



18 November 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|--|---|
| Country: | Viet Nam |
| Description of the assignment: | 01 International Social and Environmental Safeguards Consultant |
| Period of assignment/services (if applicable): | December 21-August 22 |
| Duty Station: | Homebased |
| Tender reference: | A-211101 |

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

23.59 hrs., 02 December 2021 (Hanoi time)

With subject line:

A-211101 International Social and Environment Safeguards Consultant

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:

- Signed Curriculum Vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 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 **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:

International Consultant

| Evaluation Criteria | | Maximum Points |
|---------------------|---|----------------|
| 1 | Master's degree in the field related to international development, with specific academic background related to social and environmental sustainability | 200 |
| 2 | At least 15 years of experience related to social and environmental standards and impact assessment, indigenous peoples in an international development context | 300 |
| 3 | 10 years of experience with environmental and social safeguards policies, including environmental and social safeguards screening procedures, human rights, indigenous peoples' rights, FPIC process, stakeholder consultants, and SES risk management measures | 250 |
| 4 | Experience undertaking the preparation of SESP, ESMFs, and IPPF/project framework for GEF-financed UNDP projects is an advantage | 150 |
| 5 | Fluent English writing (one report is submitted for review) | 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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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>

- 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 the payment.

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



TERMS OF REFERENCE

International Consultant/Individual Contract

| | | | |
|--------------------------------|--|-------------------------|-------------|
| Name of service: | International Social and Environmental Safeguards Consultant | | |
| Project: | Ba River project and Nature-based Tourism project under the Climate change and Environment team in UNDP Viet Nam | | |
| Reporting to: | UNDP Country Office | | |
| Duty Station: | Home-based | Travel Required: | No |
| Duration of Assignment: | 35 working days | | |
| Start date | December 2021 | End Date: | August 2022 |

1. BACKGROUND & PROJECT DESCRIPTION

UNDP is seeking a qualified International Social and Environmental Safeguards expert to develop Social and Environmental Screening Procedure (SESP), Environmental and Social Management Framework (ESMF) and Indigenous People Planning Framework (IPPF)/process framework for the following two GEF-financed projects in Viet Nam:

1. *Sustainable Forest and Forest Land Management in Viet Nam's Ba River Basin Landscape*
2. *Promote Wildlife Conservation and Responsible Nature Based Tourism for Sustainable Development in Vietnam*

The above mentioned two GEF financed projects are now in its preparation phase (PPG) to develop the project concepts (PIF) into full size projects. This includes following UNDP's SESP, which have been partially prepared by the PPG Team for project 1. UNDP's [Social and Environmental Standards \(SES\)](#) underpin the organization's commitment to support countries to mainstream social and environmental sustainability in Programmes and Projects for sustainable development. The objectives of the standards are to:

- Strengthen the quality of programming by ensuring a principled approach
- Maximize social and environmental opportunities and benefits
- Avoid adverse impacts to people and the environment
- Minimize, mitigate, and manage adverse impacts where avoidance is not possible
- Strengthen UNDP and partner capacities for managing social and environmental risks

- Ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people.

A key mechanism to ensure these standards are applied is through UNDP's project-level [SES Procedure](#) which is a requirement for all proposed projects. The objectives of the SESP are to: a) integrate the SES Programming Principles in order to maximize social and environmental opportunities and benefits and strengthen social and environmental sustainability; b) identify potential social and environmental risks and their significance; c) determine the project's risk category (Low, Moderate, Substantial, High); and d) determine the level of social and environmental assessment and management required to address potential risks and impacts.

UNDP's revised [Social and Environmental Standards](#) came into effect on 1 January 2021. All guidance on UNDPs Social and Environmental Safeguards can be found in the [SES Toolkit](#).

