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09 September 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	A team of 04 National Consultants: Assessment on the potentials for a green and sustainable shrimp supply chain in Bac Lieu Province and propose roadmap to support smallholder shrimp farmers and traders in the Province in transforming their production and business toward low carbon and sustainable practices
Period of assignment/services (if applicable):	From Sep 2020 – 15 Feb 2021
Duty Station:	Hanoi, with travel to Bac Lieu as required
Tender reference:	P200903

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

23.59 hrs., 13 September 2020 (Hanoi time)

With subject line:

P200903A – TL - Expert on climate change value chain analysis, economic and policy analysis

P200903B – TM1 - Expert on sustainable aquaculture extension

P200903C – TM2 - Expert on sustainable business planning and management

P200903D – TM3 - Expert on qualification infrastructure, traceability, trade requirement, e-commerce and agricultural digitalization

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:

Team Leader (TL) - Expert on climate change value chain analysis, economic and policy analysis (40 days);

Qualification	Score
Have master’s degree or higher regarding economics, natural resources and environmental management, business administration, agriculture, public policy;	200
At least 10 years of experience activities related to analysis value chain and develop	200

investment program, investment research consultancy, business plans, strategies, investment project for develop value chain, new commodities;	
Attend at least 5 researches projects, leading consultation team in analyzing and evaluating aquaculture value chain, develop plans, strategies for investment and development of value chain program, business production industry in agriculture sector;	200
Proven experience in conducting researches and policy development in the areas of climate change response and NDC related planning and implementation and applying bio/climate change related value chain analyses;	200
Proven experience in organizing event, monitoring and summarizing ideas to develop investment project for development of value chain in national scale; relevant experiences in development of training curriculums/materials/programs Proven working experience in Vietnam in investment in agriculture and sustainable rural development sector	100
Provide 02 own writing examples to prove English proficiency	100

Team member 1 (TM1): Expert on sustainable aquaculture extension, including shrimp extension, shrimp production chain technologies, shrimp standards and qualification (25 days)

Qualification	Score
Have master's degree or higher degree regarding aquaculture production and fisheries agricultural business, natural resource and environmental management;	200
At least 10 years of experience activities related to technical value chain analysis and develop investment program, technical research consultancy, strategies, investment project for develop value chain, aquaculture and fishery products;	200
Attend at least 2 research projects, agronomy analysis and evaluation of crop value chains, develop plans, strategies for investment and development of aquaculture-value chains program, new business production development in agriculture sector; At least 5 years of experience in activities related to research, evaluation of production, processing of aquaculture products, agricultural planning;	200
Have experience in conducting researches and policy development in the areas of climate change response and NDC related planning and implementation and applying bio/climate change related value chain analyses;	200
Have experienced in implementing, organizing, researching, evaluating technical capacity of aquaculture (shrimp) value chains at national scale; Have knowledge and experiences in implementing, organizing, researching, evaluating capacity of technology of aquaculture value chain, technical standards and requirement in aquaculture products	100
Provide 02 own writing examples to prove English proficiency	100

Team member 2 (TM2): Expert on sustainable business planning and management (25 days);

Qualification	Score
Have master's degree or higher regarding agricultural economics, financial, trade, statistics, aquaculture production, agriculture and rural development	200
At least 5 years of experience in activities related to investment program, value chain research consultancy, analysis of the framework for mobilizing investment resources, ventures/co-operate to develop value chains, agricultural products in agriculture sector, especially in production, aquaculture products business, eco-commodity;	200
Participate in at least 2 studies/researches related to investment resource analysis, resource mobilization frameworks for developing plan, strategy for development of value chain program on national and subnational scales;	200
Have experience in implementing, monitoring and summarizing the investment resource mobilization framework, risk analysis in investment and strategies; Have experience in implementing and supervising researches, assessment of market and market organization system, service system, linking market development on demand.	200
Have experience in the development of legal documents, MOU, plans / programs in the manner stipulated by the Government of Vietnam.	100
Provide 02 own writing examples to prove English proficiency	100

Team member 3 (TM3): Consultant on qualification infrastructure, traceability, trade requirement, e-commerce and possible agricultural digitalization

Qualification	Score
Have master's degree or higher regarding agricultural economics, financial, trade, statistics, computer science or business administration	200
At least 5 years of experience in activities related to investment program, value chain research consultancy, traceability, agricultural digitalization, especially in high tech agriculture/ aquaculture value chain development;	200
Participate in the studies/researches related to investment resource analysis, e-traceability and agricultural/ aquaculture digitalization, e-commerce in agricultural development;	200
Have experience in implementing and supervising researches, assessment of market and e-market organization system, service system, linking market development on demand;	100
Have experience in the development of training program in aquaculture product traceability, digitalization and smart transformation of agriculture.	200
Provide 02 own writing examples to prove English proficiency	100

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.

