

9 June 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant - Junior M&E facilitator
Period of assignment/services (if applicable):	100 working days from June 2021 – April 2022
Duty Station:	Ha Noi
Tender reference:	P210604

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

23.59 hrs., 17 June 2021 (Hanoi time)

With subject line:

P210604 – National Consultant - Junior M&E facilitator

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#).....(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#).....(Annex IV)
- [Financial Proposal](#)..... (Annex V)

3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- At least 2 sample reports in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
1	Postgraduate degree in Natural Resource Management, Agriculture, Economics or relevant subjects or related field	200
2	At least 5 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context (250 points);	250
3	Hands-on experience in planning, management, implementation, monitoring, and evaluation of development projects	250
4	Strong computer skills, in particular mastery of all applications of the MS Office package and internet search;	200
5	Fluency in English by provision of 2 written reports	100
	Total	1,000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

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

6. Payment

Key Outputs/Deliverables	Time	Payment terms
• Product 1: Draft workplan for the overall assignment.	June 2021	10 % of the contract value
• Product 2: Final [TTH1][JH2]report proposing enhanced and feasible adaptation-related indicators to improve MARD's M&E system.	July-Aug. 2021	25 % of the contract value
• Product 3: Report of screened public decisions and decrees against adaptation-related indicators.	Aug-Dec 2021	25 % of the contract value
• Product 4: Finalise a set of NAP indicators and standard operation procedures/handbooks for data collection, input and analysis of M&E results for NAP in Agriculture with NAP indicators identified and verified to link MARD's M&E system with MONRE's NAP M&E system.	Dec 2021 – April 2022	40 % of the contract value

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

TERM OF REFERENCE

1. SUMMARY

Job code title:	01 National Consultant - Junior M&E facilitator (100 days)
Project title:	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project
Report to:	GCF Project Manager/UNDP PO on Climate Change and Resilience
Coordination:	UNDP Climate Change and Environment Head, Project, National and International Experts in UNDP CCE team.
Estimated working days:	100 working days
Duration:	From June 2021 – April 2022

2. GENERAL BACKGROUND

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage infrastructure. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

To address climate change, the Government of Viet Nam developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV's National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

The main readiness challenge in Viet Nam is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-SUP)** is designed along the following outcomes:

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;
- **Outcome 2:** National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and
- **Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to *“establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.”* The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

In recent years, the Ministry of Agriculture and Rural Development (MARD) made significant progress in their sectoral adaptation planning. MARD, supported by development partners, identified key risks and adaptation options for many sub-sectors and developed a sectoral adaptation plan. To complete these successes and enable evidence-based adaptation planning, the ministry is working on their sectoral adaptation monitoring and evaluation system.

In this regard, UNDP will become a partner for MARD to develop their sectoral M&E system. To support MARD with advancing their sectoral adaptation planning, UNDP seeks a consultant to support MARD in these tasks.

3. OBJECTIVES OF THE ASSIGNMENT

UNDP is looking for 01 junior National Consultant to support MARD and UNDP to provide regular support to MARD monitoring and evaluation system, and sectoral adaptation, for the agriculture and rural development sectors. The consultant is expected to work closely with MARD officials.

The consultant will more specifically be responsible to,

1. Support MARD experts and consultants in the process to review available indicators in MARD’s sectoral monitoring system as well as national and international best practices to identify indicators to monitor agricultural adaptation (15 days);
2. Support the process to update and enhance MARD’s internal digital data management platform to integrate climate change adaptation indicators into the system (15 days);
3. Support the review and classification of public investments from the MARD’s capital sources for climate change under the guidance of MPI in Decision No. 1085 / QD- BKHDT dated July 16, 2018 (15 days);
4. Provide regular translation of technical reports and lead consultants of MARD/UNDP and review of M&E system interfaces in English and Vietnamese sites (25 days); and
5. Manage day-to-day coordination of the MARD’s group of experts to enhance their sectoral adaptation monitoring and evaluation efforts, and organise related trainings, meetings, and events (30 days).

