



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:	National Safeguard Specialist
Period of assignment/services (if applicable):	25 days full-time during October 2020 – July 2021
Duty Station:	Ha Noi with travel to Gia Lai and Phu Yen provinces.
Tender reference:	P200907

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

23.59 hrs., 22 September 2020 (Hanoi time)

With subject line:

P200907 – NC6 - National Safeguard Specialist

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 a relevant field, such as social development, environmental management, international development or relevant area;	100
2.	Minimum 10 years of demonstrable experience in social and environmental standards and impact assessment in an international development context;	300
3.	Prior experience in the safeguard assessments and processes of international organizations and donors, such as World Bank, UNDP;	300
4.	Specific technical expertise in indigenous people engagement and application of FPIC	100
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
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

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

No.	Description of Deliverable	%	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

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



ANNEX I

TERMS OF REFERENCE

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

B.	Country	Viet Nam
C.	Project name	<i>Sustainable Forest and Forest Land Management in Viet Nam's Ba River Landscape</i>
D.	Position	<i>National Safeguard Specialist</i>
Type of appointment		Individual contract
E.	Location	Ha Noi with travel to Gia Lai and Phu Yen provinces.
Duration		25 days full-time during October 2020 – July 2021

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.

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

Duties

The National Safeguards Specialist will develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP's SESP and specific requirements, as appropriate. 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 the SESP pre-screening of the PIF; complete the UNDP Social and Environmental Screening Procedure (SESP) conduct initial assessments of all Moderate and High risks, and support the detailed assessment of all project risks including consultations with local stakeholders;
 - b. Assess presence of Indigenous Peoples/ethnic minorities within the project landscape and their interests. If present, carry out consultations to assess potential impacts of the project on rights and interests, lands, territories, resources, and traditional livelihoods and determine when FPIC applies in accordance with national contexts and preferences.
 - c. Lead and carry out consultations with communities at demonstration landscape to identify their priorities and interests in the project, and to assess level of understanding and capacity to give consent and identify community preferences for FPIC process as required. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Stakeholder Engagement Plan, working closely with the Communities, Gender and Livelihoods Specialist. If IPs present in project area develop an Indigenous Peoples Plan and FPIC consultations and support the development of the Gender action plan
 - d. Provide inputs, advice and/or feedback on relevant sections of the ProDoc to ensure alignment with and consideration of safeguards, including but not limited to: Stakeholder Engagement Plan; Gender Analysis and Action Plan; Risk Table and "Risks and Assumptions" section; Relevant project Outcomes and/or Outputs; Terms of Reference for the project management unit;
 - e. 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 Annexes as well as project specific annexes (Component B):
 - a. Complete the SESP, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc;
 - b. Prepare the Environmental Social Management Framework (ESMF) in line with UNDP's Guidance Note on Assessment and Management; and ensure to undertake the following assessments to inform the ESMF preparation during the PPG stage:
 - Consultations with the potentially affected individuals and local communities to assess impacts on current levels of accessibility and use, in particular for fuel wood and forest resources. Document the consultations
 - Based on the assessments, and as part of the ESMF prepare a matrix of potential environmental and social impacts of various potential project interventions and options for their mitigation and management to serve as tool for addressing impacts during project implementation
 - identify roles and responsibilities for identification, oversight and monitoring the implementation of environmental and social mitigation and management measures

and procedures for addressing these issues. Identify any specific training needs for management of safeguards during project implementation

- c. Define a grievance response mechanism for the project;
 - a. Support the integration of FPIC as required into the comprehensive Stakeholder Engagement Plan and Project Document; and
 - b. Support agreements on project management arrangements and ensure that safeguards are adequately incorporated into these arrangements.
- 3) Validation Workshop (Component C):
- a. Contribute to the validation workshop; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
- a. Finalized UNDP Social and Environmental Screening (SESP);
 - b. Finalised UNDP Environmental and Social Management Framework (ESMF);
 - c. Appropriate inputs to the comprehensive Stakeholder Engagement Plan including on consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration landscape and preferences and requirements for FPIC; and
 - a. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

Estimated Duration and Timing

The consultancy will be for an estimated **25 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.

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

Required Skills and Experience

- Master's degree or higher in a relevant field, such as social development, environmental management, international development or relevant area;
- Minimum 10 years of demonstrable experience in social and environmental standards and impact assessment in an international development context;
- Prior experience in the safeguard assessments and processes of international organizations and donors, such as World Bank, UNDP, etc;
- Specific technical expertise in indigenous people engagement and application of FPIC;
- Excellent communication skills, including strong ability in written and oral in both Vietnamese and English

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).