1. Payment

- 1st installment: 20% of contract amount upon the deliverable of the workplan for the full assignment - Deliverable 1
- 2nd installment: 40% of contract amount upon receiving and acceptance of Deliverable 2, 3, 4
- Final installment: 40% of contract amount shall be paid upon satisfactory completion of all deliverables 5, 6, 7 as specified in the TORs.

Payments will be made upon satisfactory acceptance by MARD ICD and UNDP CCE Unit.

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

ANNEX I



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TERMS OF REFERENCE

Services: *Assessment on the potentials for a green and sustainable shrimp supply chain in Bac Lieu Province and propose roadmap to support smallholder shrimp farmers and traders in the Province in transforming their production and business toward low carbon and sustainable practices*

Posts: A team of 04 National Consultants: Team Leader - Expert on climate change value chain analysis, economic and policy analysis (40 days); Team member 1: Expert on sustainable aquaculture extension, including shrimp extension, shrimp production chain technologies, shrimp standards and qualification (25 days); Team member 2: Expert on sustainable business planning and management (25 days); Team member 3: Expert on qualification infrastructure, traceability, trade requirement, e-commerce and agricultural digitalization (25 days)

Duty station: Hanoi, with travel to Bac Lieu as required

Duration: From Sep 2020 – 15 Feb 2021

Supervision: UNDP Programme Officer on Climate Change and DRR/MARD Project Coordinator

Coordination: UNDP experts in Climate Change and Environment Team, MARD's Departments for Plantation, Crop Protection and Fishery, Provincial partners in Bac Lieu, MARD's PSAV

1) GENERAL BACKGROUND

To meet its national and Paris Agreement commitments, private sector action is critical in Viet Nam. MPI estimates that 70% of Viet Nam's \$21 billion total climate change investment needs is expected to come from the private sector. However, this target is not currently on track to be met. The Nationally Determined Conditions (NDC) strategy highlights the key role that private sector finance will need to play beyond more traditional investment but green and innovative investments, such as renewable energy and climate smart business. In addition to supporting the achievement of the country's mitigation and adaptation goals, the participation of the private sector will help advance the country's sustainable development objectives, including promoting the more efficient use of natural resources, cutting costs for households and firms, and improving the competitiveness of the economy.

Project background

Agriculture plays an essential role in the economy of Viet Nam. In 2018, the agriculture sector accounted for 14.57% of Viet Nam's Gross Domestic Product (GSO, 2019), About 65% of the population of Viet Nam lives in rural areas, with 35.4% reliant on agriculture, fisheries, and forestry as their primary source of income. However, a much larger proportion is dependent on the agricultural sectors for their livelihoods, including informal labour (GSO, 2019).

Agro-businesses, particularly small and medium enterprises, play an essential role in the economy of Viet Nam.

According to GSO statistics, in 2017, Viet Nam had 519,000 enterprises and the trend continues to increase in both quantity and quality. 98% of the enterprises are small and medium, among those 2.2% are medium, 29.6% are small and 68.2% are micro enterprises. In a national survey undertaken by MPI SME Department in 2018, among 4010 enterprise participated in the survey, 80% of them are small and micro enterprises who are operating in the sectors of Agriculture (29%), forestry (26%), Aquaculture (26%) and other services and trading (20%).

UNDP Viet Nam envisions its action contributing primarily to global NDC programme and its global NDC Support Programme with financial support from BMU and the EU. In Viet Nam, UNDP aims to advance the private sector engagement in Agriculture and Energy sectors, as the most prioritized areas to implement Viet Nam climate commitments.

The overall objective of the project is to advance the private sector engagement to finance, support and implement technically sound and financially viable risk-informed mitigation and adaptation actions in Viet Nam NDC. Specifically, the changes are made through delivering of the four expected outcomes

1. Productivity and Competitiveness of Agriculture Sectors and its supply chains are advanced with sustainable, resilient and low emission innovations;
2. Strengthening Platform for Private Sector Innovation and Investments to support technology transfer to track contributions of NDC targets;
3. Sustainable finance mechanisms established to scale up NDC mitigation and adaptation actions;
4. Policies and Incentives created to advance private sector engagement in investment opportunities in national plans.

