

26 October 2021



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 formulation of a Project Identification Form (PIF) on integrated coastal management/marine spatial planning in Viet Nam
Period of assignment/services (if applicable):	20 work-day during December 2021 – August 2022
Duty Station:	Home-based, Hanoi
Tender reference:	P211004

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

23.59 hrs., 09 November 2021 (Hanoi time)

With subject line:

P211004 – NC for formulation of a PIF on integrated coastal management/marine spatial planning in VN

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 with knowledge related to international waters, biodiversity, environment or related field. Academic qualification can be waived if the candidate has a proven track record of experience in the above areas.	150
2	At least 5 years of extensive working experience in environment, international waters, integrated coastal management, marine spatial planning, ocean economy in Viet Nam	250
3	Solid understanding of Viet Nam specific context and issues related to integrated coastal management/ marine spatial planning, ocean economy.	200
4	Understanding of and experience in working in a team in the formulation of GEF project documents is an advantage.	200
5	Good communication skills in English and Vietnamese by provision of two sample English report writings .	200
Total		1000

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

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR. 100% of payment will be paid upon submission and acceptance of the reports.

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



TERMS OF REFERENCE

Title: 01 National Consultant for formulation of a Project Identification Form (PIF) on integrated coastal management/marine spatial planning in Viet Nam

Type of contract: National Individual Consultant

Duty Station: Home-based, Hanoi

Duration: 20 work-day during December 2021 – August 2022

Reporting: UNDP Head of Climate Change and Environment

1. Background

The Global Environment Facility (GEF)'s mission is to safeguard the global environment by helping developing countries meet their commitments to multiple environmental conventions and by creating and enhancing partnerships at national, regional, and global scales. The GEF is also an innovator and catalyst that supports multi-stakeholder alliances to preserve threatened ecosystems on land and in the oceans, build greener cities, boost food security, and promote clean energy for a more prosperous, climate-resilient world.

The Global Environment Facility (GEF) has a formal mandate as a financing mechanism under the Convention on Biological Diversity (CBD), the United Nations Convention to Combat Desertification (UNCCD), the United Nations Framework Convention on Climate Change (UNFCCC), the Minamata Convention and the Stockholm Convention, and it supports countries with economies in transition in their implementation of the Montreal Protocol. Work done through the GEF contributes to the achievement of the Sustainable Development Goals (SDGs) and also responds to multilateral environmental agreements (MEA) guidance and decisions related to SDGs.

GEF's focal areas are biodiversity, climate change, land degradation, chemicals and waste, international waters. In addition, the GEF programming architecture also includes selected Impact Programs to leverage the GEF's ability to design and implement integrated solutions.

Integrated coastal management/marine spatial planning has been introduced into Viet Nam since 1995. Some pilot demonstration sites were selected such as Da Nang, Nam Dinh, Ba Ria – Vung Tau. Regarding ICZM implementation, there are several important legal documents including Decision 2295/QĐ-TTg dated 17/12/2014 by the Prime Minister approving the National Strategy on ICZM to 2020, vision to 2030 and the Law on Sea and Island Natural Resources and Environment 2015, Circular 49/2017/TT-BTNMT dated 30/11/2017 regulating the development and revision of the Coastal resources integrated management program and Circular 74/2017/TT-BTNMT dated 29/12/ 2017 of master planning of coastal resources sustainable exploitation and use, and Resolution 36-NQ/TW

on Sustainable development of the blue economy in Viet Nam Strategy to 2030, vision to 2045.

In Viet Nam, the fragmented sector-coordination for economic developments in Vietnam's coastal zone leads to widespread land conversion, excessive use of natural resources and pollution, negatively impacting on natural coastal and marine ecosystems with globally important biodiversity and threatening valuable ecosystem services at the basis of economic growth and livelihoods. To overcome this issue, Viet Nam is developing the National Marine Spatial Plan and the Coastal Resources Sustainable Use and Exploitation Plan for the period 2021-2030, vision to 2045.

United Nations Development Programme (UNDP) is looking for one national consultant to prepare a concept note on integrated coastal management (ICM)/coastal spatial planning for submission to the GEF.

