



Empowered lives.
Resilient nations.

12 February 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	One national consultant to serve as a Project Lead to provide overall technical guidance and project leadership for both two Financial Solutions
Period of assignment/services (if applicable):	120 days full-time during March 2020 – November, 2021
Duty Station:	Ha Noi
Tender reference:	P200202

1. Submissions should be sent by **email** to: nguyen.ngoc.phuonng@undp.org no later than:

23.59 hrs., 26 January 2020 (Hanoi time)

With subject line:

P200201 – National Consultant to serve as a Project Lead to provide overall technical guidance and project leadership for both two Financial Solutions

Submission received after that date or submission not in conformity with the requirements specified in 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 **30 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.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted

proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#).....(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)(Annex IV)
- [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:

- Detailed CV addressing the experience and communication work you have done.
- Financial offer
- Related reports/documents in English to be submitted for National Consultant

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance 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 the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

	Criteria	Score
1	Master’s degree in finance, economics, biodiversity, or a closely related field, or equivalent relevant work experience	150
2	At least 10 years of experience in the management or review of public finance	200
3	Experience in hands-on consultancy works in financial planning and implementation with strong experience and leadership/team-work skills	200
4	Experience with UNDP and/or UN biodiversity/environment related programmes	200
5	Demonstrable analytical and communication skills (two reports in English provided)	150
6	Familiarity with the Viet Nam government’s planning and budgeting processes	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 subject to positive reference checks on the consultant's past performance.

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:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate 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.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 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

The payments will be made at the end of every calendar month, upon receipt and approval of monthly report on the work-done and results produced, and a work-timesheet for that month based on the monthly workplan agreed by UNDP and the consultant.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

ANNEX I



Empowered lives.
Resilient nations.

TERMS OF REFERENCE

The Biodiversity Finance Initiative Phase II

Country	Viet Nam
Project name	<i>The Biodiversity Finance Initiative Phase II</i>
Type of appointment	Individual contract
Description of the assignment	One national consultant to serve as a Project Lead to provide overall technical guidance and project leadership for both two Financial Solutions
Report to:	UNDP Country Office, BCA/VEA/MONRE, and the Global BIOFIN Team.
Location	Ha Noi with travel to provinces.
Duration	120 days full-time during March 2020 – November, 2021

I. Context

The global Biodiversity Finance Initiative (BIOFIN) is managed by UNDP in partnership with the European Commission and the Governments of Germany, Switzerland, Norway, and Flanders. Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at the national level, for improving cost-effectiveness through the mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans. Between November 2017 – June 2019, Phase I of BIOFIN was implemented in Viet Nam. Guided by the 2016 BIOFIN Workbook, it began by integrating biodiversity and ecosystem services into sectoral and development policy, planning, and budgeting. This involved analysing current policies, institutions, and expenditures affecting biodiversity and ecosystem services both positively and negatively to evaluate their impact and effectiveness and understand key opportunities for mainstreaming. It helped to establish a firm baseline of current biodiversity expenditure levels and projections, while reviewing the underlying institutional and policy framework that directs expenditures from public, private, national, and international sources. BIOFIN Phase I also developed a Biodiversity Finance Plan that included a vision for the future sustainable management of biodiversity, reviewing past expenditures and financing needs, and identifying and prioritising a wide range of financing solutions. A plan was developed for the future financing of biodiversity in Viet Nam by addressing all possible dimensions of finance, which included resource mobilization, improving the effectiveness of expenditures, avoiding future expenditures, and re-aligning current expenditures with Viet Nam's biodiversity goals. From this plan, finance solutions were established and prioritised based on a variety of characteristics of each solution, including the financing potential, the legal context and socio-economic/gender impacts, and any barriers that may exist to

implementation. The BFP will be the foundation of BIOFIN Phase II, which prioritizes the implementation of two finance solutions, including Financial Solution 1: Technical and Economic Norms for Results-Based Budgeting, and Financial Solution 2: Hon Cau Marine Protected Area – Activity & Entrance Fee Regime during the period of 2019 and 2021. Main purpose of the Financial Solution 1 is to facilitate the development of procedures and standardized costs for result based budgeting and biodiversity monitoring and reporting in protected areas in Vietnam, whereas the Financial Solution 2 focuses on the design and implementation of a tourism fee system for Hon Cau Marine Protected Area as an example for the wider system of Marine Protected Areas.

The core responsibility of the Project Lead to be recruited under this assignment is to provide overall technical guidance and project leadership for both two Financial Solutions. The Project Lead will work under the supervision of UNDP CO, in close collaboration with the entire BIOFIN Viet Nam Team, and the global BIOFIN Team to assure the **high-quality delivery of all reports and outcomes of BIOFIN**.