Agriculture development in the context of climate

The project will support the Ministry of Agriculture and Rural Development (MARD) in its process of updating the Agriculture component in the NDC and its implementation of the Sector's Action Plan in response to Climate Change in the period from 2021-2030. The MARD Climate Change targets will be the important foundation to direct Vietnam population and business in making a strategic shift from intensive use of input, short-term economic driven and less climate responsive production toward greener, environmentally friendly and low carbon practices.

To support MARD accelerating its progress in implementing the sector's NDC targets and exploring different potentials for public-private partnership in taking climate actions, the Project will focus its support in two targeted supply chains of dragon fruits and shrimps as proposed by MARD. The project particularly emphasizes support to strengthening the supply chain coalition/partnership in transforming practices for reducing GHG emissions and enhanced adaptation in the two agriculture commodities. The business cases of the two commodities will inform MARD and provinces in future transformation of climate actions in the entire supply chains of all relevant agriculture commodities in implementing the sectors' NDC targets.

At the national level, EU is still the largest shrimp importer of Vietnam, accounting for 21.7% of Vietnam's total shrimp export value. With the recent approved EU - Vietnam Free Trade Agreement (EVFTA) more opportunities will be expected for shrimp (pangasius) export to the EU as the import tax for a variety of shrimp products will be reduced from 20% to 0% in the coming 5 years. However, the EU has very high standards for food imports. Therefore, it is highly important for European enterprises and Vietnamese producers to ensure the commodities are safe, certified, and traceable.

Business case of for green and sustainable shrimp production

Aquaculture is an important economic sector in Vietnam that has advantages in freshwater and saltwater aquaculture which has grown rapidly in Mekong Delta in recent years. Based on the conversion of low-productivity paddy fields and coastal mangrove areas that became industrial land for aquaculture, this sector has developed widely since 1999. The shrimp farming industry is the economic strength of the coastal provinces in the Mekong Delta where the main product is Black Tiger shrimp (*Penaeus monodon*), and in recent year, the White-legged shrimp (*Penaeus vannamei*). These shrimp species are the most important for export, both in volume and value terms. Between 2008 and 2019 Black Tiger shrimp and White-legged shrimp production increased from 408.5 thousand tons to 832 thousand tons and total exported value rose from \$US 1,625 million to \$US 3,419 million (MARD, 2020). It has contributed greatly to local economic development and the improvement of people's livelihood.

With favorable natural conditions, the Mekong Delta is the key area of brackish water shrimp farming of the country, accounting for over 90% in area and 80% in volume. The area of tiger prawn accounts for over 90% of the total area of brackish water shrimp farming in the region (559,222 ha), concentrating in 03 provinces of Ca Mau: 261,715.90 ha; Bac Lieu: 121,910.40 ha; and Kien Giang: 98,982.29 ha.

However, in the latest years, the shrimp production industry in Vietnam in general and in Mekong Delta region has faced a lot of challenges, of which climate change with extreme weather events damages many brackish water shrimp farming areas in the Mekong Delta region. According to the Department of Fisheries, MARD, the El Niño phenomenon in 2015/16 caused drought and salinization for nearly 40% of the Mekong Delta region, damaging more than 81,000 ha of shrimp farming area in 8 coastal provinces in the Mekong Delta region. Ca Mau province is worst damaged, next are Kien Giang, Bac Lieu and Soc Trang. Besides, the increase in requirements of food safety and responsible production, especially food certifications required by import markets, which are major challenges for shrimp production and consumption in Mekong Delta region, has heightened pressure on farmers as well as processing enterprises due to the rising production costs (Oxfam, 2019)

Covid 19 and the impacts on agriculture/aquaculture businesses

Farming households in the Mekong Delta face a 'double threat' from drought/saltwater intrusion and COVID-19 economic impacts. Drought and saltwater intrusion worsened from September 2019 and by January 2020, saltwater had intruded up to 100 km in some sites, surpassing previous maximum limits in 2015-2016. Rapid assessment in January 2020 by UNDP and other partners confirmed impacts of Covid-19 on the operationalization of small holder farmers and micro, small and medium enterprises (MSMEs) in the region.

