



**REQUEST FOR PROPOSAL (RFP)  
From firms/institutes/organizations**

Dear Sir / Madam:

We kindly invite **National Consultancy institutes/organizations** to submit proposals for exploring measures to mitigate negative impacts of alien invasive species on biodiversity conservation in Vietnam through strengthening regulations and developing national guidelines on risk assessment of alien species and improve ABS-capacity (*Ref. B-200903*)

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **17.00hrs Friday 2 October 2020** (Hanoi time) by the following methods:

<p><b><u>By email: For green environment, this is preferred submission method</u></b></p> <p>E-mail address for proposal submission: <a href="mailto:quach.thuy.ha@undp.org">quach.thuy.ha@undp.org</a></p> <p>Separate emails for technical and financial proposal.</p> <p><b><u>With subject line: (B-200903) Measures to mitigate impacts of IAS on biodiversity</u></b></p> <p>Maximum size per email: <b>30 MB</b>. Bidders can split proposal into several emails if the file size is large)</p>	<p><b><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></b></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><b><u>With envelop subject (B-200903) Measures to mitigate impacts of IAS on biodiversity</u></b></p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none"><li>1. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143</li><li>2. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200</li></ol> <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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**Note:**

- *For both submission methods, please send separate email (without attachment) to [procurement.vn@undp.org](mailto:procurement.vn@undp.org) notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).*
- *UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.*

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

**Tran Thi Hong**  
*Head, Procurement Unit*  
9/18/2020

### Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	National Consultancy institutes/organizations for Exploring measures to mitigate negative impacts of alien invasive species on biodiversity conservation in Vietnam through strengthening regulations and developing national guidelines on risk assessment of alien species and improve ABS-capacity.
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	Project Management Unit (PMU) and UNDP Viet Nam
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Ha Noi
Expected duration of work	Oct 2020 – March 2021
Target start date	Early October 2020
Latest completion date	31 March 2021
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong)

	For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Management Unit (PMU) and UNDP Viet Nam
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. <b>Weight of technical and financial point:</b> <u><b>Technical Proposal (70%)</b></u> <u><b>Financial Proposal (30%)</b></u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder

Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal) <input checked="" type="checkbox"/> <a href="#">Contract for Goods/Services</a> (Annex 3) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions de minimis</a> (for contract below \$50k) (Annex 3) <input checked="" type="checkbox"/> or <a href="#">General Terms and Conditions</a> (for contract above \$50k) (Annex 3) <sup>1</sup>
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Ms. Quach Thuy Ha  Procurement Assistant, UNDP Vietnam  Email: quach.thuy.ha@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other information	

### **EVALUATION CRITERIA**

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience in the field of surveying, studying and developing policy biodiversity and forestry	200
2.	Proposed Methodology, Approach and Implementation Plan to carry out the assignment within the proposed timeline.	300
3.	Management Structure and Key Personnel, and relevant technicians who are assigned to carry out the works of the assignment (with CVs attached)	500
<b>Total</b>		<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability	40
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	60
1.3	Relevance of specialized knowledge and experience on similar engagements done in the country	80
1.4	Quality assurance procedures and risk mitigation measures	20
<b>Total Section 1</b>		<b>200</b>

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>			<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		80
2.3	Details on how the different service elements shall be organized, controlled and delivered		50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		60
<b>Total Section 2</b>			<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2.1	National Team Leader/Project manager		120
	- Master's degree or higher with Experience of at least 10 years working in the field of experience in the areas of environmental/natural resource management, nature conservation, environmental inspection, or public policy or related fields,	40	
	- Proven strong interpersonal skills in leadership, networking, communication, facilitation and policy analysis and reporting	70	
	- Proven proficiency in written Vietnamese and English	10	
3.2.2	National sectoral experts (05 persons) biodiversity, fishery, forestry, agriculture		120
	- Master degree or higher with at least 10 years working experience in the areas of environmental/natural resource management	30	
	- Proven strong interpersonal skills in group working, networking, communication, facilitation and policy analysis and reporting	80	
	- Proven proficiency in written Vietnamese and English	10	
3.2.3	Risk assessment experts (03 persons: environment/group-head; forestry, fishery)		100
	- Master degree or higher with at least 05 years of working experience in quarantine, veterinary ...	50	
	- Proven proficiency in written Vietnamese and English	50	
3.2.4	Institutional analysis expert		40
	Postgraduate degree (PhD)	20	
	At least 15 years of working experience	20	
3.2.5	Training Expert and/or Curriculum Developer		60
	Postgraduate degree (PhD)	30	
	At least 15 years of working experience	30	
<b>Total Section 3</b>			<b>500</b>

