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16 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 National Consultant for development of project document on “Sustainable Forest and Forest Land Management in Viet Nam’s Ba River Landscape”
Period of assignment/services (if applicable):	October 2020 – July 2021
Duty Station:	Vietnam
Tender reference:	T200906

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:  
**12.00 hrs., (noon), 23 September 2020 (Hanoi time)**

With subject line:

**T200906 – 01 National Policy and Institutional Specialist (NC3)**

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](mailto: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
- At least 02 English sample reports in relevant subjects 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:

	<b>Consultant's experience/qualification related to the services</b>	<b>Score</b>
1.	Master's degree or higher in a relevant field, such as forest policy, law, public policy; environmental policy;	100
2.	Minimum 10 years of demonstrable experience in development and/or implementation of policy, legal and regulatory frameworks for sustainable forest management	300
3.	Demonstrated understanding of political, legal and institutional context and priorities for sustainable forest management in Viet Nam	200
4.	Demonstrated experience in formulation and implementation of projects/programmes in forestry sector and/or biodiversity and landscape conservation;	200
5.	Excellent communication skills, including strong ability in written and oral in both Vietnamese and English (at least two English sample reports in relevant subjects submitted)	200

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 to the payment.

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



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## **TERMS OF REFERENCE**

### **Sustainable Forest Management Expert for UNDP-GEF Project Development (Project Preparation Grant)**

<b>Country</b>	Viet Nam
<b>Project name</b>	<i>Sustainable Forest and Forest Land Management in Viet Nam's Ba River Landscape</i>
<b>Position</b>	<i>National Policy and Institutional Specialist</i>
<b>Type of appointment</b>	Individual contract
<b>Location</b>	Ha Noi with travel to Gia Lai and Phu Yen provinces.
<b>Duration</b>	15 days full-time during October 2020 – July 2021

#### **I. Context**

The Global Environment Facility in its Seventh replenishment (GEF-7), with a view to maintain or improve ecosystem services, land productivity, food security, and to increase the resilience of the land and the populations dependent on it, provides supports to the United Nations Convention to Combat Desertification (UNCCD)'s Land Degradation Neutrality (LDN) concept. The GEF-7, through its Biodiversity Focal Area programming, responds directly to the GEF7 Four-year Framework of Program Priorities agreed by countries at Convention on Biological Diversity (CBD) Conference of the Parties (COP)-13, as well as the Strategic Plan for Biodiversity, 2011-2020. Specifically, the proposed Biodiversity Focal Area is built around achieving three objectives: (i) Mainstream Biodiversity Across sectors as Well as Within Production Landscapes and Seascapes, (ii) Reduce Direct Drivers of Biodiversity Loss, and (iii) Strengthen Biodiversity Policy and Institutional Frameworks. Moreover, the GEF to continue and further enhance means to harness opportunities for leveraging synergies among the Rio Conventions and other relevant multilateral environmental agreements.

In line with the GEF-7 strategic and synergistic programming for Combating Land Degradation and Biodiversity Conservation, the project "Sustainable Forest and Forest Land Management in Viet Nam's Ba River basin landscape" aims to conserve forest biodiversity and maintain or improve the flow of ecosystem services through sustainable forest management embedded in a coordinated landscape-level approach across Ba River basin. More specifically, the project will implement following three (3) components to achieve its objective:

Under Component 1, the project will primarily build mechanisms and raise capacities to support the mainstreaming of biodiversity into management of forest landscapes in Viet Nam. As a result, institutions operating at national, provincial and target district levels, including relevant forest protection departments and district ranger boards, will have enhanced tools and capacities available in areas designed to enable landscape-level assessments and action planning.

In Component 2, the project will support a participatory, coordinated approach to the management of an estimated eight (8) Forest Management Units plus two (2) community-managed areas located within Ba River basin helping achieve improved management of globally significant forests covering approximately 156,000 ha. The identified project landscape in Gia Lai and Phu Yen includes a cross-section of special use forests, protected forests, production forests and community-managed areas, representing the mosaic of forest types and managers that is common across Viet Nam.

And finally, Component 3 will bring together policy mainstreaming, knowledge exchange and replication in a way that aims to optimize synergy and exchange among critical project outputs. In addition, while Components 1 and 2 focus on developing and demonstrating various approaches and methodologies, Component 3 will help to review, identify and address additional gaps in the relevant enabling environments, whether these are at national, provincial or district levels. It will do so based on lessons learned and knowledge gained during the project implementation, and their integration into guidance and recommendations for further policy improvement.

The project will deliver global environmental benefits by the adoption of biodiversity-friendly and SFM practices that will reduce land degradation, secure ecosystem services and mainstream biodiversity conservation. Specifically, the project will improve connectivity and increase High Conservation Value Forest (HCVF) areas; improve management effectiveness in three (3) protected areas covering 71,088 ha, including recognized Key Biodiversity Areas (KBAs); restore 500 ha of forest land resulting in improved biodiversity conservation in Viet Nam and contributing towards Viet Nam's LDN target.

## **II. Project Preparation Phase**

The objective of the GEF PPG is to develop the project concept into a full project: Sustainable Forest and Forest Land Management in Viet Nam's Ba River basin landscape. The project's aim is to conserve forest biodiversity and maintain or improve the flow of ecosystem services through sustainable forest management embedded in a coordinated landscape-level approach across Ba River basin.

