in Viet Nam, including: Project design, management, and monitoring & evaluation for housing programme in Viet Nam;
- Proven experience and understanding of the MOC's housing programme, particularly the Decision 48

8) ADMIN SUPPORT AND REFERENCE

UNDP will provide necessary admin support for the consultants in coordination with the Government counterpart to understand the assignment, including travel to the field base on UN-EU cost norm. Travel will be funded by UNDP and/or Government separately from the contract.

Besides the project proposal and annex that mentioned about, the consultants will be provided with other reference documents once they are on board. Information will include:

- Detailed information of 7 potential GCF target provinces on current plans for mangrove regeneration and restoration. This include details:
 - Total areas for mangrove (new/replant) by commune level (in Decision 120)
 - Quality of the mangrove areas by commune level
 - Summary of mangrove approaches by the communes
 - Specific condition of the locations/commune: soil quality, mangrove density, poverty status (new poverty status 2015), ethnic population,
 - Financial status to support those mangroves
 - timeframe
 - Technical approach planned.
 - Key project document for Decision 120.
 - Summary of other projects supported by the Government (SPRCC, state budget) or NGOs/bilateral on mangrove plantation in the provinces
 - Map of land use plan in the province
 - Social Economic Development Plan (latest)
- 07 provincial reports (2-3 pages) on the financial process/fund for the provinces to plan, receive and transfer the funding of SPRCC/MARD (state budget) to provincial agency until

9) REVIEW TIME REQUIRED AND PAYMENT TERM

UNDP will authorize payments upon review and approval as of the following outputs. Specify payment milestones is detailed as below:

| Activities and Outputs | Amount (% of contract) |
|---|-------------------------------|
| Completion of Deliverables under Activity 1 & 2 | 20% |
| Completion of Deliverables under Activity 3, 4, 5 | 40% |
| Completion of Deliverables under Activity 6 | 40% |

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:

| No. | Description | Number of days | Rate (VND) | Total |
|------------|---|-----------------------|-------------------|--------------|
| 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)..... | | | |
| | 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