



6 July 2020

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 to support Binh Thuan's Department of Agriculture and Rural Development and Hon Cau MPA to design and formulate the tourism fee collection system in Hon Cau MPA
Period of assignment/services (if applicable):	July 2020 – June 2021
Duty Station:	Ha Noi with travels to Binh Thuan province
Tender reference:	A-200701

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

12.00 hrs. (noon), Wednesday 15 July 2020 (Hanoi time)

With subject line:

A-200701 – National Consultant to support for tourism fee collection system

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 **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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction
- 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 **Vietnamese dong for National 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:

Consultant(s)' experiences/qualification related to the services		
1.1	Postgraduate degree (at least MSc.) in finance / public finance / economics; understanding of financial regulations, formulation process and approval of tolls proposals in general, tour fees in particular	100
1.2	Having solid knowledge in marine biology, nature reserve conservation or ecotourism; familiarity with Vietnam's laws and regulations on PAs and biodiversity	200
1.3	Having direct experience in developing fee collection schemes from sightseeing and tourism activities in conservation areas; advisory work on financial planning and implementation; Familiar with Vietnam's government planning and budgeting process, especially at the local level	300
1.4	Experience in participating in UNDP and / or UN programs related to biodiversity / environment / financial planning	100
1.5	Experience / knowledge on Vietnam's MPAs, especially MPAs that already have a fee collection system from sightseeing / tourism activities	200
1.6	Excellent verbal and written proficiency in both Vietnamese and English (two reports in English to be provided)	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 is the new online security awareness training 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

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

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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.

ANNEX I



TERMS OF REFERENCE

Assignment:	Design and formulate the tourism fee collection system for Hon Cau MPA (MPA), Binh Thuan province.
Project name:	The Biodiversity Finance Initiative (BIOFIN) Phase II
Type of appointment:	Individual Contract
Description of the assignment	A national consultant to support Binh Thuan's Department of Agriculture and Rural Development and Hon Cau MPA to design and formulate the tourism fee collection system in Hon Cau MPA.
Location:	Ha Noi with travels to Binh Thuan province
Duration	From July 2020 to June 2021

Introduction

The Proposal on “Sustainable community-based ecotourism development in Hon Cau MPA” was approved by Binh Thuan Province People’s Committee in Decision No. 3106 / QD-UBND in December 2019, which aims to promote the advantages and values of the natural landscape, biodiversity and rich marine ecosystems of Hon Cau MPA as part of the national system of MPAs. In addition, the Proposal also contributes to promoting the image and value of Hon Cau marine ecosystem, raising awareness and responsibility for environmental protection, nature conservation of the government, people and tourists. The Proposal provides one of the important measures for resource mobilization during the implementation of the Proposal, including the development and implementation of the scheme for fee collection, service activities and management of revenue sources from activities at Hon Cau MPA.

Vietnam is one of 12 countries in the Asia-Pacific region participating in the BIOFIN Financial Initiative for Biodiversity (Phase II). This project identifies priorities for supporting the development of sustainable financial mechanisms for MPAs, including a pilot at Hon Cau MPA, Binh Thuan Province. This financial solution will mobilize community participation and improve the management of valuable and rare marine species at Hon Cau.

The objective of this consultancy package is to support the Management Board of Hon Cau MPA, Binh Thuan Province carry out financial analysis and to plan, draft the content, effectively implement the consultation process to develop and implement the Plan of fee collection and management of revenues from activities at Hon Cau MPA.

Scope of work

Under the general supervision of UNDP's expertise in Vietnam, in collaboration with consultant team members, the consultant will work directly with the Hon Cau MPA Management Board with the following tasks:

1. Undertake policy review on the financial regulations on various revenues sourced from activities in the relevant eco-tourism and conservation areas, especially in MPAs at national and provincial levels.
2. Stock take experiences on development and operationalization of fee collection schemes and management of revenue sources from activities in the relevant eco-tourism and conservation areas, especially in MPAs;
3. Conduct field surveys for socioeconomic and institutional assessment using participatory approach, including consultations with provincial and local authorities, communities and stakeholders to collect information and data for proposal formulation.
4. Prepare a proposal for tourism fee collection, service activities and management of revenue sources from the activities at Hon Cau MPA (hereinafter referred to as fee collection proposal), including but not limited to following contents:
 - Description of legal background of the fee collection proposal
 - Main goals, objectives of fee collection system with specific scope of the system including what types of ecosystem services/ tourism activities under proposal;
 - Description of fee payers, rate and methods of fee payment and fee exemption;
 - Management schemes and utilization of the fee including roles/responsibilities for fee collection;
 - Responsibilities and obligations of local authorities and relevant stakeholders to the Proposal;
 - Other issues (public disclosure of the system, reporting and auditing etc.)
5. Analyze, forecast and assess advantages and disadvantages in the process of implementing the Proposal and propose the relevant solutions;
6. Draft the fee collection proposal for provincial appraisal and approval process;
7. Participate and present at the workshops organized at provincial and national levels with the authorities, local communities and other stakeholders to discuss findings and key recommendations and to get commitments to support the proposal.
8. Support province to finalize the proposal based on feedbacks and comments from workshops.
9. Prepare final reports and briefing paper to capture main findings, reflections and recommendations for upscaling.

Timeline

This consultancy is expected to be carried out within 50 working days, starting from July 2020 to June 2021. During the implementation process, the consultant is required to travel and work with Binh Thuan. It is planned the consultant will take 02 missions to Tuy Phong district, Binh Thuan province (04 days for each mission).

Expected deliverables and reporting

Item	Deliverables	% of the contract value	Timeline
1	Report on legal framework for fee collection system in Vietnam with special focus on financial regulations on various revenues sourced from activities in the relevant eco-	30%	02 months after the contract is signed

	tourism and conservation areas at national and provincial levels.		
2	Report on international experience and best practice in fee collection schemes and management of revenue sources from activities in the relevant eco-tourism and conservation areas and lesson learnt	50%	05 months after the contract is signed
3	Final draft of the fee collection proposal for consultation process, revised and submitted with the documents of the fee collection proposal for provincial appraisal and approval		
4	Final report and briefing paper(s) to capture main findings, reflections and recommendations for upscaling	20%	10 months after the contract is signed

Qualifications

	Criteria	Score
1.	Postgraduate degree (at least MSc.) in finance / public finance / economics; understanding of financial regulations, formulation process and approval of tolls proposals in general, tour fees in particular	100
2.	Having solid knowledge in marine biology, nature reserve conservation or ecotourism; familiarity with Vietnam's laws and regulations on PAs and biodiversity	200
3.	Having direct experience in developing fee collection schemes from sightseeing and tourism activities in conservation areas; advisory work on financial planning and implementation; Familiar with Vietnam's government planning and budgeting process, especially at the local level	300
4.	Experience in participating in UNDP and / or UN programs related to biodiversity / environment / financial planning	100
5.	Experience / knowledge on Vietnam's MPAs, especially MPAs that already have a fee collection system from sightseeing / tourism activities	200
6.	Excellent verbal and written proficiency in both Vietnamese and English (two reports in English to be provided)	100
	Total	1000

ANNEX IV

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

Date _____

United Nations Development Programme

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 of (VND for National Consultant).

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

No.	Description	Quantity	Unit Rate	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). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* Individual Consultants/Contractors who are over 65 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 behavels 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).*