## TERMS OF REFERENCE



<b>Service</b>	Exploring measures to mitigate negative impacts of alien invasive species on biodiversity conservation in Vietnam through strengthening regulations and developing national guidelines on risk assessment of alien species and improve ABS-capacity
<b>Position:</b>	National Consultancy Firm
<b>Duty location</b>	Ha Noi
<b>Project code and title:</b>	Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Viet Nam (ABS Project); Activity 1.1.4.1
<b>Expected Duration:</b>	October 2020 to March 2021
<b>Reporting to:</b>	Project Management Unit (PMU) and UNDP in Viet Nam.

## GENERAL INTRODUCTION

The Vietnam Environmental Administration, the Ministry of Natural Resources and Environment is implementing the GEF-UNDP funded Project “Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Viet Nam”. The project’s goal is to contribute to the conservation and sustainable use of globally significant biodiversity in Viet Nam through strengthening national capacities on access and benefit sharing of genetic resources to facilitate the implementation of the Nagoya Protocol on ABS.

The project is designed with four main outcomes, with the aims to develop and implement a national framework for access to genetic resources and benefit sharing (ABS) and to support national capacity building and ABS agreements and private- public partnerships. The project consists of 4 main components including: (i) Strengthening the National Policy, Legal and Institutional Framework on ABS; (ii) Developing administrative measures on ABS; (iii) Increasing awareness and capacity building of all relevant stakeholders on the National ABS Framework; (iv) Demonstrating Private-Public Community Partnerships on ABS.

## 1) ASSIGNMENT BACKGROUND / RATIONALE

The Convention on Biological Diversity (CBD) has long admitted invasive alien species (IAS) as one among the five major threats to biodiversity globally beside over-exploitation, habitat change, climate change, nutrient loading, and pollution. It recognized an urgent need to address negative impacts of IAS as stated at Article 8(h) that “Each contracting Party shall, as far as possible and as appropriate, prevent the introduction of, control or eradicate those AIS which threaten ecosystems, habitats or species”. As a state party to CBD, with the issuance of Biodiversity Law in 2008, Vietnam has made great efforts in policy-making and taking actions towards strengthening management, prevention and control of many IAS or

AS, which the country has been increasingly confronting due to their spreading domestically in many locations and/or newly-introduced activities on economic purposes.

To control IAS, the Biodiversity Law of Vietnam sets a regulatory framework regulating (i) investigation and establishment of IAS directories (Article 50); (ii) control of IAS import and intrusion of outside AS into the country (Article 51) control of introduction and raising of potential IAS (Article 52); control of invasion and development of IAS (Article 53); and (iv) public disclose of IAS information (Article 54). This law also regulates that IAS import and development are strictly prohibited (Article 7). In addition, managing and controlling IAS are also regulated by other laws such as Law on Plant Protection and Quarantine 2013, Law on Environmental Protection 2014, Forestry Law 2017 (also, previously Law on Forest Protection and Development 2004) and Fishery Laws 2004 and 2017, and Criminal Law 2015. According to these legislations, the Government of Vietnam, MONRE, MARD, General Department of Custom, Provincial People Committees, among others, are those key actors responsible for overseeing the state management of IAS in Vietnam, of which MONRE has been acted as the national focal point.