In addition to UNDPs SESP guidance and related policies, the following documents are to be consulted as background for the PPG:

- PIF cleared for WP inclusion or GEF Council approved PIF
- SESP pre-screening (of PIF), prepared draft SESP during PPG, and the comments provided by the UNDP's safeguards team
- Comments from GEF Secretariat, Council, STAP
- Annotated UNDP-GEF Project Document Template and associated guidance included therein

Brief Project Description:

- The concept note of the "Promote wildlife conservation and responsible nature based tourism for sustainable development in Viet Nam" (Nature-Based tourism project) project has been approved by GEF in early this year and the project document is expected to be submitted to GEF for approval in April 2022. The project aims to promote biodiversity conservation and sustainable livelihoods through innovative solutions of nature-based tourism by developing frameworks for harmonization of policies, regulations and incentives to minimize the negative impacts of tourism development in high-biodiversity areas while simultaneously maximizing its positive contribution to nature conservation and quality of life of the local people through nature-based tourism products and experiences. It will promote awareness raising, engagement and capacity of MONRE and other line ministries and demonstrate how tourism in high-biodiversity areas can be managed so that it not only does no harm to biodiversity but can contribute to the conservation of the very asset base on which it depends. The project also seeks to engage the private sector and community participation through the adoption of more sustainable, biodiversity-friendly practices by tourism operators in high-biodiversity areas that bring sustainable livelihood benefits to local communities.

- The concept note of the "Sustainable Forest and Forest Land Management in Viet Nam's Ba River basin landscape" (Ba River Project) project was approved by GEF in 2021 and the project document is expected to be submitted to GEF for approval by 28 January 2022. The project aims to conserve forest biodiversity and maintain or improve the flow of ecosystem services through sustainable forest management embedded in a coordinated landscape-level approach across Ba River basin. The project will deliver global environmental benefits by the adoption of biodiversity-friendly and SFM practices that will reduce land degradation, secure ecosystem services and mainstream biodiversity conservation. Specifically, the project will improve connectivity and increase High Conservation Value Forest (HCVF) areas; improve management effectiveness in three (3) protected areas covering 71,088 ha, including recognized Key Biodiversity Areas (KBAs); restore 500 ha of forest land resulting in improved biodiversity conservation in Viet Nam and contributing towards Viet Nam's LDN target. The overall rating of the SESP is substantial.

2. OBJECTIVES

The objectives of the assignment are to:

- Finalize SESP, ESMF and IPPF and obtain full SESP clearance for the *Sustainable Forest and Forest Land Management in Viet Nam's Ba River Basin Landscape* project by addressing the comments and feedback from the UNDP Safeguards team by 28 January 2022

- Develop SESP, ESMF, IPPF and/or the process framework and obtain full SESP clearance for the *Promote Wildlife Conservation and Responsible Nature Based Tourism for Sustainable Development in Vietnam* project by March 2022

3. SCOPE OF WORK

The international consultant will be responsible for the following activities:

1. Ba River project:

Working with the PPG team, particularly the safeguards consultant to:

- Address comments and feedback from UNDP Safeguards team on the draft SESP, ESMP, and the IPPF.
- Finalize the SESP, ESMF and IPPF/process framework by addressing the feedback from UNDP RTA and UNDP's Safeguards team (including FPIC process and requirements) by 15 January 2022. These documents are considered finalized only after the SESP full clearance is obtained.
- Closely support the PPG Team Leader to support the preparation of SES related sections in UNDP Project Document, GEF CEO Endorsement Request, Stakeholder Engagement Plan and Gender Action Plan. The consultant is not responsible for drafting these sections and are expected to ensure that they are consistent with the SES risk management measures described in the SESP, EMSF and the IPPF/ IP process framework.

