



## REQUEST FOR PROPOSAL (RFP)

**(From Vietnamese firms/institutes/organizations)**

NAME of service: <b>Reviewing and assessing the NBSAP 2013-2020 implementation to inform a baseline for formulating the vietnam's NBSAP 2021-2030 and post-2020 Global Biodiversity Framework</b>	DATE: September 30, 2020
	REFERENCE: 2-200907

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Reviewing and assessing the NBSAP 2013-2020 implementation to inform a baseline for formulating the vietnam's NBSAP 2021-2030 and post-2020 Global Biodiversity Framework**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Monday, October 12, 2020 via email** to the address below:

**United Nations Development Programme  
304 Kim Ma Street, Ha Noi, Viet Nam  
Ms. Luu Ngoc Diep, Procurement Associate  
Luu.ngoc.diep@undp.org**

**Note:**

- 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 emails submitted. *Notification email indicating the tender's reference number should be sent to this email 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.
- Maximum size per email: **30 MB**. Bidders can split proposals into several emails if the file size is large.

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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 :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condut\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condut_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Tran Thi Hong*  
*Head of Procurement Unit*  
9/30/2020

## Annex 1

### Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached TOR
Brief Description of the Required Services <sup>1</sup>	(TOR is attached in this Annex)
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached TOR
Frequency of Reporting	Please refer to the attached TOR
Progress Reporting Requirements	Please refer to the attached TOR
Location of work	<input checked="" type="checkbox"/> Ha Noi, Viet Nam <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	From October 2020 – March 2021
Target start date	As soon as possible in October 2020
Latest completion date	31 March 2021
Travels Expected	Please refer to the attached TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
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 [pls. specify]
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"/> Vietnamese Dongs
Value Added Tax on Price Proposal <sup>2</sup>	<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

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals ( <b>Counting from the date of submission deadline</b> )	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 <sup>3</sup>	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: <b>Within thirty (30) days from the date of meeting the following conditions:</b> 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	Please refer to the attached TOR
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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). <b>This is a mandatory criterion 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.</b>
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> <b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm (20%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%)

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (50%)  <b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.  Please refer to the <a href="#">Evaluation Criteria</a> for further details.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> <a href="#">Terms of Reference &amp; Evaluation Criteria</a> (attached to this Annex) <input checked="" type="checkbox"/> <a href="#">Proposal Submission Form (Annex 2)</a> <input checked="" type="checkbox"/> <a href="#">Contract Template &amp; UNDP Contract General Terms and Conditions (GTC) (Annex 3)</a> <input checked="" type="checkbox"/> <a href="#">Submission checklist</a> (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	Luu Ngoc Diep (Ms.) Procurement Associate <a href="mailto:Luu.ngoc.diep@undp.org">Luu.ngoc.diep@undp.org</a> 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.
Other Information [pls. specify]	<b>Bidders are responsible for checking the UNDP website:</b> <a href="https://procurement-notices.undp.org/">https://procurement-notices.undp.org/</a> for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal.

<sup>5</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>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</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.



## TERMS OF REFERENCE

<b>Service</b>	Reviewing and assessing the NBSAP 2013-2020 implementation to inform a baseline for formulating the vietnam's NBSAP 2021-2030 and post-2020 Global Biodiversity Framework
<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 4.4.2.5
<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

Issued in 2013, the Vietnam's National Strategy on Biodiversity to 2020, a vision to 2030 (NBSAP) will be ended its implementation by the end of this year, and the development of a new strategy for next period, from 2021-2030 and a vision to 2040, has recently been preceded by VEA/MONRE. The NBSAP 2013-2020, officially indicated as Decision 1250/QĐ-TTg dated July 31th 2013 promulgated by Prime Minister, was formulated and implemented in compliance to the Biodiversity Law 2008, aiming at conservation and sustainable use of important natural ecosystems and endangered, precious and rare species and genetic resources in support to the green economy-oriented country development and proactive responses to climate change. It covers a wide range of concrete actions under five strategic tasks attributing and contributing to achieve the following three objectives by 2020, and a vision targeted to 2030, briefly stated as (i) to ensure protected natural ecosystems with enhanced quality and increased area; to ensure endangered, precious, rare and protected species with their population improvement in quality and quantity; and (iii) to ensure indigenous, endangered precious and rare genetic resources (captured animals, plants, micro-organisms) inventoried, restored and conserved without depletion. Yet, this is not mentioned to 07 national-level priority programs and project proposals and 05 groups of principal solutions included in the strategy beside a matrix of 23 outcome indicators to anticipatedly be harvested by the years 2010 (baseline), 2015 and 2020 from its implementation (reference to Annex 6, MONRE, 2013). Obviously, it is acknowledged that many of those outcomes resulted from and/or contributed by other sectoral strategies and action plans at the same period such land-use, agriculture, forestry, fishery, climate change etc.