The Project Lead will be the overall leader and a spokesperson of BIOFIN at the national level. S/he is expected to have senior experience and to provide substantial technical expertise in assuring horizontal integration and consistency of workstreams/studies, as well as quality assurance of national products and processes throughout the duration of the national project. S/he will also specifically be responsible for the design and support of the implementation of the outreach activities to national (Government, donors' delegation, academia, etc.) and relevant international stakeholders, and the preparation of synthesis reports, policy briefs, press releases, and briefing notes for the government, UNDP, etc.

Specific duties and responsibilities will include:

Technical Management and Leadership

- Provide technical guidance, coordination and management to technical working team during project set-up and implementation to assure timely and high-quality delivery of all reports and outcomes of BIOFIN Phase II.
- Draft and/or revise the project work-plan, terms of reference of project activities to be submitted to the National Project Coordinator, the UNDP Country Office and BIOFIN Global Team;
- Provide necessary coaching to the consultants of the Finance Solutions, if required to ensure technical activities are managed and executed in a timely and appropriate manner within the planned budget.
- Be responsible for preparing and conducting the monitoring, reporting and evaluation of the project activities at national and provincial levels, including data/information collection and reporting as required. Prepare BIOFIN technical progress reports for submission to UNDP and project partners.
- Establish and maintain links with other national and international programmes related to biodiversity finance (e.g. NBSAP) and projects including UNDP-GEF projects.
- Lead the capture and documentation of lessons from the project implementation phase and make recommendations for more effective implementation of activities.
- Participate in and prepare presentations (if required) in all regional and global BIOFIN webinars and workshops.

Policy Development

- Provide technical inputs into policy development processes as per government requests/emerging opportunities (national/sectoral development plans/NBSAPs/legislation on biodiversity finance, resource mobilisation and efficiency improvement in the use of biodiversity finance) and report on these inputs to the UNDP Country Office and the Global BIOFIN Team.
- Facilitate discussions on BIOFIN findings with government partners, NGOs and development partners to identify areas where collaboration can benefit from new insights generated through the BIOFIN Process and vice versa.
- Organise and provide technical support into the policy discussions with decision makers on an ad-hoc basis to respond to emerging opportunities related to the project activities, including technical preparations, facilitations and drafting policy briefs

Project Outreach, Communication and stakeholder consultations

- Prepare an overall project outreach & communication plan and implementation strategies which include various national and subnational stakeholders for the engagement of the national stakeholders and strongly position BIOFIN objectives and processes towards relevant government, NGOs and development partners to catalyse transformational outcomes of the Project, ensuring the inclusion of organisations representing indigenous/women/vulnerable groups where possible.
- Lead extensive stakeholder consultation/engagement processes for the development of all project deliverables, involving various actors including but not limited to the public and private sector, civil society, and academia.
- Liaise with Governmental institutions (MOF, MONRE, MARD, MPI, etc.) and other concerned stakeholders to facilitate related data collection. Ensure collaboration of counterparts on data and information provision, expert review and verification.

II. Technical Tasks and Responsibilities

- Act as principal technical contact for in-country BIOFIN Phase II Project implementation of both Finance Solutions (FS) with the BIOFIN Global team with regards to all questions and issues that arise during the project implementation;
- Provide key technical leadership on all finance issues and assure horizontal integration and consistency of workstreams/studies;
- Provide technical supervision to the national BIOFIN team to complete BIOFIN outputs in a consistent and high-quality manner.
- Ensure that drafts of the work submitted to the UNDP Country Office, MONRE/BCA and the BIOFIN Global team regularly to provide backstopping and assure feedback is adequately integrated;
- Steer the implementation of the finance solutions - This may include a set of measures and/or activities addressing legal, institutional, entrepreneurial, financial, awareness, and capacity matters to put the BIOFIN results into action; collaboration with the respective team members of each finance solution to ensure they have the necessary technical support for the successful implementation of each project through the provision of feedback to team members to assure quality and impact.

- Ensure that the project outputs are developed in line with BIOFIN methodology, while at the same time sufficiently tailored to the national context. Liaise with the BIOFIN team and government (MONRE, MOF, MPI, and Local Authorities) to obtain timely feedback on the project deliverables. Review all national level deliverables and provide detailed feedback to other team members and support for technical finalization where necessary.
- Provide regular feedback on the progress of implementing the finance solutions to the global BIOFIN team through monthly and bi-annual reports, workshops and technical calls.
- Prepare detailed reports and analyses of both finance solutions' project results and impacts including in technical preparations for Community of Practices and at project's end.