2. Nature-based tourism project:

Working with the PPG team, particularly the safeguards consultant to:

- Review and update the draft SESP, ESMF and the IPPF (including FPIC) prepared by the national safeguards consultant. All SES related documents prepared must meet UNDP's SES procedure and policy requirements.
- Closely support the PPG Team Leader to support the preparation of SES related sections in the UNDP Project Document, the GEF CEO Endorsement Request, the Stakeholder Engagement Plan and the Gender Action Plan. The consultant is not responsible for drafting these sections and are expected only to ensure that they are consistent with the SES risk management measures described in the SESP, EMSF and the IPPF/ IP process framework.
- Undertake consultation working with the PPG team, the government partners, UNDP, the beneficiaries, and the relevant stakeholders including Indigenous Peoples
- Address comments, feedback, and SES concerns raised by the stakeholders consultation process in the SESP, ESMF and IPPF/process framework
- Finalize the SESP, ESMF and IPPF/process framework by addressing the feedback from UNDP RTA and UNDP's Safeguards team by 15 March 2022. These documents are considered finalized only after the SESP full clearance is obtained.

4. DELIVERABLES & IMPLEMENTATION TIMELINE

Expected deliverables are:

| No. | Deliverables | Estimated days to complete | Deliverable Deadlines |
|-----|---|----------------------------|-----------------------|
| 1 | Ba River Project | | |
| | Fully cleared SESP, ESMF and IPPF/process framework and support necessary SES adjustments to UNDP Project Document, Stakeholder Engagement Plan, and the Gender Action Plan | 10 | 15 January 2022 |
| 2 | Nature-based Tourism Project | | |
| | Fully cleared SESP, ESMF and IPPF/process framework and support necessary SES adjustments to UNDP Project Document, Stakeholder Engagement Plan, and the Gender Action Plan | 25 | 15 March 2022 |

5. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 35 working days

Duty station: Home-based

Expected places of travel: No

6. PROVISION OF MONITORING & PROGRESS CONTROL

- The international consultant (hired under UNDP's Individual Contract modality) will report directly to UNDP Viet Nam office, Head of Climate Change and Environment Unit and relevant program officers;
- The consultant will work closely with UNDP Viet Nam, the PPG team and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor (RTA).

7. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Administrative will be provided by UNDP and government partners if needed. Copies of relevant documents and template will be made available to the consultant upon commencement of the assignment.

8. DEGREE OF EXPERTISE & QUALIFICATIONS

The following attributes are required for the consultant:

- Master's degree in the field related to international development, with specific academic background related to social and environmental sustainability
- At least 15 years of experience related to social and environmental standards and impact assessment, indigenous peoples in an international development context
- 10 years of experience with UNDP environmental and social safeguards policies, including environmental and social safeguards screening procedures, human rights, indigenous peoples' rights, FPIC process, stakeholder consultants, and SES risk management measures
- Experience undertaking the preparation of SESP, ESMFs, and IPPF/project framework for the GEF-financed UNDP projects is an advantage;
- Familiarity with the UN System, in particular UNDP is an advantage

- Fluent in English speaking and writing (one report is submitted for review)

9. PAYMENT SCHEDULE

| No. | Deliverables as indicated in Section IV | Deliverable Deadlines | Payment Amount |
|-----|---|-----------------------|----------------|
| 1 | Deliverable 1 | 15 January 2022 | 40% |
| 2 | Deliverable 2 | 15 March 2022 | 60% |

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

11. EVALUATION CRITERIA

| No. | Requirement | Points pls revise scores |
|-----|---|--------------------------|
| 1. | Master's degree in the field related to international development, with specific academic background related to social and environmental sustainability | 200 |
| 2. | At least 15 years of experience related to social and environmental standards and impact assessment, indigenous peoples in an international development context | 300 |
| 3. | 10 years of experience with environmental and social safeguards policies, including environmental and social safeguards screening procedures, human rights, indigenous peoples' rights, FPIC process, stakeholder consultants, and SES risk management measures | 250 |
| 4. | Experience undertaking the preparation of SESP, ESMFs, and IPPF/project framework for GEF-financed UNDP projects is an advantage | 150 |
| 5. | Fluent English writing (one report is submitted for review) | 100 |
| | Total | 1,000 |

ANNEX IV

OFFEROR'S LETTER TO UNDP 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 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

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).