The process of developing and implementing NBSAP reflect the compliance to CBD which its membership party like Vietnam has to take with obligations, and ensuring it with relevance to key convention protocols such as Aichi Biodiversity Targets, Nagoya Protocol, Cartagena Protocol, etc. In November 2018, at the 14<sup>th</sup> COP meeting on CBD in Sharm-El-Sheikh (Egypt), its Decision 14/34 adopted a comprehensive and participatory process for the preparation of the Post-2020 Global Biodiversity Framework (GBF), considering as a stepping stone towards the 2050 Vision of "Living in Harmony with Nature".

A working version (Zero Draft) of the Post-2020 GBF has been officially published in February 2020 and circulated among CBD members for consultation. This CBD document, as it stated, provides a global, outcome-oriented framework for the development of national goals and targets and, as necessary, the updating of national biodiversity strategies and action plans to achieve these, and to facilitate regular monitoring and review of progress at the global level. This framework aims to galvanize urgent and transformative action by Governments and all of society, including indigenous peoples and local communities, civil society, and businesses, to achieve the outcomes it sets out in its vision, mission, goals and targets, and thereby to contribute to the objectives of the CBD and other biodiversity related multilateral agreements, processes and instruments. To formulate the Post-2020 GBF either globally, regionally or nationally, CBD requests to apply a "Theory of Change" (ToC) approach, as a participatory strategic planning process, that helps plan, implement and evaluate impacts of transformative actions taken to (a) put in place tools and solutions for implementation and mainstreaming; (b) reduce the threats to biodiversity; and (c) ensure that biodiversity is used sustainably in order to meet people's needs.

Setting out such targets of changes to be making in next 10 years (or by 2025, 2030, and further) e.g. stabilizing the trends that have exacerbated biodiversity loss, and/or recovering natural ecosystems, it would have to rely, and thus require profound information and understanding, as fundamental inputs, about (i) the political, institutional and socio-economic contexts, trends and future scenarios that certainly and/or predictably affect the harvest of biodiversity related outcomes, and (ii) a 2020 baseline indicated the degree of achievement (or un-achievement) by the end of 2020 with robust evidence and analysis regarding to each outcome/target that was set and implemented by the strategies and action plans in given period. To enable these, 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 through a consulting firm to undertake well-designed, relevant studies and consultation to explore successes and challenges from the implementation of NBSAP 2013-2020 and other relevant strategies and action plans, followed up by rational provision of critical recommendations with extent to what strategic interventions/actions the NBSAP 2021-2030/2040 should be included to achieve transformational changes needed in next 10 years with reference, and making consistence and coherence, with the Post-2020 GBF guidelines to address three CBD objectives.

## 2) OBJECTIVES OF THE ASSIGNMENT

The consultancy’s overall objective is to put in place a profound baseline with robust evidence and analysis on the successes and challenges of the NBSAP 2013-2020 implementation in order to support the outcome-oriented development of the Vietnam’s NBSAP 2021-2030, a vision to 2040, and thus making a national preparation to inform the on-going CBD’s Post 2020 BGF formulation. It will target to achieve two main objectives:

- (1) To critically review and assess the successes and challenges from the implementation of NBSAP 2013-2020 and other relevant strategies and action plans, enabling a 2020-baseline for stimulating the development and monitoring of the NBSAP 2021-2030; and
- (2) To rationally propose appropriate strategic solutions/actions should be included and implemented by the NBSAP 2021-2030/2040 for achieving transformational changes targeted to three CBD objectives in next 10 years as guided by the Post-2020 GBF

## 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 Developing methodology and/or process of formulating the Vietnam’s NBSAP 2021-2030/2040 based on the Post-2020 GBF’s theory of change approach as preliminarily guided by CBD

3.1.1 Reviewing the CBD’s Zero Draft of the Post-2020 GBF and its Appendices on Preliminary Draft Monitoring Frameworks, the NBSAP 2013-2020 and its application for developing a national-level Post-2020 GBF as being guided by CBD;

3.2 Reviewing and consulting to provide a **critical analysis/summary** on the Vietnam’s political, institutional and socio-economic contexts, trends and future scenarios that certainly and/or predictably affect the country’s biodiversity and efforts to address three CBD objectives

3.2.1 Reviewing and discussing political, economic and social contexts of Vietnam that have been significantly impacting, positively and/or negatively, the country’s biodiversity conservation and utilization at the present and/or coming future; Highlighting readiness and weakness (or gaps) as well as opportunities with extent to political commitments and legal frameworks (including international commitments) in favor of biodiversity conservation and sustainable use in Vietnam;

3.2.2 Identifying all relevant stakeholders involving into the Vietnam’s biodiversity conservation, management and utilization, exploring their institutional relations (with reference to policy and decision making) and determining possible institutions with power of making changes; Highlighting strengths and weaknesses with regard to institutional arrangement (or stakeholder analysis) to achieve three CBD objectives in Vietnam in order to recognize how to stimulate a whole-of-government and society approach, gender equality, women empowerment, effective participation of indigenous people and local

community and multi-stakeholder partnership for the NBSAP 2021-2030 as requested by the Post-2020 GBF.