2. Objective of the assignment

The objective of the assignment is to formulate a concept note (or a GEF project identification form – PIF) on sustainable marine and coastal resource conservation and management for sustainable ocean economy in Viet Nam.

3. Scope of work:

- Take the lead to propose suitable approaches (e.g. the ridge to reef approach) to enhance ocean spatial planning, integrated coastal zone management, resource conservation and management.
- Take the lead in drafting the Concept Note (CN) in Global Environmental Facility's standard template, in consultation with UNDP and MONRE.

4. Duties and Responsibilities

The national consultant should undertake the following tasks, but may not be limited to:

- a) Review current legislations and programmes/activities on integrated coastal management/marine spatial planning.
- b) Identify the gaps in governance, policy, institutions, financing that hinders integrated coastal management and marine spatial planning.
- c) Identify innovative and feasible approaches for enhancing sustainable resource conservation and management in VN
- d) Identify strategic and essential interventions/activities, including upstream (policy, capacity building, etc.) and downstream (community engagement, co-management of resources, etc.)
- e) Identify key stakeholders and their present and future role in designing and implementing the project proposal, including their co-finance contributions
- f) Identify and assess potential issues of social and environmental impact of the proposed project

- g) Develop a clear and concise CN with articulation of essential issues, taking into consideration of the new plans and legislations
- h) Hold consultations with different stakeholders on the draft CN, incorporate comments/suggestions by stakeholder and finalise the CN

5. Duration of assignment, duty station and Expected places of travel

The duration of the assignment is 20 days from December 2021 to August 2022.

Duty Station: Home-base/Hanoi

6. Deliverables

No.	Deliverables	Due date
1	Gaps analysis and Review report	30 December 2021
2	Concept note on sustainable marine and coastal resource conservation and management	31 August 2022

All the products shall be in English & Vietnamese.

7. Provision of monitoring, progress control

The National Consultant will work closely with and under the guidance of UNDP and the Ministry of Natural Resources and Environment (MONRE) and in close consultation with the international consultant and UNDP Regional Technical Advisor.

The selected consultant will have regular discussions with the responsible staff of UNDP Viet Nam and MONRE and is required to regularly report to UNDP Viet Nam on the progress of the work based on the agreed work-plan.

The deliverables shall be submitted to UNDP for review and approval.

8. Administrative support and reference documents

Administrative support will be provided by UNDP and MONRE. Copies of relevant documents and templates will be made available to the consultants upon commencement of the assignment. UNDP and MONRE will also facilitate all logistical arrangements for meeting with core project partners in Viet Nam.

9. Qualification and work experience

The requirements of the National Consultant are as follows:

- Postgraduate degree with knowledge related to international waters, biodiversity, environment or related field. Academic qualification can be waived if the candidate has a proven track record of experience in the above areas.
- At least 5 years of extensive working experience in environment, international waters, integrated coastal management, marine spatial planning, ocean economy in Viet Nam.

- Solid understanding of Viet Nam specific context and issues related to integrated coastal management/marine spatial planning, ocean economy.
- Understanding of and experience in the formulation of GEF project documents is an advantage.
- Good communication skills in English and Vietnamese.

10. Review time required and payment term

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR. 100% of payment will be paid upon submission and acceptance of the reports.

10. Consultants presence required on duty station/UNDP premises

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

Consultant(s)' experiences/qualification related to the services		
1	Postgraduate degree with knowledge related to international waters, biodiversity, environment or related field. Academic qualification can be waived if the candidate has a proven track record of experience in the above areas.	150
2	At least 5 years of extensive working experience in environment, international waters, integrated coastal management, marine spatial planning, ocean economy in Viet Nam	250
3	Solid understanding of Viet Nam specific context and issues related to integrated coastal management/ marine spatial planning, ocean economy.	200
4	Understanding of and experience in working in a team in the formulation of GEF project documents is an advantage.	200
5	Good communication skills in English and Vietnamese by provision of two sample English report writings .	200
Total		1000

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).