

02 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 Technical Specialist (Agriculture & supply chain)
Period of assignment/services (if applicable):	230 working days during July 2021 and July 2022
Duty Station:	Ha Noi
Tender reference:	PN (N-210601)

1. Submissions should be sent by email to: nguyen.thuy.nga@undp.org on or before

~~16 June 2021 (Hanoi time)~~

Extended deadline: 23 June 2021

With subject line: PN (N-210601) – National Technical Specialist on Agriculture & Supply chain

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
- One sample report for English and one sample report for Vietnamese submitted for evaluation
- Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for National Consultant** including consultancy fees and all associated costs i.e. consultancy fee, meal, accommodation, PIT, 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:

Qualification	Points
<u>Education</u> Postgraduate in economics, agriculture, natural resources management, forestry or relevant	150
<u>Experience</u> At last 10 years of working experience on natural resources, preferably to forest and agriculture management	150

Solid experience in providing policy advice to the government agencies and provinces, and in working with the local authorities and private sector	150
Good knowledge of deforestation-free jurisdiction, environmental sustainability and social inclusion and resilience of food production models and supply chains, agricultural sustainable financing	250
Experience in working with a team of national and international experts	100
Experience in gender mainstreaming & working with ethnic minorities is an advantage	100
Good presentation and writing skills in English and Vietnamese (one sample report for English and one sample report for Vietnamese submitted for evaluation)	100
TOTAL	1,000

(An additional interview either directly or via telephone/Skype will be applied if necessary)
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.

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.

1. 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 the payment.

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

TERMS OF REFERENCE

Project Title:	Integrated sustainable landscape management through deforestation-free jurisdiction project in Lam Dong and Dak Nong, Viet Nam
Consultancy Title:	National Technical Specialist (Agriculture & supply chain)
Type Contract:	Individual contract
Duty Location:	Ha Noi (Viet Nam) with in-country travel to project sites
Duration:	230 work days during July 2021 and July 2022
Report to:	UNDP Programme Officer

1. GENERAL INFORMATION

Viet Nam has achieved remarkable success in development over the last 30 years. Gross domestic product (GDP) grew at a steady rate of approximately 6% annually, from \$6.3B in 1989 to \$224B in 2017¹. Human Development Index increased from 0.475 in 1990 to 0.694 in 2017 (UNDP, 2018²), and poverty rate fell significantly from 58% in 1993 to around 7% in 2017 (UNDP, 2017). As a major exporter of global agricultural commodities including rice, aquaculture products, rubber, coffee, cashew nuts, pepper etc., and as a global hub for timber production and transformation, the agriculture, forestry, and fishing sector is a major contributor to Viet Nam development (15.3% of GDP in 2017)³. At the same time, national forest cover has increased from 23% in 1993, to more than 41% in 2017 (MARD, 2018⁴). However, this outstanding economic performance and increase in forest cover mask structural challenges such as degradation of agriculture land due to chemical pollution and soil erosion; loss of natural forest due to conversion to plantations; degradation of ecosystems; increased vulnerability to climate change, drought and water shortage; increased competing interests over scarce land leading to land conflicts; and persisting poverty among ethnic minorities in mountainous regions.

The Central Highlands region of Viet Nam is a landscape of global importance and stands at the forefront of the national battle to fight climate change, halt loss of natural forests and sustain outstanding agricultural potential. Indeed, the Viet Nam's Voluntary National Land Degradation Neutrality Targets for the period of 2017-2020 with vision to 2030⁸ prioritizes sustainable land management with a focus on 'hotspots' with high poverty in three regions, one of which is the Central Highlands, with 9 of the 11 national voluntary land degradation targets referring directly to the

¹ Source: <https://tradingeconomics.com/vietnam/gdp>

² Human Development Indices and Indicators: 2018 Statistical Update, UNDP

³ Source: <https://data.worldbank.org/indicator/NV.AGR.TOTL.ZS?locations=VN>

⁴ Decision #1187/QĐ-BNN-TCLN of Ministry of Agriculture and Rural Development on 03 April 2018

Central Highlands. In recent years, Central Highlands in general, and the proposed project provinces of Lam Dong and Dak Nong and their districts in particular have experienced significant loss. The natural forest cover in Dak Nong and Lam Dong have been reduced by about 16,6% and 15,9% respectively over the period of 2010-2015 (GSO, 2018) through rapid expansion of coffee cultivation, rubber and timber plantations.