Based on these legislations, since 2008 the process of institutionalizing IAS management and control has resulted to three key sets of legal instruments and policies in the following:

- Those regulations addressing administrative fines related to violations in IAS management and control which can be only found at [Article 43 of] Decree 155/2016/ND-CP issued by GoV in 2016 in environmental protection (replaced for Decree 179/2013/ND-CP with Article 45, and previously Decree 117/2009/ND-CP with Article 28) and [Article 16 of] Decree 35/2019/ND-CP in forest protection (replaced for Decree 157/2013/ND-CP, and Article 246 of Criminal Law 2015);
- Those regulations addressing criteria of IAS identification and issuance of IAS directory which have been updated and currently presented by Circular 35/2018/TT-BTNMT issued by MONRE in 2018 (replaced for Inter-ministerial Circular 27/2013/TTLT-BTNMT-BNNPTNT jointly issued by MONRE and MARD in 2013, and previously Circular 22/2011/TT-BTNMT issued by MONRE in 2011 or Circular 53/2009/TT-BNNPTNT issued by MARD on management of aquatic AS); and
- Those functional policies to enable legal, technical and institutional performance, including Decision 1896/QĐ-TTg issued by Prime Minister in 2012 on the projection proposal of IAS prevention and control in Vietnam to 2020; Decision 200/QĐ-BTNMT by MONRE in 2015 on communication and awareness-raising on IAS prevention and control in Vietnam 2015-2020, and currently a Prime Minister's Directive on strengthening IAS management and control being submitted to promulgate in 2020.

These instruments though have enabled ministries and localities some degrees of collaboration in taking actions to challenge the expansion of IAS and their invasive effects to natural habitats, biodiversity and agricultural land such as Mai dương *Mimosa pigra*, Bìm bìm hoa vàng *Merremia boissiana*, Ốc bươu vàng *Pomacea canaliculata*, or Rùa tai đỏ *Trachemys scripta*. However, recent potential threats from introducing and/or importing Tôm hùm đất *Procambarus clarkia* and Tôm càng đỏ *Cherax quadricarinatus* for food and aqua-farming or releasing Cá chim trắng *Piaractus brachypomus* to natural environment have exposed a large inconsistency in perceiving their values and impacts as well as controversy in law enforcement. This has obviously proved a range of critical barriers and gaps in the existing



regulatory system and well as institutional performance associated to IAS management and control, which are highlighted as follows:

- Regulations on IAS are not consistent between Biodiversity Law and other laws, particularly Forestry Law, Fishery Law and Law on Plant Protection and Quarantine in term of setting principles and legal requirements for preventing and controlling IAS, particularly relating to their import or introduction from abroad. This fragmentation resulting to the fact that Article 7 of Biodiversity Law on strict prohibition of IAS import and development that became unenforced due to oppose decisions could be made by different authorities/ministries based on their sectoral interests. This would certainly require an empowerment of legal guidance and leadership and/or legal amendment, securing no harm occurred to native biodiversity and ecosystems and local livelihoods.
- Biodiversity Law and its implementation guidelines, as well other related laws, do not provide a synchronization of legal design to enable a systematically functional management process, of which there has been a critical absence of transparent and discipline regulations on environmentally, economically and socially risk assessment of AS as well as evidence-based requirements or conditions for introducing and raising potential IAS on eligible purposes without harm or within control capacity. Responding to this, it would definitely require an improvement with redesign of regulation in AS and IAS management based on step-based process, foreseeing risk analysis/assessment and early prevention (based on a national standard for AS safety) and border control from outside invasion; development and update of AS and IAS directories with respective management mechanisms particularly for AS of potential invasive and threats; early detection and rapid response for those AS potentially transported into Vietnam; monitoring, control and mitigation of impacts of existing IAS within the country; and post-controlled/eradicated rehabilitation and restoration of ecosystems, land and livelihood impacted by IAS.
- Lacking of critical understanding and effective collaboration among ministries, provincial authorities, business sector and local communities on long-term severely irreversible, multiple impacts and trade-offs caused by illegal import, introduction, trade, production and expansion of existing IAS domestically, particularly in fishery, agriculture and forestry sectors, or AS potentially encroached from outside.