III. Key Deliverables

The Project Lead is expected to provide several key deliverables corresponding to the three areas of responsibilities, including but not limited to the following:

3.1 Technical Management and Leadership

- Consolidated/updated description of Financial Solutions with clear quarterly and annual work-plans of the projects finalized.
- Terms of reference for project activities, including meetings/consultation workshops etc.
- Quarterly and annual updated M&E reports and collected data/information about the entire project implementation
- At least 2 briefing papers (in English) on project lessons learnt and recommendations on project implementation and related technical matters.

3.2 Policy Development

- At least five (05) policy briefs (in English) on how project's findings contribute into national and sectoral development plans, NBSAPs, legislation on biodiversity finance; resource mobilization and efficient use of biodiversity finance, collaborations with government partners, NGOs, private sector and development partners and prospects for next steps and additional finance solutions to implement.

3.3. Project Outreach and Communication

- Overall project outreach & communication plan, and implementation strategies of the Project;
- Quarterly consolidating reports on the consultation/engagement processes during the project implementation;
- Overall project outreach & communication plan, and implementation strategies of the Project;
- Quarterly consolidating reports on the consultation/engagement processes during the project implementation;

3.4. Technical Tasks

- *For Finance Solution 1:*
 - Reviewed draft of the procedures and standardised costs on biodiversity

monitoring and reporting prepared by the national experts of Finance Solution 1;

- Terms of reference (and workshop report) for consultation workshop for the draft of standardised costs on biodiversity monitoring and reporting;
 - Plan for the test of the procedure and standardised costs in at least one protected area
 - Revised and complete standardised costs;
 - Incorporated feedback and reflections during the consultations with MONRE and MOF and other relevant stakeholders to finalise the procedures and standardized costs for biodiversity monitoring and reporting to be approved by MONRE as circular(s).
- *For Finance Solution 2:*
 - Reviewed and finalised outline of Hon Cau tourism fee collection scheme prepared by the national experts of Finance Solution 2.
 - Reviewed and finalised communication and awareness plan/strategy
 - Reviewed draft Decision of Hon Cau Tourism fee collection
 - A project synthesis report (with recommendations to government) and summary for policy makers, including proposals and recommendations for potential additional finance solutions and funding sources (in English) reviewed and cleared by Technical Advisor.

3.5 Detailed reports and analyses of both finance solutions' project results and impacts including in technical preparations for Community of Practices and at project's end (in English) reviewed and cleared by Technical Advisor.

Timeline for deliverables will be discussed and agreed and based on overall project progress, and after consultation with the team leads for each finance solution.

IV. Experience and qualifications

The candidate is expected to have the following experience and qualifications:

- Master's degree in finance, economics, biodiversity or a closely related field, or equivalent relevant work experience
- At least 10 years of experience in the management or review of public finance, finance for biodiversity.
- Strong experience and leadership/team-work skills;
- Experience in hands-on consultancy works on financial planning and implementation, and/or biodiversity planning
- Familiarity with the Viet Nam government's planning and budgeting processes. Experience with UNDP and/or UN biodiversity/environment related programmes
- Demonstrated knowledge in environmental issues and/or biodiversity
- Demonstrable analytical and communication skills in both Vietnamese and English (two reports in English provided)

V. Payment Method and Terms

The contract and payments will be performance-based and regularly assessed by the UNDP Country Office and BIOFIN Global Team. Any travel required by the consultant will be arranged by the UNDP country office per UN-EU cost norms. All the reports and deliverables must be cleared by the UNDP Country Officer and/or international senior advisors before any payment can be made.

The contract will be performance-based. Payments will be made against the following deliverables:

1. Inception report describing key progress of key deliverables: 20% of total payment.
2. Draft documents of the two finance solutions submitted for consultation at national and provincial levels: 20% of total payment.
3. Draft briefing papers, policy briefs, project outreach and communication materials and reports: 20% of total payment;
4. Project synthesis report and summary for policymakers / completion and clearance of the reports of two finance solutions after consultation processes: 40% of total payment.

VI. Selection Criteria

	Criteria	Score
1	Master's degree in finance, economics, biodiversity, or a closely related field, or equivalent relevant work experience	150
2	At least 10 years of experience in the management or review of public finance	200
3	Experience in hands-on consultancy works in financial planning and implementation with strong experience and leadership/team-work skills	200
4	Experience with UNDP and/or UN biodiversity/environment related programmes	200
5	Demonstrable analytical and communication skills (two reports in English provided)	150
6	Familiarity with the Viet Nam government's planning and budgeting processes	100
	Total	1000

ANNEX IV

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES NO If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?
 YES NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?
 YES NO If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
 YES NO If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

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

Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	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 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	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.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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

(The costs should only cover the requirements identified in the Terms of Reference (TOR)

Travel expenses are not required if the consultant will be working from home).