



7 December 2021

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

<b>Country:</b>	Viet Nam
<b>Description of the assignment:</b>	National Consultant on Livelihood and Mangrove
<b>Period of assignment/services (if applicable):</b>	January 2022 – December 2022
<b>Duty Station:</b>	Ha Noi with possible travel to Nam Định, Thanh Hóa, Thừa Thiên-Huế, Quảng Ngãi, Cà Mau
<b>Tender reference:</b>	PN (N-211201)

1. Submissions should be sent by **email** to: [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org)

**Deadline for submission:** before 5pm, 20 December 2021 (Ha Noi Time)

**With subject line:**

#### 1. PN (N-211201) – National Consultant on Livelihood and Mangrove

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](mailto: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
- Two sample report on related subject in English to be submitted for evaluation (at least one academic product)
- 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:

No.	Requirement	Points
1	Bachelor's degree (Master's degree preferable) in a relevant area such as forest science, natural resource management, agriculture, climate change	200
2	At least 5 years of practical working experience in climate change, natural resources management (mangrove regeneration is an advantage), agriculture, livelihood and rural development projects at sub-national and local level	300
3	5 years of practical working experience in developing the implementation plans (including budget) on agriculture and livelihood related interventions/activities	200

4	Proven experience in working with UNDP, I/NGOs and local government on climate change, agriculture/livelihood related activities in Viet Nam	100
5	Good English in written communication, with analytic capacity and ability to synthesize project outputs (climate resilience is preferable) and relevant findings for the preparation of quality project reports (it's required to submit 2 sample reports on project interventions for evaluation, at least one academic product)	100
6	5 years working and understanding sub-national institutional contexts in Viet Nam are an advantage	100
	<b>Total</b>	<b>1,000</b>

(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 INDIVIDUAL CONSULTANT

<b>Name of service:</b>	Lead and provide technical support for the implementation of mangrove regeneration and livelihood development		
<b>Project:</b>	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam		
<b>Reporting to:</b>	Programme Management Specialist		
<b>Duty Station:</b>	Homebased and Green One UN House (GOUNH) if required	<b>Travel Required:</b>	Travels to 5 project provinces
<b>Duration of Assignment:</b>	Jan to Dec 2022		
<b>Start Date:</b>	4/1/2022	<b>End Date:</b>	12/31/2022

### I. BACKGROUND & PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs). Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), UNDP serving as the GCF Accredited Entity for an Adaptation project "Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam" that was approved by the GCF in June 2017. As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed "to contribute to increased climate-resilient sustainable development through employing an integrated approach to ensure more climate resilient homes, strengthen natural defenses through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. Increased resilience of infrastructure and the built environment to climate change
2. Improved management of land or forest areas contributing to emissions reduction
3. Increased generation and use of climate information in decision making

By providing technical assistance to replicate successful approaches, specifically natural generation, GCF funds will support regeneration of approximately 4,000 hectares of mangroves, in coastal areas vulnerable to climate change impacts. GCF resources will enable scale up of good practices from various pilots and integrate field proven best practices. Supplementary funds will allow for the application of improved planting and maintenance technologies outlined above and implement the measures to ensure that livelihoods are maintained (such as relocating communal shrimp ponds to where the pressures on the mangrove stands will be minimized and the shrimp production can be well maintained).

The project also aims to support communities to better understand the value of mangrove buffer zones, and to support community based, gender sensitive approaches to help create long term sustainability of investments and to contribute to transformative impacts. Activity 2.1.5 highlights that in areas where aquaculture poses a threat to mangroves, the project should support in the design and relocation of ponds and provide temporary livelihoods support where need. Activity 2.1.7 highlights that, using locally produced seedlings and install necessary infrastructure to rehabilitate mangrove area (plantation and restoration); also based on community-based disaster risk management plans developed by the project, consultations with communities and ensuring the engagement of women in rehabilitation, maintenance and monitoring of mangrove areas is essential.

## II. OBJECTIVES

To undertake the two Activities mentioned above, UNDP plans to recruit a Livelihoods and Mangroves Technical Consultant (the consultant) to take lead, co-ordinate and provide technical support for the implementation of livelihood activities in 3 provinces - Thua Thien Hue, Quang Ngai and Ca Mau; and mangrove regeneration activities in 2 provinces - Nam Dinh and Thua Thien Hue in closely collaboration with local partners, local authorities, forest users and civil society groups to ensure effective implementation.