As Vietnam's economic mobility become increasingly open and integrated to the world, it would demand its IAS regulations and performance to be strictly and collaboratively strengthened, early preventive from any risk or threat possible. Recognized above gaps and barriers, the the GEF-UNDP funded project "Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Vietnam" will assist the Vietnam Environmental Administration, MONRE with consultancy to carrying out necessary studies and consultation in order to provide insight analysis of institutional capacity involving all key stakeholders and locations in response to AS and IAS control, prevention and management, and based on this, to facilitate participatory development of alternative instrument and process for improved management of AS and IAS with considerations of the country's new movements in international trade and mobility. To enable recommendations, this assignment will stress on evidence-based pathways to

impacts analysis, inter-agency consultation and consensus, and international experience in legal setting and practice on AS and IAS management.

## **2) OBJECTIVES OF THE ASSIGNMENT**

The consultancy's overall objective is to building critical analysis and recommendation in order to strengthen institutional capacity for Vietnam in AS and IAS management in long-term, focusing on addressing the gaps and adherence of the current regulations to be more systematic and consistent, that enable prevention of irreversible threats and impacts to the country's biodiversity and ecosystems and development. It will target to achieve four specific objectives in the following:

- (1) To develop and provide a comprehensive study on institutional arrangement and capacity in AS and IAS prevention and management in Vietnam based on evidence-based pathways to impacts analysis to enable understandings that how responsible and relevant stakeholders can make effective engagement into an effective process of AS and IAS management;
- (2) To work out a detailed proposal with reference to a decree-level legislation covering effective process of AS and IAS management in Vietnam, possibly covering risk analysis; AIS directory development and update; early detection and rapid response; monitoring, control and impacts mitigation; and rehabilitation and restoration of impacted ecosystems; and
- (3) To work out a detailed proposal with reference to a national guidelines of minimum standards for the risk assessment of AS for Vietnam based on international experience and national demonstration/testing
- (4) To upgrade and re-design a qualified ABS training manual to be used for building capacity of policy makers, managing agencies and other relevant stakeholders.

## **3) SCOPE OF WORK**

Under the overall supervision of UNDP in Viet Nam and the PMU, the selected consultancy firm will carry out the following activities, but not limited to:

3.1 Conducting a comprehensive study on institutional arrangement and capacity in AS and IAS prevention and management in Vietnam to define an inclusive and effective management process and capacity-building strategy respectively

- Reviewing and summarizing key findings with regards to the status and trends of AS and IAS encroachment in Vietnam, including drivers and impacts to ecosystems/biodiversity, human health, economics and livelihoods in Vietnam;
- Reviewing and identifying key findings on regulations on IAS prevention and management in Vietnam (prevention of introduction, early detection and rapid response, control and eradication);
- Identifying eligible and relevant stakeholders at all scales involving to introduction, development, prevention, control and management of AS and IAS in Vietnam and mapping their working relations based on legal review, past studies and actual business;

- Selecting typical/representative cases to analyze different pathways for which AS and IAS legally and illegally introduced to Vietnam, and then making invasion and generated impacts, either negatively or positively, on ecosystems, human health and economics or livelihoods; determining how stakeholders have behaved or acted on those pathways in the existing regulatory contexts;
- Determining successes and failures with extent to implementation, compliance and enforcement of AS/IAS regulations given by those stakeholders having engaged along the pathways as well as key influential factors associated, possibly including information and awareness, technical capacity and facilities/infrastructure, legal support, leadership and collaboration, financial resources, etc.
- Identifying specific gaps and weakness of the existing AS/IAS regulations and stakeholder engagement in AS/IAS prevention and management;

### 3.2 Developing a detailed proposal with reference to a decree-level legislation guiding and regulating inclusive and effective AS/IAS management process

- Determine those legislative bottlenecks between Biodiversity Law and other laws with regards to prevention and management of AS and IAS, both the existing one in the country and imported subjects;
- Consulting key stakeholders, especially ministerial agencies and provincial authorities in addressing the bottlenecks to prevent and/or mitigate potential risks and damages caused by AS/IAS;
- Reviewing and synthesizing international experience with references to national processes and instruments to prevent and manage AS and IAS;
- Developing draft decree for an inclusive and effective AS/IAS management process, covering key steps by order such as risk assessment; development of AS/IAS directory and categorization; early detection and rapid response; monitoring, control and impact mitigation;
- Assisting BCA/VEA on stakeholder consultation and concluding the decree-level legislation for an inclusive and effective AS/IAS management process.