In adapting to the new normal due to Covid, farmers and MSMEs in the Mekong is currently shifting their operation toward digital solutions. These digital transformations including e-payments and e-services and diversification of products and markets including virtual markets, digital certification and traceability for household businesses, MSMEs and cooperatives. It open opportunities for MSMEs or businesses headed by/employing women, PWD and ethnic minorities, and youth, to access to timely information and access to new markets and technologies. This ensure that these MSMEs and the most vulnerable groups are not left behind and can recover and build forward better in the IR4.0 context and the emerging 'new normal' of COVID-19.

Under the Outcome 1 of the Project and in the context of Covid19, UNDP and MARD are looking for a team of

national experts to undertake an ***Assessment on the potentials for a green and sustainable shrimp supply chain in Bac Lieu Province and propose roadmap to support smallholder shrimp farmers and traders in the Province in transforming their production and business toward low-carbon and sustainable practices in the next 5 years.***

To undertake the work, a group of 04 consultants will be mobilized by UNDP and MARD in carrying out the activities, including

1. Team Leader (TL) - Expert on climate change value chain analysis, economic and policy analysis (40 days);
2. Team member 1 (TM1): Expert on sustainable aquaculture extension, including shrimp extension, shrimp production chain technologies, shrimp standards and qualification (25 days)
3. Team member 2 (TM2): Expert on sustainable business planning and management (25 days);
4. Team member 3 (TM3): Consultant on qualification infrastructure, traceability, trade requirements, e-commerce and possible agricultural digitalization (25 days)

The results of this study will be a key foundation for the project in piloting several project interventions in the next 3 years in transforming a targeted shrimp-rice land use region into a pioneer climate responsible agricultural region in Bac Lieu.

This will also inform the shrimp businesses in Bac Lieu in specific and in the Mekong delta in general, on options to improve its domestic market access as well as its upward linkages to international markets and integration into new green and sustainable shrimp supply chains, particularly in the context of Viet Nam EU FTA.

2) OBJECTIVES OF THE ASSIGNMENT

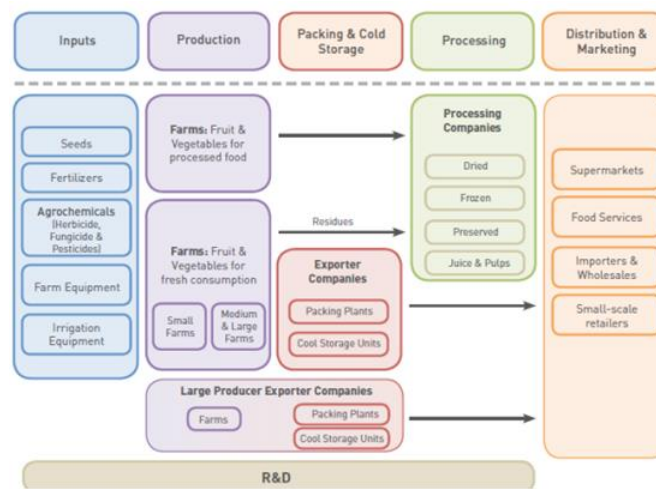
Overall, the team is expected to study and undertake a comprehensive assessment on the potentials for a green and sustainable shrimp supply chain in Bac Lieu Province and propose roadmap to support smallholder shrimp farmers and traders in the target supply chain in transforming their production and business toward low-carbon and sustainable practices in the next 5 years.

Specific objectives:

- 1. To conduct a comprehensive mapping and develop an inventory of shrimp production in Bac Lieu and its upward linkages to the prominent shrimp supply chains, including but not limit to (i) the current and potential technologies (production, processing, transporting, packaging, trading etc.), (ii) current qualification and standards of the shrimp products, (iii) existing rules and regulations for production and trading, (iv) traceability, (v) logistics arrangements, (vi) existing climate change response (mitigation and adaptation) along different actors in the supply chains, (vii) on-going support from the state management of the agriculture sector.**
- 2. In-depth evaluation on the potentials and opportunities for the farmers and businesses in Bac Lieu to shift toward green and sustainable shrimp supply chain. The evaluation will identify key climate risks,**

mitigation and adaptation potentials and a list of pioneer firms¹ in the shrimp agriculture supply chain in Bac Lieu that will commit to improve their business models with low carbon resilient technology options.

