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07 September 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant to lead the process of the design, preparation, and elaboration of a PIF for a full-size GEF-7 project.
Period of assignment/services (if applicable):	25 days full-time during September 9, 2020 – October 30, 2020
Duty Station:	Ha Noi with possible travels to provinces.
Tender reference:	P200901

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

11.59 hrs., 13 September 2020 (Hanoi time)

With subject line:

P200901 - National consultant to lead the process of the design, preparation, and elaboration of a PIF for a full-size GEF-7 project.

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 work
- Financial offer
- Letter of Interest and Availability
- At least 2 reports/documents in English to be submitted

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:

	Consultant's experience/qualification related to the services	Score
1.	Master's degree (or higher) in Ecology, Environmental Sciences, Environmental Management, or a closely related field	100
2.	Minimum of 10 years' experience working on issues/activities related to forest conservation, biodiversity issues, community-based eco-tourism activities	300
3.	Proven experience with development, implementation and management of GEF and other forestry sector projects supported and managed from UN organizations	300
4.	Proven work experience in the policies related to forestry, biodiversity conservation at national and provincial policies in relevant topics	200
5.	Excellent communication skills, including strong ability in written and oral English (at least two reports in writing submitted)	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 total contract value should include a lumpsum of consultancy's remuneration (all tax inclusive, fees based on the UNDP's standard rates) and all related cost for producing the deliverables as mentioned above.

30% of the contract value will be paid upon national consultant submission and UNDP acceptance of i) a note on desk review with key findings supported by a reference list; and ii) An interview plan, and questions incl. list of key informants.

The remained amount of 70% total contract value will be paid after provision of the remaining deliverables with satisfactory acceptance from UNDP Country Office.

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

ANNEX I

TERMS OF REFERENCE

Preparation of PIF for Viet Nam GEF-7 Project

B. Country	Viet Nam
C. Project name	<i>Promote wildlife conservation and responsible nature-based tourism for sustainable development in Vietnam</i>
Type of appointment	Individual contract
Description of the assignment	One national consultant to lead the process of the design, preparation, and elaboration of a PIF for a full-size GEF-7 project.
D. Location	Ha Noi with possible travels to provinces.
Duration	25 days full-time during September 9, 2020 – October 30, 2020



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Context

UNDP's Sustainable Development Cluster of the Bureau for Policy and Program Support (BPPS) is responsible for providing leadership and technical support for the delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its focus is on helping countries develop the capacity to fully incorporate environmental sustainability into development at national and local, but also global and regional, levels. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

The objective of UNDP's biodiversity and ecosystems work is to assist countries to maintain and enhance the beneficial services provided by natural ecosystems to secure livelihoods, food, water and health security, reduce vulnerability to climate change, sequester carbon, and avoid greenhouse gas emissions. Besides the identification and selection of project opportunities and their stakeholders in the region, this duty includes the design, preparation and elaboration of full GEF project documentation, ready for submission for GEF-7 funding. The government of Viet Nam has requested UNDP to provide support in the design, preparation and elaboration of a full-size project under GEF-7 funding to promote wildlife conservation and responsible nature-based tourism in Viet Nam.

Duties

Work closely with the UNDP Viet Nam Country Office, and Nature and Biodiversity Conservation Agency (BCA) in the preparation of documentation required for submission of the above-mentioned PIF to the GEF, the national consultant is expected to undertake the tasks, not limited to follows:

1. Conduct assessments on wildlife conservation/ecotourism related models and experiences in the Southeast Asia region such as but not limited to Malaysia in order to provide recommendations for the selected sites;
2. Lead the revision of above-mentioned PIF as a standalone GEF-7 PIF, including update baseline of the PIF;
3. Provide update and analysis on impact of COVID-19 pandemic on tourism industry in Viet Nam;
4. Identify additional policy-level interventions including support for revision process of Law on Biodiversity in order to strengthen Component 1: Policy on sustainable financial and policy for biodiversity;
5. To conduct field missions to the selected provinces for data/information collection and assessment of feasibility;
6. To liaise with relevant stakeholders and/or projects/programmes in the region to explore opportunities for co-financing activities, and support to obtain written commitments;

7. To support BCA in consolidating and addressing comments from GEF-SEC, GEF-Viet Nam and relevant stakeholders in order to finalise the complete PIF-GEF7 of the above-mentioned project.

Estimated Duration and Timing

The consultancy will be for an estimated **25 working days** during the period **9 December 2020 to 30 October 2020**. The assignment will involve field missions to the selected provinces. Travel-related costs based on UN-EU cost norm will be paid separately by UNDP.

Implementation Arrangements

UNDP Viet Nam CO will contract and make payments upon certification of deliverables and assignment completion.

No.	Description of Deliverable	Percentage	Timetable
1	First draft on revised GEF-7 PIF as a standalone project	40%	16 September 2020
2	Field trip notes and documentation together with collected data/information (in paper-based and/or digital form)		20 September 2020
3	Submission of revised PIF using the GEF-7 template		15 October 2020
4	Upon clearance by UNDP CO	60%	30 October 2020

Required Skills and Experience

- Master's degree (or higher) in Ecology, Environmental Sciences, Environmental Management, or a closely related field;
- Minimum of 10 years' experience working on issues/activities related to forest conservation, biodiversity issues, community-based eco-tourism activities;
- Proven experience with development, implementation and management of GEF and other forestry sector projects supported and managed from UN organizations;
- Proven work experience in the policies related to forestry, biodiversity conservation at national and provincial policies in relevant topics
- Proven experience in successful preparation of GEF multi-focal area PIFs and projects;
- Experience working with UNDP and other UN organizations considered an asset;
- Strong interpersonal and communication skills; commitment to team work and to working across disciplines;
- Excellent written and oral communication skills in English and fluency in Vietnamese.

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 (daily rate)			
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).