3.2.3 Highlighting key socio-economic drivers and development trends in Vietnam that have been affecting, continue affecting or would predictably affect, positively and/or negatively, the sustainability of the country's biodiversity resources, focusing on long-term development strategies of main sectors to 2030 or further;

3.3 Reviewing, consulting and assessing successes and challenges from the implementation of the Vietnam's NBSAP 2013-2020 and other relevant strategies and action plans by **robust evidence and analysis** to illustrate the degree of achievement with extents to respective **outcomes** and their direct **contributors** (policies, programs, projects, action targets, finance/ investment), highlighting **barriers** hindered from **un-achieved outcomes**, and based on that proposing/assuming **2030 outcomes** to be harvested and **action targets** to achieve them. There would be a number of element assessments aligning with main tasks of the NBSAP 2013-2020 (but not limited) as follows:

3.3.1 Review and assessment for conservation of natural ecosystems and biodiversity conservation in the context of climate change;

3.3.2 Review and assessment for conservation of endangered, precious and rare species, including wildlife and captured varieties;

3.3.3. Review and assessment for sustainable utilization and fair sharing of benefits from ecosystems and biodiversity; and

3.3.4 Review and assessment for management and control/mitigation of threats/negative impacts to biodiversity;

3.4 Providing rational/pragmatic recommendations as **strategic interventions** to achieve the proposed/assumed 2030-outcomes based on the synthesis of element assessment with consideration of findings from institutional and context analysis above. It preliminarily suggests to propose such interventions on three groups: (i) Policy, institution and governance; (ii) Natural ecosystems; and (iii) Species and genetic resources.

3.5. Organizing and facilitating a multi-stakeholder consultation workshop in three regions of Vietnam. Tentatively, 03 one-day workshops at Hanoi, Ho Chi Minh, Da Nang, for 40-50 participants of which at least 1/3 of participants are from neighboring provinces. Cost for these workshops must be included in the financial offer.

3.6. Organizing and facilitating interview with relevant stakeholders at central and provincial levels in implementation of NBSAP 2013-2020 including followings provinces: Ninh Binh, Nghe An, Quang Nam, Lam Dong and Ca Mau. Cost for these trips must be included in the financial offer.

#### 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 with detailed timelines as follows:

- 5.1. The Inception Report includes detailed work plan, specific tasks and activities as well as expected outputs.
- 5.2. Report on reviewing the CBD's Zero Draft of the Post-2020 GBF and its Appendices on Preliminary Draft Monitoring Frameworks, the NBSAP 2013-2020 and its application for developing a national-level;
- 5.3. Report on critical analysis/summary on the Vietnam's political, institutional and socio-economic contexts, trends and future scenarios that certainly and/or predictably affect the country's biodiversity and efforts to address three CBD objectives;
- 5.4. Report on assessing successes and challenges from the implementation of the Vietnam's NBSAP 2013-2020;
- 5.5. Recommendations as strategic interventions to achieve the proposed/assumed 2030-outcomes.
- 5.6. Three consultative meeting's minutes with concrete comments for draft reports on assessing successes and challenges from the implementation of the Vietnam's NBSAP 2013-2020 and recommendations for strategic interventions to achieve the proposed/assumed 2030-outcomes.

## **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	Report on reviewing the CBD's Zero Draft of the Post-2020 GBF and its Appendices on Preliminary Draft Monitoring Frameworks, the NBSAP 2013-2020 and its application for developing a national-level (as per product #5.2 in Section 5)	within 2 months
3	Report on critical analysis/summary on the Vietnam's political, institutional and socio-economic contexts, trends and future scenarios that certainly and/or predictably affect the country's biodiversity and efforts to address three CBD objectives (as per product #5.3 in Section 5)	within 2 months
4	Report on assessing successes and challenges from the implementation of the Vietnam's NBSAP 2013-2020 (as per product #5.4 in Section 5)	within 5 months
5	Recommendations as strategic interventions to achieve the proposed/assumed 2030-outcomes (as per product #5.5 in Section 5)	within 5 months
6	Three consultative meeting's minutes (as per product #5.6 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 and English.