## III. SCOPE OF WORK

The successful consultant will be expected to be responsible for the following:

- Work with PPMUs in the 3 livelihood provinces mentioned above and selected local services providers to review suggested livelihoods plans and cost estimation for communes, and provide technical inputs to ensure proper documentation, contracting and workplan development for local level interventions
- Support communes/partners to carry out estimates of potential individual and household monitoring, including gender verification of information and socio-economic factors data related to support livelihood under the project monitoring, evaluation and safeguards. requirements
- Coordinate and consolidate technical inputs by UNDP staff/advisors for the preparation, review, and approval of the Programme work-plans (overall, annual and quarterly) which are prepared and submitted by Programme Management Unit - PMU, PPMUs with regards to mangroves and livelihoods work
- Provide technical inputs to ensure effective implementing the Annual Work Plan's mangrove component for PMU component 2 and 3 accordance PPMUs; also ensure that livelihoods actions are integral to an effective, synchronized implementation plan and execution in 4 accordance provinces
- 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

- Contribute technical inputs to UNDP staff/advisors for or lead (as appropriate) the preparation of Programme technical and progress reports, including annual review reports and reports for the meetings of Project Steering Committee (PSC)
- Work closely with PMU component 2 and 3 PPMUs with livelihoods to ensure PPMUs have a full livelihood plans regarding their cooperation with the project and to ensure that actions implemented through the project are scalable and can potentially be replicated within the provinces
- Work with PMU component 2, 5 PPMUs and other parties to have appropriate impact assessment to livelihood interventions which have been implemented in 5 provinces. In particular, the interventions that involve private sector to ensure product consumption and market promotion for better income to beneficiaries
- Work with PMU component 2, 5 PPMUs and other parties to have appropriate impact assessment to mangrove regeneration work which have been implemented in 5 provinces
- Work with other project staff, and particularly the CBDRM component of the project to promote awareness raising, training and outreach for community group representatives on the benefits and means of regenerating mangroves and of livelihoods approaches tailored to the local contexts
- Work with other project staff and particularly the project M&E officer to ensure effective monitoring of mangrove and livelihoods work
- Work closely with other project staff and experts to ensure alignment with Environment and Social Safeguards and Livelihoods plan of the project
- Review and suggest improvements to support effective gender equity and full implementation of the project’s gender action plan in livelihoods activities

#### IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	1. Technical review and comments on WP Q1 for Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau; 2. Review and comments on implementation report on beekeeping model in Thanh Hóa; 3. Comments on livelihood assessment report, desk study and field assessment in Nam Định, Thanh Hóa, Quảng Nam, Quảng Ngãi and Cà Mau; 4. Comments on study reports and feasible plan on ecotourism in Quảng Ngãi; Inputs and participation to project weekly team meetings in January	11	1/31/2022
2	1. Technical review and comments on reports on 1) the independent mangrove assessment in Nam Định, Thanh Hóa, Quảng Nam, Quảng Ngãi and Cà Mau 2) reports on the soil assessment in Nam Định and Cà Mau; 2. Provide technical inputs to reports for VWU on the implementation of AWP 2021; 3. Inputs to APR 2021; Inputs and participation to project weekly team meetings in February	11	2/28/2022

No.	Deliverable	Estimated days to complete	Target due date
3	<p>1. Technical review and comments to the livelihood assessment report focusing on the lessons learned from the implementation of all 42 models (implemented in 2019-2020);</p> <p>2. Technical review and comments to the implementation plans and reports on eco-shrimp traceability in Cà Mau;</p> <p>3. Livelihood implementation reports of all models implemented in 2021 in Thanh Hoa, Quang Nam and Ca Mau provinces; reports on mangrove monitoring in Nam Định, Thanh Hóa, Quảng Nam, Quảng Ngãi and Cà Mau;</p> <p>4. Provide technical inputs and participation to project weekly team meetings in March</p>	11	3/31/2022
4	<p>1. Technical review and comments on WP Q2 for Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau; Livelihood implementation plans in Thua Thien Hue and Quang Ngai provinces (if any ecotourism interventions identified and agreed for implementation);</p> <p>2. Comments on procurement plan for livelihood implementation plans and estimates for Thua Thien Hue and Quang Ngai provinces;</p> <p>3. Further inputs to APR 2021; Inputs and participation to project weekly team meetings in April</p>	11	4/29/2022
5	<p>1. Technical review and comments on the relevant procurement packages on livelihood and mangroves for Nam Định, Thanh Hóa, Thừa Thiên-Huế and Cà Mau;</p> <p>2. Provide technical inputs to the implementation plans and reports on eco-shrimp traceability in Cà Mau;</p> <p>3. Technical Inputs and participation to project weekly team meetings in May;</p> <p>4. Updates on the implementation of component 2 in May</p>	11	5/31/2022
6	<p>1. Provide technical inputs to the implementation of ecotourism activities in Quang Ngai (field trip + reports);</p> <p>2. M&amp;E system in place for livelihoods activities in line with the project's framework and gender and socio-economic reporting requirements; comments to plan + reports under Component 2 PMU;</p> <p>3. Inputs and participation to project weekly team meetings in June;</p> <p>4. Updates on the implementation of component 2 in June</p>	11	6/30/2022