### 3.3 Developing a guideline for the risk assessment of AS for Vietnam

- Reviewing, consulting and determining the scope of actual risks and impacts generated from introduction and expansion of IAS and AS in Vietnam;
- Reviewing international experience on risk assessment protocols and methods, particularly from those countries as regular trade-partners of Vietnam, with reference to the requirements of the EU Regulation on IAS (1143/2014) and those international agreements Vietnam is obligated (WTO, CBD, International Plant Protection Convention, EVFTA, CPTPP, etc) to explore what minimum standards a risk assessment scheme should include;
- Drafting a minimum standards for the risk assessment of AS for Vietnam within the context of national legislations, that may be consisting species information; introduction pathways and likelihood of invasion; range of spread and distribution; impacts on

biodiversity, endangered species, ecosystems, ecosystem services; socio-economic impacts; effects to livelihood; impacts on human health etc.;

- Organize different consultations to building consensus among key stakeholders, and concluding proposed national guidelines of minimum standards for the risk assessment of AS for Vietnam; and
- Discussing with BCA/VEA to draft a guideline on AS risk assessment based on the proposed minimum standards;
- Facilitating a testing/demonstration on selected AS and finalizing the draft guideline.

### 3.4 Upgrading and re-designing a qualified ABS training manual to be used for building capacity of policy makers, managing agencies and other relevant stakeholders

- Reviewing the existing ABS training manual to identify gaps in knowledge/information about ABS and ABS management; and consulting other experts and stakeholders on inquiries of quality for new ABS training materials;
- Drafting an outline for the ABS training manual including proposed lessons to be covered and consulting BCA/VEA for agreement in prior its detailed development;
- Synthesizing necessary information/knowledge and collecting case-studies (or best practices) with references to ABS registration, permission granting, access contract, and benefit-sharing mechanisms as input resources for manual development;
- Developing the manual with training lessons/activities based on a standard format agreed by BCA e.g. 10-12 lessons; 45-60 minutes per lesson/activity with practical exercises; and
- Providing a power-point presentation with slides covering teaching/training contents for each lesson from the manual.

3.5. Organizing and facilitating ten (10) multi-stakeholder consultation one-day workshops in Ha Noi. The workshop's objective is to seek comments/feedback from stakeholders for the finalization of the comprehensive study report and one two-pager summary on institutional arrangement and capacity in AS and IAS prevention and management in Vietnam to define an inclusive and effective management process; Cost for these workshops must be included in the financial offer. Draft decree for an inclusive and effective AS/IAS management process; A guideline for risk assessment of AS for Vietnam; A qualified ABS training manual to be used for building capacity of policy makers, managing agencies and other relevant stakeholders.

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

The duration of the assignment is from October 2020 to March 2021.

## **5) FINAL PRODUCTS\*\*\***

The service provider is expected to deliver the expected outputs as follows:

- 5.1. The Inception Report includes detailed work plan, specific tasks and activities as well as expected outputs.

- 5.2. One comprehensive study report and one two-pager summary on institutional arrangement and capacity in AS and IAS prevention and management in Vietnam to define an inclusive and effective management process including following content: All relevant stakeholders and their relations identified, mapped and analyzed; At least 3 case-studies (evidence) selected relevant for pathways-impact analysis; Clear successes, failure, influential factors, gaps/weakness presented; Clear, reasonable description of improved management process;
- 5.3. Draft decree for an inclusive and effective AS/IAS management process;
- 5.4. A guideline for risk assessment of AS for Vietnam;
- 5.5. A qualified ABS training manual to be used for building capacity of policy makers, managing agencies and other relevant stakeholders.