3. Propose relevant supporting facilities/training packages to improve low carbon and climate smart solutions for those pioneer firms in the targeted shrimp supply chain in the next 5 years with the support from the project, provinces and MARD.
4. Develop a roadmap for smallholder shrimp farmers and traders in transforming their shrimp production and businesses toward low-carbon and sustainable practices, including a traceability system for climate responsive and sustainable shrimp production.



Example of a fruit supply chain map analysis

3) SCOPE OF WORK

Overall, the team of consultants is expected to work collectively to carry out the following key tasks

#	Tasks	Lead	Support
1	Specifically assess the roles, technological, carbon footprint, e-traceability readiness and financial capacity and stakeholder partnerships involved in the existing shrimp supply chain (from input-output-production / processing of shrimps - logistic systems - trade - consumers), considering constraints in linkage regimes, technological and investment capacities, production efficiency, constraints, and bottlenecks elements in the chain;	TL	TM1, TM2, TM3
2	Analyze economic efficiency, sustainability, linkage, investment cooperation, benefit sharing, possible GHG emission/emission reduction possibility and risk of	TM2/TM3	TL TM3

¹ The pioneer firms will be identified throughout the whole chain, from inputs to production to packaging, processing and distribution and marketing described in figure 1 below. from input materials - cultivating - harvesting processing - product lines - trade – market (from farm to table)

	each element in the chain and the whole chain;		
3	Assessment of the availability of climate response practices/technologies (potential GHG emission reduction, CSA adaptive capacity), business information needs and requirements (trade standards, requirements, market outlook etc.) for the various product lines as well as the capacity of management, quality control, supply chain organization and marketability of the different actors in the shrimp chain, especially potential of eco (climate responsible) shrimp supply chain (domestic and international)	TM1/TM2	TL TM3
4	Policies and regulations that promote / impede the development of eco/ climate responsible shrimp supply chain in Vietnam and in the Province: incentive policies, constraints, opportunities and challenges in developing this eco/ climate responsible shrimp supply chain;	TL/TM3	TM2 TM3
5	Analyze the impact of policies, regulations, standards, traceably/product, labelling procedure, chain data reporting/recording etc., that affect each stage of the supply chain (incentive and impediment / incentive policies, digitalization possibility.), and investment efficiency throughout the chain;	All	All
6	Mapping Logistics system along the shrimp supply chain from the production farms / fields to primary collection – processing- markets-consumers;	All	All
7	The service system along the supply chain (inspection, evaluation, traceability, farm ID, PUC, monitoring the raising practices, digitalization and recognition of product quality, agent system, linking extension system, farmer / cooperative/association/enterprises);	TM3 TM2	TL/TM1
8	Conduct a cost and benefit analysis to evaluate the investment efficiency of each component in the chain to propose improvements and priorities for develop investment the viable and effective of eco (climate responsible) shrimp supply chains.	TM2/TL	TM1, TM3
9	Analyze potential risks (finance, production, markets, etc.) and propose risk mitigation strategies.	TM2, TM1	TL, TM3
10	Analyze the chain management system and the institutional linkage system, investment partnerships of the chain actors and the whole supply chain;	TM2	
11	Draft a training plan for the supply chain stakeholders on key capacities for development of an eco- (climate responsible) shrimp supply chain;	All	All
12	Draft MOU for a pioneer farms to join a partnerships in the Investment in	TL	TM1, 2, 3

	eco/Climate Responsible Shrimp supply chain Development and sharing business data for an effective Climate Smart Agriculture Transformation towards sustainable and climate responsible sector of Vietnam.		
13	Propose relevant supporting facilities/training packages to improve low carbon and climate smart solutions for those pioneer firms in the targeted shrimp supply chain in the next 5 years with the support from the project, provinces and MARD.	TL	TM1, 2, 3
14	Develop a roadmap for smallholder shrimp farmers and traders in transforming their shrimp production and businesses toward low-carbon and sustainable practices, including a traceability system for climate responsive and sustainable shrimp production.	TL	TM1, 2, 3

To deliver tasks, the Team Leader will be primary responsible for the following

- Lead in the preparation of the overall work plan of the team, and lead discussions with UNDP on the scope, methodology, timeframe, table of contents for the report and detail expectations of technical/thematic inputs from team members.
- Provide technical guidance on the methodology, review the surveys and questionnaire process
- Guide the team members throughout the process and share the responsibility of analysis of collected data across members
- Participate in the field visits and field consultation
- Tentatively take lead or support in the list of the indicative tasks (see table above)
- Participate in technical and policy consultations with MARD and UNDP
- Review the thematic reports, analyses the findings and outcomes of the consultations with supply chain stakeholders.
- Lead in the draft and finalization of the report and Develop a 5-pager policy paper upon acceptance of the final report by UNDP and partners.
- Present the results of the research during a consultation with high-level policymakers and development partners as required.