No.	Deliverable	Estimated days to complete	Target due date
7	1. Technical review and comments on WP Q3 for Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau; 2. Technical clearance for consultancy work done by 3 national consultants in traceability system; 3. Technical inputs and participation to consultation meeting for livelihood in Thua Thien-Hue (field trip + reports); 4. Comments on bidding documents on mangrove plantation in Thua Thien Hue; 5. Provide technical inputs and participation to project weekly team meetings in July; Updates on the implementation of component 2 in July	12	7/29/2022
8	1. ToR recruiting national consultants to develop a master plan on eco-shrimp traceability system for entire Cà Mau 2. Technical evaluation of submissions for developing a master plan on eco-shrimp traceability system for entire Cà Mau 3. Concept note on organizing an inter/national workshop on eco-shrimp traceability system 4. Written comments to plan + reports under Component 2's PMU 5. Inputs and participation to project weekly team meetings in August 6. Updates on the implementation of component 2 in August	12	8/31/2022
9	1. Written comments on inception reports of the study on development of the master plan on eco-shrimp traceability system for entire Cà Mau 2. Technical inputs to the implementation of livelihood model(s) in Thua Thien-Hue (field trip + reports) 3. Inputs to the implementation plans and reports on eco-shrimp traceability in Cà Mau 4. ToR recruiting a national consultant facilitating the inter/national workshop on eco-shrimp traceability system 5. Inputs and participation to project weekly team meetings in September 6. Updates on the implementation of component 2 in September	11	9/30/2022
10	1. Written comments on WPQ4 for Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau 2. Livelihood implementation reports of all models implemented in 2022 in Thua Thien Hue and Quang Ngai provinces	11	10/31/2022

No.	Deliverable	Estimated days to complete	Target due date
	3. Technical evaluation on submissions for facilitating the inter/national workshop on eco-shrimp traceability system 4. Technical inputs to communication products for component 2 5. Inputs and participation to project weekly team meetings in October 6. Updates on the implementation of component 2 in October		
11	1. ToR recruiting a national consultant verifying mangrove monitoring results 2022 2. Technical evaluation of submissions for verifying mangrove monitoring results 2022 3. Written comments for evaluation report on livelihood model in Thua Thien-Hue 4. Updates mangrove regeneration work and livelihood data for all provinces 5. Inputs and participation to project weekly team meetings in November 6. Updates on the implementation of component 2 in November	11	11/30/2022
12	1. Written comments on reports on mangrove monitoring in submitted by consultant in Nam Định, Thanh Hóa, Thừa Thiên-Huế, Quảng Nam, Quảng Ngãi and Cà Mau 2. Updates on the implementation of component 2 in December 3. Inputs and participation to project weekly team meetings in December 4. Written comments on reports of the study on development of the master plan on eco-shrimp traceability system for entire Cà Mau	12	12/30/2022
	<b>TOTAL</b>	<b>135</b>	

#### V. Duration of Assignment, Duty Station & Expected Places of Travel

**Estimated number of working days:** 135 working days from 1/4/2021 to 12/30/2022.

**Duty station:** Home based and GOUNH if required

**Expected places of travel:** Nam Định, Thanh Hóa, Thừa Thiên-Huế, Quảng Ngãi, Cà Mau

Travel costs will be covered **separately** by UNDP upon its approval, eligible travel costs and per diem in accordance with UN-EU cost norms

#### VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will report and work under the direct supervision of the Programme Management Specialist of the UNDP Vietnam and the deputy director of VNFOREST Project management Unit (component 2). During this assignment, the consultant will also liaise and

work in close cooperation with Central Project Management Unit (CPMU), PMU component 2 and all 6 PPMUs.

## VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### ADMINISTRATIVE SUPPORT

- UNDP will provide necessary administrative support to the consultant
- UN-EU Cost norm 2017
- Report on the implementation progress of livelihood programme of 2021 and mangrove plan of 2022.

### REFERENCE DOCUMENTS

Links to access study report on livelihood evaluation in mangroves:

- Nam Định: <https://drive.google.com/open?id=1bZYIEWBy6S7vMpiqkMYSOCpTQjK8MEHd>
- Thanh Hóa: <https://drive.google.com/open?id=1CzECxcLwPvGF0484mCI8cS6INxsWbT6F>
- Quảng Nam: [https://drive.google.com/open?id=1Hp3uBNryj0Igv\\_eZ-4mhFAGkGAT66z2B](https://drive.google.com/open?id=1Hp3uBNryj0Igv_eZ-4mhFAGkGAT66z2B)
- Quảng Ngãi: <https://drive.google.com/open?id=1519kFJ2mrAWR5SxqIIkwwgfnFwtKy7m>
- Cà Mau: [https://drive.google.com/open?id=1kbO3yvAq8-GGqLEPvSG\\_4cSERr5fUcyR](https://drive.google.com/open?id=1kbO3yvAq8-GGqLEPvSG_4cSERr5fUcyR)

## VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<b>Qualifications</b>	Bachelor's degree (Master's degree preferable) in a relevant area such as forest science, natural resource management, agriculture, climate change
<b>Relevant Professional Experience</b>	<ol style="list-style-type: none"> <li>1. At least 5 years of practical working experience in climate change, natural resources management (mangrove regeneration is an advantage), agriculture, livelihood and rural development projects at sub-national and local level</li> <li>2. At least 5 year of practical working experience in developing the implementation plans (including budget) on agriculture and livelihood related interventions/activities</li> <li>3. At least 5 year of experience in working with UNDP, I/NGOs and local government on climate change, agriculture/livelihood related activities in Viet Nam</li> <li>4. Good English in written communication skills, with analytic capacity and ability to synthesize project outputs (climate resilience is preferable) and relevant findings for the preparation of quality project reports</li> <li>5. At least 5 years working and understanding sub-national institutional contexts in Viet Nam are an advantage</li> </ol>
<b>Other Competencies</b>	<ol style="list-style-type: none"> <li>1. Willingness in trying the arising work scope needed during the implementation</li> <li>2. Ability and interests in working outside business hours and in a short notice</li> </ol>

<b>Language Requirements</b>	Good English in oral and written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports
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#### IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	<ul style="list-style-type: none"> <li>1. Written comments on WP Q1 for Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau</li> <li>2. Written comments on implementation report on beekeeping model in Thanh Hóa</li> <li>3. Written comments on livelihood assessment report, desk study and field assessment in Nam Định, Thanh Hóa, Quảng Nam, Quảng Ngãi and Cà Mau</li> <li>4. Written comments on study reports and feasible plan on ecotourism in Quảng Ngãi</li> <li>5. Inputs and participation to project weekly team meetings in January</li> </ul>	Feb 15, 2022	8%
2	<ul style="list-style-type: none"> <li>1. Written comments on reports on the independent mangrove assessment in Nam Định, Thanh Hóa, Quảng Nam, Quảng Ngãi and Cà Mau</li> <li>2. Written comments on reports on the soil assessment in Nam Định and Cà Mau</li> <li>3. Technical inputs to reports for VWU on the implementation of AWP 2021</li> <li>4. Inputs to APR 2021</li> <li>5. Inputs and participation to project weekly team meetings in February</li> </ul>	March 10, 2022	8%
3	<ul style="list-style-type: none"> <li>1. Written comments on livelihood assessment report focusing on the lessons learned from the implementation of all 42 models (implemented in 2019-2020)</li> <li>2. Inputs to the implementation plans and reports on eco-shrimp traceability in Cà Mau</li> <li>3. Livelihood implementation reports of all models implemented in 2021 in Thanh Hoa, Quang Nam and Ca Mau provinces</li> <li>4. Inputs to reports on mangrove monitoring in Nam Định, Thanh Hóa, Quảng Nam, Quảng Ngãi and Cà Mau</li> <li>5. Inputs and participation to project weekly team meetings in March</li> </ul>	April 11, 2022	8%
4	<ul style="list-style-type: none"> <li>1. Written comments on WPQ2 for Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau</li> <li>2. Livelihood implementation plans in Thua Thien Hue and Quang Ngai provinces (if any ecotourism</li> </ul>	May 10, 2022	9%

