



30 March 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant and 01 National Consultant to design a financial mechanism for conservation in fishery co-management
Period of assignment/services (if applicable):	April 2022 – June 2023
Duty Station:	For International Consultant: Home-based For National Consultant: Home-based and possible travel
Tender reference:	T220309

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:

23.59 hrs., 12 April 2022 (Hanoi time)

With subject line:

T220309A – 01 International Consultant to design a financial mechanism for conservation in fishery co-management

T220309B – 01 National Consultant to design a financial mechanism for conservation in fishery co-management

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP

Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 01 sample report in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and 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

No.	Requirement	Points
1.	Postgraduate's degree in science or relevant field;	150
2.	At least 7 years of experience in fishery, biodiversity conservation and/or finance review	200
3.	Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, fishery.	200
4.	Experience with UNDP and/or UN biodiversity/environment related programmes	150
5.	Experience in development of policy brief and communication documents	200
6.	Good English skills (one report in English provided)	100
Total		1,000

National consultant

No.	Requirement	Points
1.	Postgraduate's degree in science or relevant field;	150
2.	At least 7 years of experience in fishery, biodiversity conservation and/or finance review	250
3.	Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, fishery.	250
4.	Experience with UNDP and/or UN biodiversity/environment related programmes	200
5.	Good English skills (one report in English provided)	150
Total		1,000

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

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

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

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

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.

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 to the payment.

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

TERMS OF REFERENCE

Name of service:	Design a financial mechanism for conservation in fishery co-management		
Project:	The Biodiversity Finance Initiative (BIOFIN) Phase II Extended		
Reporting to:	UNDP Country Office		
Duty Station:	Home-based	Travel Required:	Yes (if travel is allowed)
Duration of Assignment:	10 work-day for the International consultant and 20 work-day for the national consultant		
Start date	April 2022	End Date:	June 2023

I. BACKGROUND & PROJECT DESCRIPTION

The global Biodiversity Finance Initiative (BIOFIN) is managed by UNDP and is implementing in 40 countries. Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at the national level, for improving cost-effectiveness through the mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans.

Ham Thuan Nam district, Binh Thuan province consists of three communes Thuan Quy, Tan Thanh, and Tan Thuan with a coastline of 23.5 km. Due to over-exploitation and the use of destructive fishing methods, the natural resources of the area have been degraded, fish spawning sites lost, and the income of local communities reduced.

A fishery co-management model has been carried out in the region since 2018, based on a 2015 successful pilot in Ham Thuan Nam district, Binh Thuan province. The pilot has been one of 13 blue economy community solutions publicized in Nairobi, Kenya in 2018¹

Local communities in these three communes have been empowered by allocated the right to co-manage the coastal area of nearly 5,000 ha of sea surface (referred as LLMA²) to protect the environment, nurture fishery spawning grounds, and to increase local livelihoods.

¹ Blue Economy – Community Solutions - <https://sgp.undp.org/innovation-library/item/1784-blue-economy--community-solutions.html>

² LLMA is an “area of nearshore waters being actively managed by **local** communities

Three community fishermen associations were legally established at the three communes, with the participation of 288 households. The co-management model promotes collective community efforts in sustainable fishing and resource harvesting. All members of the co-management model have agreed to reduce the use of destructive fishing methods, not to catch juvenile stocks, monitor illegal fishing, and return caught mussels back into the ocean for nurturing and conservation. After three years of co-management, a survey indicated that 93% of local people believe the fishery resources in the region has increased significantly. For example, the area of soft coral increased from 0 in 2015 to 300m² in 2021.

The community fishermen associations also established a co-management fund, which includes contributions from fishermen members and the UNDP/GEF Small Grants Programs. The fund has \$29,603 by now. The fund is used to support livelihood alternatives, monitoring, protection of coastal natural resources, and co-management activities. Contributions to the fund have also come from fishery resources harvested in the co-management areas.

Notwithstanding the above, community fishermen associations do not yet have a needed mechanism for using existing funds, leveraging additional funds, and for mobilizing these funds in support of conservation measures.