With the support from the EU, UNDP is implementing the “Integrated sustainable landscape management through deforestation-free jurisdiction project in Lam Dong and Dak Nong Viet Nam” project (Integrated sustainable landscape project) in collaboration with the Ministry of Agriculture and Rural Development (MARD), Dak Nong and Lam Dong provinces and international organisations including CIAT, EFI, IDH and UNEP. The project is to improve environmental sustainability and social inclusion and resilience of food production models and supply chains in the Central Highlands of Vietnam. Specific objectives include:

- Enhance ecosystems, including reducing loss and degradation of natural forests, protecting biodiversity, restoring priority ecosystems, reducing GHG emissions
- Improve livelihoods, through inclusion of vulnerable groups including ethnic minorities and women in agriculture, forest-farming and ecotourism value chains
- Sustain food production and improve quality, through improved farming practices, better organization of producers, and transparent and shortened supply chains.

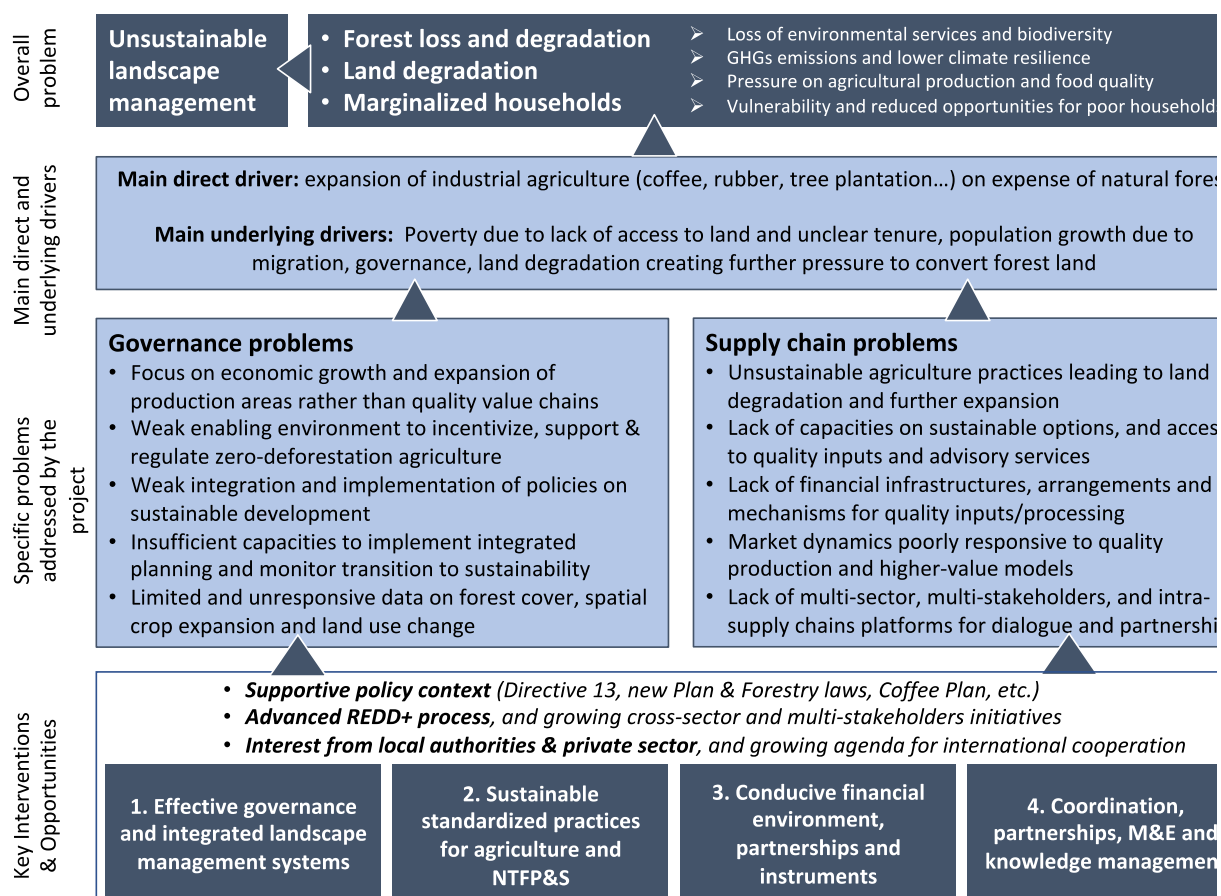


Figure 1. The Project's Theory of Change

UNDP is seeking a qualified candidate to undertake the role of national technical specialist for the project.

2. DUTIES AND RESPONSIBILITIES

The National technical specialist works in close collaboration with the Programme Officer in charge of the Integrated sustainable landscape Project in UNDP Viet Nam, the International Technical Advisor, project technical officers and advisors, government officials, technical experts, development partners and civil society to provide technical inputs and ensuring quality assurance for the implementation of the Integrated sustainable landscape management through deforestation-free jurisdiction project in Lam Dong and Dak Nong, Vietnam.