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
	interventions identified and agreed for implementation) 3. Written comments for procurement plan for livelihood implementation plans and estimates for Thua Thien Hue and Quang Ngai provinces 4. Further inputs to APR 2021 5. Inputs and participation to project weekly team meetings in April		
5	1. Written comments on the relevant procurement packages on livelihood and mangroves for Nam Định, Thanh Hóa Thừa Thiên-Huế, and Cà Mau 2. Inputs to the implementation plans and reports on eco-shrimp traceability in Cà Mau 3. Updates on the implementation of component 2 from Jan to May 4. Inputs and participation to project weekly team meetings in May 5. Updates on the implementation of component 2 in May	June 10, 2022	8%
6	1. Technical inputs to the implementation of ecotourism activities in Quang Ngai (field trip + reports) 2. M&E system in place for livelihoods activities in line with the project's framework and gender and socio-economic reporting requirements 3. Written comments to plan + reports under a Component 2 PMU 4. Inputs and participation to project weekly team meetings in June 5. Updates on the implementation of component 2 in June	July 11, 2022	8%
7	1. Written comments on WPQ3 for Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau 2. Technical clearance for consultancy work done by 3 national consultants in traceability system 3. Technical inputs and participation to consultation meeting for livelihood in Thua Thien-Hue (field trip + reports) 4. Written comments on bidding documents on mangrove plantation in Thua Thien Hue 5. Inputs and participation to project weekly team meetings in July 6. Updates on the implementation of component 2 in July	August 10, 2022	9%
8	1. ToR recruiting national consultants to develop a master plan on eco-shrimp traceability system for entire Cà Mau	Sep 10, 2022	9%

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
	2. Technical evaluation of submissions for developing a master plan on eco-shrimp traceability system for entire Cà Mau 3. Concept note on organizing an inter/national workshop on eco-shrimp traceability system 4. Written comments to plan + reports under Component 2's PMU 5. Inputs and participation to project weekly team meetings in August 6. Updates on the implementation of component 2 in August		
9	1. Written comments on inception reports of the study on development of the master plan on eco-shrimp traceability system for entire Cà Mau 2. Technical inputs to the implementation of livelihood model(s) in Thua Thien-Hue (field trip + reports) 3. Inputs to the implementation plans and reports on eco-shrimp traceability in Cà Mau 4. ToR recruiting a national consultant facilitating the inter/national workshop on eco-shrimp traceability system 5. Inputs and participation to project weekly team meetings in September 6. Updates on the implementation of component 2 in September	October 10, 2022	8%
10	1. Written comments on WPQ4 for Nam Định, Thanh Hóa, Thừa Thiên Huế, Quảng Nam, Quảng Ngãi and Cà Mau 2. Livelihood implementation reports of all models implemented in 2022 in Thua Thien Hue and Quang Ngai provinces 3. Technical evaluation on submissions for facilitating the inter/national workshop on eco-shrimp traceability system 4. Technical inputs to communication products for component 2 5. Inputs and participation to project weekly team meetings in October 6. Updates on the implementation of component 2 in October	November 10, 2022	8%
11	1. ToR recruiting a national consultant verifying mangrove monitoring results 2022 2. Technical evaluation of submissions for verifying mangrove monitoring results 2022 3. Written comments for evaluation report on livelihood model in Thua Thien-Hue 4. Updates mangrove regeneration work and livelihood data for all provinces	December 10, 2022	8%

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
	5. Inputs and participation to project weekly team meetings in November 6. Updates on the implementation of component 2 in November		
12	1. Written comments on reports on mangrove monitoring in submitted by consultant in Nam Định, Thanh Hóa, Thừa Thiên-Huế, Quảng Nam, Quảng Ngãi and Cà Mau 2. Updates on the implementation of component 2 in December 3. Inputs and participation to project weekly team meetings in December 4. Written comments on reports of the study on development of the master plan on eco-shrimp traceability system for entire Cà Mau	January 10, 2023	9%

**X. Consultant Presence Required on Duty Station**

NONE                     
  PARTIAL                     
  INTERMITTENT                     
  FULL-TIME

**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.