## **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 on biodiversity and forestry.
- be good record of performance in term of technical and financial aspects;

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

- Project manager: Postgraduate qualification in a relevant discipline and at least 10-15 years professional experience in management of natural resources, biodiversity conservation, sustainable development, forestry and/or other relevant sectors; Demonstrated understanding and experience in participatory strategic planning, theory of change/pathway to impact analysis; policy development and formulation; Demonstrated understanding and experience in CBD and its protocols (Nagoya, Cartagena, Aichi Targets) as well as other international commitments on biodiversity conservation; Good understanding of the Vietnam's political, socio-economic, biodiversity conservation, forest resources management; Proven skills and experience in working with multi-stakeholder, facilitation, coordination, teamwork and; Excellent interpersonal and written communication and facilitation skills;
- National experts (05 persons): Postgraduate qualification in an environmental discipline and at least 10 years professional experience in natural resources management, biodiversity conservation, forestry or other relevant sectors; Demonstrated experience in policy review, assessment, impact monitoring and evaluation, environmental governance; Good understanding of biodiversity management and conservation issues in Vietnam; Proved skill and experience in working in multi-stakeholder contexts with government, non-government and other partners; Excellent interpersonal, teamwork and written communication skills

## **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 in section 6) 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:
  - Report on assessing successes and challenges from the implementation of the Vietnam's NBSAP 2013-2020 (Output 4 in Section 6)
  - Recommendations as strategic interventions to achieve the proposed/assumed 2030-outcomes (Output 5 in Section 6)
  - Three consultative meeting's minutes (Output 6 in Section 6)

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

☒ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

## EVALUATION CRITERIA

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	500
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organisation and (Competence / Reliability)	50
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	50
1.3	Relevance of specialized knowledge and experience on similar engagements done in the country	60
1.4	Quality assurance procedures and risk mitigation measures	30
1.5	Organizational Commitment to Sustainability: Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or related to green production standards	10
<b>Total Section 1</b>		<b>200</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
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?	50
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	70
<b>Total Section 2</b>		<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
<b>3.1</b>	<b><i>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?</i></b>		<b>100</b>
<b>3.2</b>	<b><i>Qualifications of key personnel proposed</i></b>		
<b>3.2.1</b>	<b><i>National Team Leader/Project manager</i></b>		<b>150</b>
	- Postgraduate qualification in a relevant discipline and at least 10-15 years professional experience in management of natural resources, biodiversity conservation, sustainable development, forestry and/or other relevant sectors;	60	
	- Demonstrated understanding and experience in participatory strategic planning, theory of change/pathway to impact analysis; policy development and formulation;	70	
	- Demonstrated understanding and experience in CBD and its protocols (Nagoya, Cartagena, Aichi Targets) as well as other international commitments on biodiversity conservation;	20	
<b>3.2.2</b>	<b><i>National Sectoral experts (05 persons) biodiversity, fishery, forestry, agriculture</i></b>		<b>250</b>
	- Postgraduate qualification in an environmental discipline and at least 10 years professional experience in natural resources management, biodiversity conservation, forestry, or other relevant sectors;	70	
	- Demonstrated experience in policy review, assessment, impact monitoring and evaluation, environmental governance;	70	
	- Good understanding of biodiversity management and conservation issues in Vietnam;	70	
	- Proved skill and experience in working in multi-stakeholder contexts with government, non-government and other partners;	40	
<b>Total Section 3</b>			<b>500</b>

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.  
**Submission obtaining the highest weighted points (technical points + financial points) will be selected.**

**Important Notes:**

- Evaluation will be done separately for each of the proposed key personnel (if applicable) and the total personnel score will be the average.
- Please refer to the Submission checklist (Annex 4) for documents to be submitted for the evaluation

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

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 the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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.*

### 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>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



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C. **Qualifications of Key Personnel**

*If required by the RFP, 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 if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **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	....		
	Total	100%	

*\*This shall be the basis of the payment tranches*

E. **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				
3. Services from Overseas				
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				
<b>III. Other Related Costs</b>				

**We confirm our full acceptance of the UNDP Contract General Terms and Conditions and 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]*

## Contract Templates and General Terms and Conditions

1. 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)

2. Please find below link to the General Terms and Conditions:

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**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)

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**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)

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**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)

## CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

**Note:**

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB**/email. Bidders can split proposal into several emails if the file size is large.
- Technical and Financial Proposals are to be submitted in separate emails before or by **Monday, October 12, 2020** (Hanoi time).
- Email and proposal should indicate clearly the reference and name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to the guidelines in Annex 2) with copies/scan of 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			
	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.			
	f) Proposed Methodology for the Completion of Services			
	g) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	h) <b>Detailed CVs of the proposed personnel with copies of required certificates</b>			
2	Duly signed Price Schedule (pls. use the template in Annex 2)			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			

4	This duly filled, checked, certified submission checklist to be attached to the submission			
5	Send email ( <b>without attachment</b> ) to <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> notifying that you already submitted proposal and the number of emails submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.			

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