Specific tasks are:

- Technical Inputs to the work-plans: Coordinate and consolidate technical inputs by UNDP staff/advisors for or lead (as appropriate) the preparation, review, and approval of the project work-plans (overall, annual and quarterly) which are prepared and submitted by the Project Management Unit (PMU) of MARD, Dak Nong and Lam Dong, and responsible parties (IDH, EFI, UNEP, CIAT).
- Technical advice/contribution for the project management and implementation: Provide advice to the Programme Officer and Chief Technical Advisor (CTA) to regular review and update the project Log-frame (Result-results framework), including analyze and group activities into viable packages for tendering/ procurement of services; Provide inputs to or lead the preparation and review of terms of references/ requests for proposals for such packages; support in identifying suitable expertise/ experts, specialists, organizations, services providers, in order to facilitate the procurement of necessary services;
- Technical advice to PMUs, and responsible parties (RPs): Work closely with Chief Technical Advisor to provide technical advice and guidance to the technical staff at PMUs and RPs, including introduction of technical quality criteria and benchmarks, in order to achieve quality results.
- Monitoring and technical quality assurance: Work with CTA or lead (as appropriate) to provide technical advices and guidance to the contracted technical consultants/services providers, and to set up necessary mechanism for technical quality assurance, review and approval of technical deliverables (technical reports, materials, outputs/products, publications, proceedings of workshops/consultation meetings, etc.) against the agreed quality criteria and benchmarks, in order to achieve quality results.
- Preparation of project Reports: Coordinate and consolidate technical inputs by UNDP staff/advisors for or lead (as appropriate) the preparation of the project technical and progress reports, including annual review reports and reports for the project steering committee meetings and for the EU and the Ministry of Agriculture and Rural Development, as required, focusing on capturing results, lessons, and follow up actions
- Technical knowledge generation and information: Work in team with the CTA, PMUs and PPMU Technical staff, based on policy analysis and research results by the project, and experiences and practices elsewhere, provide inputs to or lead the production of policy briefs/policy discussion papers, and in documenting the project lessons learnt, experiences, best practices, and human interest stories.

3. EXPECTED RESULTS

- High quality project technical terms of references and technical reports;
- High quality policy discussion papers and policy dialogues related to the project;

- High quality publication of project products, including research results/products and proceedings of policy dialogues;
- High quality work-plans (annual and quarterly), M&E tools, quality technical assurance/review mechanisms, and quality reports;
- Quality project's lesson learnt, human-interest stories, and publications;

4. DURATION, DUTY STATION AND EXPECTED PLACES OF TRAVEL

IC is expected to work for 230 days during July 2021 and July 2022.

Duty station: Hanoi & project sites. Travel to project sites will be covered by UNDP according to the EU-UN Guidelines Cost norms.

5. REQUIRED DEGREE OF EXPERTISE, AND QUALIFICATIONS

Qualification	Points Obtainable (1000 points)
<u>Education</u> Postgraduate in economics, agriculture, natural resources management, forestry or relevant	150
<u>Experience</u> At last 10 years of working experience on natural resources, preferably to forest and agriculture management	150
Solid experience in providing policy advice to the government agencies and provinces, and in working with the local authorities and private sector	150
Good knowledge of deforestation-free jurisdiction, environmental sustainability and social inclusion and resilience of food production models and supply chains, agricultural sustainable financing	250
Experience in working with a team of national and international experts	100
Experience in gender mainstreaming & working with ethnic minorities is an advantage	100
Good presentation and writing skills in English and Vietnamese (one sample report for English and one sample report for Vietnamese submitted for evaluation)	100
TOTAL	1,000

6. BUDGETING and PAYMENT TERM

All payments will only be authorized upon the approval of the deliverables with timeline as table below. Deliverables are in English and Vietnamese.

Deliverable	Due Date	Percentage of payment
1. Overall work plan with specific deliveries/outputs to be achieved & project 2021 workplan	31 August 2021	10%
2. High quality project activity designs, relevant TORs, and 2021 Q4 workplan	30 October 2021	10%
3. Deliverables according to the 2021 workplan & project annual report	31 December 2021	20%
4. High quality 2022 workplan, 2022 Q1 workplan of MARD, 2 provinces and 4 RPs & minutes of the project steering committee meeting, M&E tools	28 February 2022	20%
5. High quality relevant TORs for the 2022 workplan, 2022 Q2 workplan, relevant technical reports	30 April 2022	20%
6. 2022 Q3 workplan & mid-year report & relevant technical reports	30 July 2022	20%

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

Date _____

United Nations Development Programme

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 Email 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).

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