The team members, under the technical guidance of the team leader, will be responsible for

- Support the team leader in the preparation of the overall work plan and get agreement on related detail expectations of technical/thematic inputs to the main report's chapters.
- Provide inputs on technical guidance on the methodology, review the surveys and questionnaire process
- Lead in collection of existing information, data and plans, policies and practices for green and sustainable shrimp production and supply chains, particularly in the areas of the team member expertise
- Provide direct inputs into the drafting chapters of the team reports as outlined/specified by the team leaders, including undertaking necessary analysis in the areas of expertise
- Tentatively take lead or support in the list of the indicative tasks (see table above)
- Participate in the field visits and field consultation
- Support in technical and policy consultations with MARD and UNDP as required.
- Review the thematic reports, analyses the findings and outcomes of the consultations with supply chain stakeholders.

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

The supply chain research will be based on the preliminary field survey results to select a number of existing shrimp supply chain actors (traditional and commercial, scale, ecoregion, input data, product lines, affiliate chain / business collaboration and people etc) for in-depth study in concentrated shrimp production areas in Bac Lieu, especially eco/climate change vulnerable shrimp production region.

This assessment will be complimentary with on-going study in close cooperation and coordination with the VCCI, especially ongoing survey with processing businesses and enterprises involved in shrimp supply chain operation in Viet Nam. VCCI will primary suport with on-line surveys wiht upper stakeholders in the shripm supply chains and potential linkages to current and future green markets for sustainable shrimp production in Viet Nam.

The duration of this consultancy will be from Sep 2020 to Feb 2021.

Deliverables	Activity	Time	Location
1	Inception Report and Update Detailed Implementation Plan and methodology	End Sep 2020	Hanoi
2	A draft/final TOR for a service provider to develop E-traceability being piloted on the value chain; A draft/final TOR for development and improvement of database system for dragon fruits (connecting national/provincial, business/producer/farm level).	Mid Oct – Mid Nov 2020	Hanoi
3	01 Report that provides comprehensive mapping of shrimp production in Bac Lieu and its upward linkages to the prominent shrimp supply chains	Mid Nov Oct 2020	Ha Noi and Bac Lieu
4	01 report that provides in-depth evaluation on the potentials and opportunities for the farmers and businesses in Bac Lieu to shift toward green and sustainable shrimp supply chain.	Mid Nov 2020	Hanoi
5	Propose relevant supporting facilities/training packages to improve low carbon and climate smart solutions for those pioneer firms in the targeted shrimp supply chain in the next 5 years with the support from the project, provinces and MARD	Dec 2020	Hanoi
6	A roadmap for smallholder shrimp farmers and traders in transforming their shrimp production and businesses toward low-carbon and sustainable practices, including a traceability system for climate responsive and sustainable shrimp production.	Jan 2021	Hanoi
7	Final research report	Feb 2021	Hanoi

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultant group will develop and propose methods, technical standards and support personnel to complete the task. As soon as the contract is signed, the consultant will provide a detailed work plan and inception report to update the methodology and technical solutions at the beginning of the project.

The consultants, under the guidance of MARD ICD and UNDP, will be responsible for the following:

1. Develop a plan and methodology for the research, analysis and evaluation of typical shrimp supply chains: traditional chains, commercial-export chains etc.;
2. Conduct field survey, analysis and evaluation of shrimp supply chains including relevant survey, questionnaires and consultation.
3. Plan meetings / workshops to discuss and consult the results of the assessment with Provinces, MARD, UNDP and relevant stakeholders.
4. Provide progress update and reporting upon deliverables

The consultants will work in close collaboration with the Programme Officer in charge in the UNDP Climate Change and Environment team for the detail workplan and reporting upon deliverables. Payments will be made upon satisfactory acceptance by MARD ICD and UNDP CCE Unit.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

