



21 December 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant for Final Evaluation of UNODC-CITES Asia Wildlife Enforcement and Demand Management Project
Period of assignment/services (if applicable):	15 January 2021 – 30 March 2021
Duty Station:	Vietnam
Tender reference:	T201201

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:

23.59 hrs., 04 January 2021 (Hanoi time)

With subject line:

T201201 – 01 National Consultant for Final Evaluation of UNODC-CITES Asia Wildlife Enforcement and Demand Management Project

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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- A track record of project evaluations (or similar) conducted in English

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:

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
Master's Degree in law, Business administration, Sociology, International Social Development, Sociology, Public Policy or Project Management. Bachelor's degree in the related fields with additional 3 years of experience may be considered in lieu to the master's degree.	280	
Minimum of 10 years of experience of working on progressively responsible positions in Government/Donor Projects dealing with Rule of Law or criminal justice administration. Government work experience will be given preference	280	
Experience liaising with multinational/international organizations on project implementation, with a track record of project evaluations (or similar) conducted in English	280	
In-depth knowledge of performance metrics -	160	
<u>Total Score</u>	1000	
Weight per Technical Competence		
Weak: Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence	
Satisfactory : 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence	
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence	
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence	
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence	

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect to the payment.

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



TERMS OF REFERENCE

Country:	Viet Nam
Title:	National Evaluation Expert
Project name:	Final Evaluation of UNODC-CITES Asia Wildlife Enforcement and Demand Management Project
Duty Station:	Home based with possible travel to project sites within the country
Period of assignment/services:	20 working days during the period from 15 January 2021 – 30 March 2021

1. BACKGROUND

The UNODC-CITES Asia Wildlife Enforcement and Demand Management Project aims to address the serious and growing problem of international trade and demand for key African wildlife species in Asia, in particular African elephants, rhinos and pangolins, as well also targeting efforts to reduce the illegal killing of key Asian wildlife species impacted by international trade, such as the Asian elephants, rhinos and tigers.

To achieve this, the project will work towards:

- Strengthening capacity and awareness in Asian countries aimed at combating illegal trade in key wildlife species, in particular strengthening national-level legal frameworks for combatting wildlife trafficking and crime;
- Strengthening capacity for investigating and prosecuting wildlife trade incidents and tackling local markets;
- Building collaboration in wildlife crime and trafficking prevention nationally and regionally;
- Documenting and combatting illegal killing of key Asian wildlife species in key protected areas;
- And strengthening measures to increase understanding of governments and decision makers concerning the impact of wildlife trade on the conservation status of key species.

The project started in April 2016 with the generous contribution of the European Union. As the project is approaching its conclusion, a final and independent evaluation will be conducted.

2. MAIN OBJECTIVES OF THE ASSIGNMENT.

The purpose of the overall assignment is to undertake the final in-depth evaluation of the UNODC-CITES Asia Wildlife Enforcement and Demand Management Project, under the supervision and guidance of the Independent Evaluation Section, as envisaged by programme

documents. The assignment is to be taken in line with the UNODC and the United Nations Evaluation Group (UNEG) Evaluation Norms and Standards.

In line with UNODC evaluation policy, UNODC-CITES Asia Wildlife Enforcement and Demand Management Project require a final in-depth evaluation when nearing their conclusion. This evaluation will ensure a utilization-focused approach addressing accountability and learning and the development of the next phases of the programmes, with a contribution to the strategic future thinking for the region.

The overall purpose of the evaluation will be to understand the extent to which the UNODC-CITES Asia Wildlife Enforcement and Demand Management Project addressed the specific context and national needs while contributing to addressing regional and inter-regional issues related to transnational organized crime, trafficking and conservation.

While this evaluation will be conducted as a single and integrated exercise, it will be divided in 2 distinct components related to the areas under the responsibilities of UNODC (Results 1-3 of the project document) and those under the responsibilities of CITES (Results 4-5). For this reason this exercise will be conducted through the support of a Lead Evaluator (LE) who will be responsible for the overall evaluation with a specific focus on Results 1-3 and a Subject Matter Expert (SME) who will focus specifically on Results 4-5.

The following OECD-DAC criteria¹ will be assessed during the evaluation: relevance, efficiency, effectiveness, coherence, impact and sustainability. In addition, established partnerships and cooperation, as well as aspects of human rights and gender mainstreaming, will be assessed. The evaluation will specifically assess how gender and human rights aspects have been mainstreamed into the programme, using pre-determined criteria and rubrics as defined in the inception phase and data collection tools.

3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the guidance and supervision of the Chief or the Deputy Chief of the UNODC Independent Evaluation Section at Headquarters (Vienna, Austria), the Expert will collaborate with the LE and the SME throughout the entire evaluation process, and assist with the following tasks:

- Contributing to evaluation design with detailed methods, tools and techniques to be conducted in Viet Nam as well as gender-inclusive and gender-sensitive, generating information from and about men, women and other marginalised groups as well as about key gender and human rights issues;
- Assist in identifying appropriate data collection tools for Viet Nam;
- Assisting the evaluation team to ensure data collection and analysis tools are appropriate for Viet Nam including translating from/into English and providing interpretation assistance to the LE and SME as required;
- Contributing to data collection in Viet Nam, including conducting interviews and undertaking other data collection processes;
- Contribute to ensuring adherence to the UNEG Norms and Standards, UNODC evaluation norms, standards, guidelines and templates and the evaluation TOR;
- Ensuring that all deliverables mentioned in these terms of reference are submitted in a timely and satisfactory manner and in line with the quality criteria checklist and relevant to the specific national context and priorities; and
- Contributing with substantive expertise and specific national context on the topic under evaluation for the whole evaluation process and for all deliverables.