4. SCOPE OF WORK AND THE GENERAL APPROACH

To implement the objective, the consultant is expected to undertake the following activities during the assignment:

- Manage day-to-day coordination of the MARD's group of experts to enhance their sectoral adaptation monitoring and evaluation efforts;
- Support the MARD in regular coordination and reporting following government regulations and GCF reporting obligations;
- Coordinate the dissemination and implementation of knowledge management outputs of the project;
- Coordinate up-to-date and dynamic learning and sharing of knowledge and experiences relevant to the project;
- Provide support to hired MARD experts to develop knowledge projects and trainings in relevant subject matters;
- Supervise the project's capacity building efforts at the government counterparts and for relevant stakeholders; and
- Ensure participation in UNDP NAP project meetings in Ha Noi initiated by the projects PMU.

5. DURATION OF THE ASSIGNMENT

The consultant is expected to work for 100 working days inclusively. The consultancy will start from June 2021 and is expected to complete all outputs by Mar 2022.

6. EXPECTED OUTPUTS OF THE ASSIGNMENT

The consultant will work closely with MARD officials and technical consultants, which will be mobilised by UNDP to enhance and develop an M&E database system.

The consultant is expected to deliver the following outputs.

Key Outputs/Deliverables	Time
• Product 1: Draft workplan for the overall assignment.	Jun 2021
• Product 2: Final report proposing enhanced and feasible adaptation-related indicators to improve MARD's M&E system.	July-Aug 2021
• Product 3: Report of screened public decisions and decrees against adaptation-related indicators completed.	Aug-Dec 2021
• Product 4: Finalise a set of NAP indicators and standard operation procedures/handbooks for data collection, input and analysis of M&E results for NAP in Agriculture with NAP indicators identified and verified to link MARD's M&E system with MONRE's NAP M&E system.	Dec 2021 – April 2022

7. PROVISION OF MONITORING, REVIEW, QUALITY CONTROL AND PROGRESS CONTROLS

The consultant is supervised by MARD project focal point and UNDP Project Manager, with administrative and technical support from international and/or national experts assigned by UNDP and MARD.

All deliverables of the consultant will be submitted in English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MARD.

8. DEGREE AND QUALIFICATIONS OF THE SERVICE PROVIDER

The qualification requirements for the consultant are as following:

- Postgraduate degree in Natural Resource Management, Agriculture, Economics or relevant subjects or related field (200 points);
- At least 5 years of work experience on climate change policies and strategies, practices with countries in the region, preferably with experience in Viet Nam context (250 points);
- Hands-on experience in planning, management, implementation, monitoring, and evaluation of development projects (250 points);
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search; (200 points); and
- Fluency in English by provision of 2 written reports (100 points)

9. ADMIN SUPPORT

All domestic travel requirement, if any, from the assignment will be arranged by UNDP separately based on UN-EU cost norms

The selected consultant will be responsible for providing necessary preparation for consultation meetings and workshops. Meetings/workshops in Ha Noi will be facilitated or chaired by NARD and UNDP.

10. REFERENCE DOCUMENTS

Once selected, the consultant will receive detail project document, workplan and relevant reference by UNDP and MARD.

11. QUALIFICATIONS AND PAYMENT TERMS

Key Outputs/Deliverables	Time	Payment terms
--------------------------	------	---------------

<ul style="list-style-type: none"> • Product 1: Draft workplan for the overall assignment. 	June 2021	10 % of the contract value
<ul style="list-style-type: none"> • Product 2: Final report proposing enhanced and feasible adaptation-related indicators to improve MARD's M&E system. 	July-Aug. 2021	25 % of the contract value
<ul style="list-style-type: none"> • Product 3: Report of screened public decisions and decrees against adaptation-related indicators. 	Aug-Dec 2021	25 % of the contract value
<ul style="list-style-type: none"> • Product 4: Finalise a set of NAP indicators and standard operation procedures/handbooks for data collection, input and analysis of M&E results for NAP in Agriculture with NAP indicators identified and verified to link MARD's M&E system with MONRE's NAP M&E system. 	Dec 2021 – April 2022	40 % of the contract value

12. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

Duty station: Ha Noi.

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

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

Cost breakdown:

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

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)

Travel expenses are not required if the consultant will be working from home).