The GEF PPG team will be composed of the following:

1. International GEF Project Development Specialist (GEF PPG Team Leader)
2. National Sustainable Forest Management (SFM) Specialist (Technical Coordinator of national PPG team)
3. National Policy and Institutional Specialist
4. National Biodiversity and Protected Area Specialist
5. National Communities, Gender and Livelihoods Specialist
6. National Safeguards Specialist
7. National Forest Monitoring and GIS Specialist

## **III. Duties**

The National Policy and Institutional Specialist will assess the policy and regulatory context to mainstream biodiversity conservation into forest management, including under the Forestry Law 2017, and identify priorities and appropriate project interventions to remove policy barriers and close gaps, in support of the development of the UNDP Project Document (ProDoc). Under this working arrangement, the national consultant is expected to support the international consultant the tasks, not limited to follows:

### **Responsibilities and Deliverables**

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:

- a. Review and assess the existing policy and regulatory framework under the Forestry Law 2017 and Planning Law 2017 and identify policy and regulatory gaps, barriers and improvements at national, provincial and district level to support effective implementation of laws, addressing gaps related to enforcement and mainstreaming of biodiversity conservation and ecosystem services;
  - b. Based on assessment in (a) above, identify specific guidelines and protocols that might be needed to support the effective implementation of the laws reference in item (a) above, in particular for implementation of project-related activities in the Ba river basin
  - c. Support the review and application of policies and regulations related to adoption of new financial instruments, including PFES and analysis of key considerations for the project
  - d. Identify capacity development needs among key institutions related to the implementation of relevant laws and regulations;
  - e. For the above issues, identify and document the development context and threats, problems, barriers, and baseline investments, initiatives and projects, to contribute to these sections of the Project Document;
  - f. Based on findings and stakeholder consultations, define appropriate project interventions (with indicative budget, timeframes and coordination arrangements with aligned initiatives) to strengthen the policy and regulatory framework and application of regulations at local and provincial levels (Output 3.1) and complement existing initiatives;
  - g. Support the stakeholder analysis and consultations, particularly for institutional stakeholders, and ensure that consultations are complete and comprehensive;
  - h. Provide analysis of any upstream environmental and social risks posed by the application of the related policies and regulations as part of the support for preparation of SESP and ESMF
  - i. Provide inputs for the development of practical and achievable project targets for the Results Framework, related to achievable policy and regulatory improvements, and identification of clear baselines;
  - j. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):
- a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above;
- 3) Validation Workshop (Component C):
- a. Participate in and contribute to the validation workshop; and
  - b. Support all necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
- a. A report summarizing the technical baseline analysis as described above on policy framework and systemic and institutional gap analysis, with recommended project interventions with budget, ToR for technical consultancies and timelines for Output 3.1;
  - b. Inputs to capacity development scorecards as they relate to implementation of policy and regulatory frameworks;
  - c. Inputs to stakeholder engagement plan related to institutional stakeholders;

- d. Appropriate inputs provided to the Project Document and Annexes, as agreed with PPG Team Leader.

#### IV. Estimated Duration and Timing

The consultancy will be for an estimated **15 working days** during the period **October 2020 to Sep 2021**. The assignment will involve field missions to be specified in the joint detailed assignment plan to Gia Lai and Phu Yen provinces. Travel-related costs based on UN-EU cost norm will be paid separately by UNDP.

#### V. 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	Joint detailed assignment plan including PPG initiation workshop, field visits and meeting with key stakeholders in coordination with other PPG team members	10 %	October 2020
2	First draft of the Project Document key components as agreed with UNDP CO and RTA	30%	February 2021
3	Final consultation and validation workshop	20 %	April 2021
	Validation Workshop Report		
4	Second draft of the Project Document, including all mandatory and project-specific annexes to UNDP-GEF for the technical clearance and submission to GEF SEC for CEO endorsement for review.	40%	July 2021

#### VI. Required Skills and Experience

- Master's degree or higher in a relevant field, such as forest policy, law, public policy; environmental policy;
- Minimum 10 years of demonstrable experience in development and/or implementation of policy, legal and regulatory frameworks for sustainable forest management;
- Demonstrated understanding of political, legal and institutional context and priorities for sustainable forest management in Viet Nam;
- Demonstrated experience in formulation of projects/programmes in forestry sector and/or biodiversity and landscape conservation;
- Experience working with UNDP and/or on GEF projects an advantage; and
- Excellent communication skills, including strong ability in written and oral in both Vietnamese and English



**VII. Evaluation Criteria with assigned scored**

	<b>Consultant's experience/qualification related to the services</b>	<b>Score</b>
1.	Master's degree or higher in a relevant field, such as forest policy, law, public policy; environmental policy;	100
2.	Minimum 10 years of demonstrable experience in development and/or implementation of policy, legal and regulatory frameworks for sustainable forest management	300
3.	Demonstrated understanding of political, legal and institutional context and priorities for sustainable forest management in Viet Nam	200
4.	Demonstrated experience in formulation and implementation of projects/programmes in forestry sector and/or biodiversity and landscape conservation;	200
5.	Excellent communication skills, including strong ability in written and oral in both Vietnamese and English (at least two English sample reports in relevant subjects submitted)	200

## 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.

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**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 and USD for International Consultant).

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

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
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)			
	<b>Total</b>			

\* 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 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).