1. Team Leader (TL) - Expert on climate change value chain analysis, economic and policy analysis (40 days);

- Have master's degree or higher regarding economics, natural resources and environmental management, business administration, agriculture, public policy;
- At least 10 years of experience activities related to analysis value chain and develop investment program, investment research consultancy, business plans, strategies, investment project for develop value chain, new commodities;
- Attend at least 5 researches projects, leading consultation team in analyzing and evaluating aquaculture value chain, develop plans, strategies for investment and development of value chain program, business production industry in agriculture sector;
- Have experience in conducting researches and policy development in the areas of climate change response and NDC related planning and implementation and applying bio/climate change related value chain analyses;
- Have experience in organizing event, monitoring and summarizing ideas to develop investment project for development of value chain in national scale;
- Having experiences in development of training curriculums/materials/programs
- Have working experience in Vietnam, in investment in agriculture and sustainable rural development sector

2. Team member 1 (TM1): Expert on sustainable aquaculture extension, including shrimp extension, shrimp production chain technologies, shrimp standards and qualification (25 days)

- Have master's degree or higher degree regarding aquaculture production and fisheries agricultural business, natural resource and environmental management;
- At least 10 years of experience activities related to technical value chain analysis and develop investment program, technical research consultancy, strategies, investment project for develop value chain, aquaculture and fishery products;
- Attend at least 2 research projects, agronomy analysis and evaluation of crop value chains, develop plans, strategies for investment and development of aquaculture-value chains program, new business production development in agriculture sector;
- At least 5 years of experience in activities related to research, evaluation of production, processing of aquaculture products, agricultural planning;
- Have experience in conducting researches and policy development in the areas of climate change response and NDC related planning and implementation and applying bio/climate change related value chain analyses;
- Have experienced in implementing, organizing, researching, evaluating technical capacity of aquaculture (shrimp) value chains at national scale;
- Have knowledge and experiences in implementing, organizing, researching, evaluating capacity of technology of aquaculture value chain, technical standards and requirement in aquaculture products

3. Team member 2 (TM2): Expert on sustainable business planning and management (25 days);

- Have master's degree or higher regarding agricultural economics, financial, trade, statistics, aquaculture production, agriculture and rural development
- At least 5 years of experience in activities related to investment program, value chain research consultancy, analysis of the framework for mobilizing investment resources, ventures/co-operate to develop value chains, agricultural products in agriculture sector, especially in production, aquaculture products business, eco-commodity;
- Participate in at least 2 studies/researches related to investment resource analysis, resource mobilization frameworks for developing plan, strategy for development of value chain program on national and subnational scales;
- Have experience in implementing, monitoring and summarizing the investment resource mobilization framework, risk analysis in investment and strategies;
- Have experience in implementing and supervising researches, assessment of market and market organization system, service system, linking market development on demand.
- Have experience in the development of legal documents, MOU, plans / programs in the manner stipulated by the Government of Vietnam.

4. Team member 3 (TM3): Consultant on qualification infrastructure, traceability, trade requirement, e-commerce and possible agricultural digitalization

- Have master's degree or higher regarding agricultural economics, financial, trade, statistics, computer

science or business administration

- At least 5 years of experience in activities related to investment program, value chain research consultancy, traceability, agricultural digitalization, especially in high tech agriculture/ aquaculture value chain development;
- Participate in the studies/researches related to investment resource analysis, e-traceability and agricultural/ aquaculture digitalization, e-commerce in agricultural development;
- Have experience in implementing and supervising researches, assessment of market and e-market organization system, service system, linking market development on demand;
- Have experience in the development of training program in aquaculture product traceability, digitalization and smart transformation of agriculture.

8) Admin support and reference documents

“2017 EU-UNDP Guidelines for Financing Local Costs in Development Cooperation with Viet Nam” will be applied for national consultancy rate and travel cost.

An indicative of 5 days field mission is expected by all members to Bac Lieu, including 01 consultation workshop/briefing meeting with the province. The consultants are expected to include this field mission costs in their financial offer (air fare or car rental, accommodation, daily allowance, etc.).

The travel cost (flight ticket, terminal fee, accommodation...) to join 1 consultation workshop (in selected Province) should be covered separately by UNDP, excluding the travel days for the consultancy services.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- 1st installment: 20% of contract amount upon the deliverable of the workplan for the full assignment - Deliverable 1
- 2nd installment: 40% of contract amount upon receiving and acceptance of Deliverable 2, 3, 4
- Final installment: 40% of contract amount shall be paid upon satisfactory completion of all deliverables 5, 6, 7 as specified in the TORs.

Payments will be made upon satisfactory acceptance by MARD ICD and UNDP CCE Unit.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE PARTIAL INTERMITTENT FULL-TIME

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.