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The expected outputs will be provided with the following schedule:

#	Output items	Expected due date
1	The Inception Report (as per product #5.1 in Section 5)	within 2 weeks
2	One comprehensive study report and one two-pager summary on institutional arrangement and capacity in AS and IAS prevention and management in Vietnam (as per product #5.2 in Section 5)	within 3 months
3	Draft decree for an inclusive and effective AS/IAS management process (as per product #5.3 in Section 5)	within 2 months
4	A guideline for risk assessment of AS for Vietnam (as per product #5.4 in Section 5)	within 5 months
5	A qualified ABS training manual to be used for building capacity of policy makers, managing agencies and other relevant stakeholders (as per product #5.5 in Section 5)	within 5 months

The consultancy firm, under direct supervision of PMU, shall be responsible for the quality of the service provision.

All expected outputs to be submitted in Vietnamese.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

The consultancy firm should have extensive experience in the relevant field as well as expertise in surveying, studying and developing policy on environment/biodiversity/forestry, the firm shall:

- have experiences in implementing activities relating to surveying, studying and developing policy biodiversity and forestry.
- be good record of performance in term of technical and financial aspects;
- has experience on designing training materials/manual;

Members of the firm implementing this assignment should comply with the following requirements:

- Project manager: Postgraduate degree (PhD) (at least Master); At least 10 years of working experience in the areas of environmental/natural resource management, nature conservation, environmental inspection, or public policy or related fields; Proven strong interpersonal skills in leadership, networking, communication, facilitation and policy analysis and reporting; Proven proficiency in both spoken and written Vietnamese and English;
- Sectoral experts (05 persons) biodiversity, fishery, forestry, agriculture; Postgraduate degree (at least Master); At least 10 years of working experience;
- Risk assessment experts (03 persons: environment/group-head; forestry, fishery) Postgraduate degree (PhD) (at least Master); At least 05 years of working experience;
- Institutional analysis expert: Postgraduate degree (PhD); At least 15 years of working experience;
- Training Expert and/or Curriculum Developer: Postgraduate degree (PhD); At least 15 years of working experience

## **8) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

UNDP and the PMU will provide limited administrative support to the consultancy firm during the implementation of this contract. All documents related to this contract will be provided upon the commencement of the assignment.

The service provider has the primary responsibility for the plan and implementation. While the PMU could provide support with the logistic arrangements for the consultation processes with relevant stakeholders, the consultancy firm remains the technical lead for preparation, facilitation and reporting.

## **9) REVIEW TIME REQUIRED AND PAYMENT TERM**

- Payment of 20% of the contract value after the satisfactory acceptance of PMU and UNDP on the Inception Report (Output #1 in Section 6).
- Payment of 40% of the contract value after the satisfactory acceptance of PMU and UNDP on the draft report (Output #2 in Section 6).
- Payment of 20% of the contract value after submission of draft Decree (Output #3) upon the satisfactory acceptance of PMU and UNDP;
- Payment of 20% of the contract value after the satisfactory acceptance PMU and UNDP on the following outputs:
  - National framework (Output #4 in Section 6);
  - A qualified ABS training manual (Output #5 in Section 6);

## **10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

NONE                       PARTIAL                       INTERMITTENT                       FULL-TIME

ANNEX 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

**(Note:** Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

**B. Proposed Methodology for the Completion of Services**

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**(Note:** Please refer to Form 2 – Evaluation criteria listed under section 1 and 2 for UNDP requirements when preparing this section)

**C. Qualifications of Key Personnel**

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

**(Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*



ANNEX 2-b

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>5</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)*

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**A. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Applicable taxes		
	<b>Total</b>	<b>100%</b>	

**B. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<b>III. Other Related Costs</b>				
<b>Applicable taxes</b>				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]

## ANNEX 3

### Contract templates and General Terms and Conditions

Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

Please find below link to the General Terms and Conditions:

- below US\$ 50,000 (Services only):**  
UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply  
[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)
  
- below US\$ 50,000 (Goods or Goods and Services):**  
UNDP General Terms and Conditions for Contracts apply  
[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)
  
- equal to or above US\$ 50,000 (Goods and/or Services):**  
UNDP General Terms and Conditions for Contract apply  
[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)