¹ <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

4. EXPECTED DELIVERABLES:

The Expert will be responsible for the quality and timely submission of his/her specific deliverables, as specified below. All products should be well written in English and have a clear, transparent and verifiable analysis process. The evaluation team will report exclusively to the Chief or the Deputy Chief of the UNODC Independent Evaluation Section.

The Expert will collaborate and work directly with the LE and SME members throughout the entire evaluation process and is responsible for the following tasks:

- Assist the LE and SME with revising inputs to the analysis and the development of data collection tools, including appropriate remote options, in relation to Viet Nam.
- Provide support to data collection. This may include participating in or conducting interviews with key stakeholders (face-to-face or by telephone/Skype), both individually and (as appropriate) in small groups/focus groups, as well as provide support to the usage of survey questionnaires, including any required translations or any other relevant quantitative and/or qualitative tools as a means to collect relevant data for the evaluation. Transcripts of interviews to be stored on-line with access to the entire evaluation team, and upon request to IES;
- Assist with the analysis of all available information, in particular relating to national needs, priorities and context including any required translations;
- If needed, travel to project sites within Viet Nam to conduct interviews with stakeholders and collection of relevant data; travel cost will be paid separately based on UN-EU cost norms
- As discussed and agreed with LE and SME, assist with drafting inputs in relation to Viet Nam and programme to a Draft Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates. This also includes an analysis of the performance of the project to adequately address gender equality as well as human rights issues, with concrete findings, conclusions and recommendations;
- Support the revision of the Draft Evaluation Report, i.e. assist with revising inputs in relation to specific national context based upon comments received from the various consultative processes, including full proofreading and editing;
- Support the finalization of the Final Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates. In addition, as necessary assist with drafting inputs in relation to national context to an Evaluation Brief and PowerPoint slides on final evaluation results, including full proofreading and editing. Assist with revising and finalizing inputs to all deliverables in relation to as necessary and based upon comments received.

According to UNODC rules² and UNEG Norms and Standards³, the Expert shall not have had any responsibility for the design, implementation or supervision of any of the projects, programs or policies that they are evaluating.

The UNODC Independent Evaluation Section is the sole clearing entity for all evaluation deliverables and products.

² <https://www.unodc.org/unodc/en/evaluation/evaluation-handbook.html>

³ <http://www.unevaluation.org/document/detail/1914>

The Expert shall respect the UNEG Ethical Guidelines.

5. PAYMENT SCHEDULE:

Payments will be made into 2 installments as details below.

Deliverable	Output	Working Days	To be accomplished by
1.	Desk Review - Evaluation Form (30%) with acceptance from LE/SME/Project Coordinator	2 days	17 January 2021
2.	Data Collection	10 days	28 February 2021
3.	Draft Evaluation Report	5 days	18 February 2021
4.	Final Evaluation Report, Evaluation Brief and PowerPoint slides (including full proof reading and editing) (70%) with acceptance from LE/SME/Project Coordinator	3 days	30 February 2021
	TOTAL NUMBER OF WORKING DAYS	20	

Indicators to evaluate the consultant's performance

Timely, satisfactory and high-quality delivery of the abovementioned outputs as assessed by IES (in line with UNODC norms, standards, guidelines and templates as well as UNEG Standards and Norms).

6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree (Master's degree or equivalent) in public administration, international relations, business administration or related field is required. A first level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

II. Years of experience:

- A minimum of 5 (five) years professional technical experience in evaluation or research is required;
- Professional technical experience in the field of evaluation or research, including a track record of conducting various types of evaluation or research at the international level, preferably with experience in conducting evaluations for the United Nations is desirable;

III. Competencies:

- Experience in working in a team is required;
- Knowledge and experience of the UN System and in particular of UNODC is desirable;
- Knowledge of quantitative and qualitative methods is required;
- Experience in gender sensitive evaluation methodologies and analysis, and understanding of human rights and ethical issues in relation to evaluation is desirable;
- Experience in presenting and communicating complex evaluation or research results in a structured manner (in reports, briefs, presentations, etc.) is desirable;
- Fluency in English and satisfactory English report writing skills is required;

- Knowledge of official national language and/or local languages is required.

7. EVALUATION CRITERIA

<i>Criteria</i>		<i>Weight</i>	<i>Max. Point</i>
Master's Degree in law, Business administration, Sociology, International Social Development, Sociology, Public Policy or Project Management. Bachelor's degree in the related fields with additional 3 years of experience may be considered in lieu to the master's degree.		280	
Minimum of 10 years of experience of working on progressively responsible positions in Government/Donor Projects dealing with Rule of Law or criminal justice administration. Government work experience will be given preference		280	
Experience liaising with multinational/international organizations on project implementation, with a track record of project evaluations (or similar) conducted in English		280	
In-depth knowledge of performance metrics -		160	
<u>Total Score</u>		1000	
Weight per Technical Competence			
Weak: Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence		
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Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence		

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 of (VND for National Consultant and USD for International Consultant).

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

No.	Description	Quantity	Unit Rate	Total
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)
Travel expenses are not required if the consultant will be working from home).