The fishermen's community association is already equipped with an executive board that represents the community, a team that supervises enforcement of fishery regulations, and communications and livelihood teams. The association has also developed internal rules for meetings, reporting and financial management, inclusive of establishing a revolving fund scheme that provides financial assistance and support for fishing, trading, aquaculture, ecotourism, and agricultural activities. Thus the association's initial capacity for financial management and interest to use available resources to further the fisheries co-management and sustainable livelihoods is already in place. Harnessing this interest to promote and bolster further conservation measures that would simultaneously support local livelihoods would not require a major step towards changing of villager attitudes and behavior. Focused additional involvement of women in the co-management system could strengthened its scope of intervention by bringing into the model other conservation and development possibilities and measures in the region, inclusive of conservation outreach. Already women have been empowered through reinforcement of a women's cooperative that produced and markets sustainable fishing gear and marine clothing. This could be strengthened further by broadening the geographical scope of influence by the initiative, through for example the increasingly important role played by local women in this sustainable fishery co-management in initiative.

The Binh Thuan Fishery Society is being recruited by UNDP to support the activities in Ham Thuan Nam, focusing on:

- Review the functions and mandate of the community fishermen associations in Ham Thuan Nam;
- Review the co-management funds, assess the fund regulations
- Carry out the consultations with the local communities to discuss the co-management fund
- Site visits to explore potential livelihood models as funding source for the co-management fund – to 3 communes in Ham Thuan Nam
- Propose options/plan for expansion of funding/contributions to the co-management fund
- Design a delivery mechanism to channel funds to conservation activities in the co-management models
- Organise training on the mechanism including skills on fund management, accounting, etc
- Operationalize the delivery mechanisms to channel funds to conservation activities
- Organise a one-day national workshop on financial mechanism for conservation – sharing experience from Binh Thuan

UNDP is looking for one international consultant and one national consultant to support the financial mechanism for conservation in fishery co-management in Ham Thuan Nam district, Binh Thuan province.

II. OBJECTIVES

The objective of this consultancy package is to support the delivery mechanism for three community funds to benefit conservation and sustainable livelihoods.

Specific results are: (1) Complete a delivery mechanism to channel funds to conservation activities in the co-management models; (2) Policy brief on financial mechanism

III. SCOPE OF WORK

Specific duties and responsibilities are:

International consultant (10 work-day):

- Provide guidance to the national consultant and Binh Thuan Fishery Association on the implementation of the activities in Ham Thuan Nam
- Outline the financial/delivery mechanism in Ham Thuan Nam and review the financial/delivery mechanism
- Prepare and finalise the policy brief and communication documents of the project in Ham Thuan Nam

National consultant (20 work-day):

- Engage in the consultation and site visits carried out by Binh Thuan Fishery Association
- Work with Binh Thuan Fishery Association to design a delivery mechanism to channel funds to conservation activities in the co-management models
- Review the reports prepared by the Binh Thuan Fishery Association
- Monitor, review the implementation of the delivery mechanisms to channel funds to conservation activities
- Prepare a draft guidance on establishment/operation of delivery mechanism

- Present at the national workshop on financial mechanisms for conservation
- Support to prepare the policy brief and communication documents of the project in Ham Thuan Nam, Binh Thuan

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

All deliverables are submitted in English

No.	Deliverable	Estimated days to complete	Target due date
	International consultant		
1	Outline of the financial mechanism	4	08/31/2022
2	Policy brief and communication documents & final financial mechanism	6	06/30/2022
	National consultant		
3	Draft delivery mechanism to channel funds to conservation activities in the co-management models	10	10/31/2022
4	Draft guidance & policy brief	10	05/31/2023

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

Estimated number of working days: 10 working days for the international consultant and 20 working days for the national consultant from 4/15/2022 to 6/30/2023.

Duty station: Home-based

Expected places of travel: The national consultant might need to travel to 3 communes: Thuan Quy, Tan Thanh, and Tan Thuan in Ham Thuan Nam district (if travelling is allowed). The travel will be paid by UNDP separately following the UN-EU Guideline cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultants will work under the guidance and management from UNDP.

The consultants will have regular discussions with the responsible staff of UNDP Viet Nam. The consultants will 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.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Administrative will be provided by UNDP. Copies of relevant documents and template will be made available to the consultants upon commencement of the assignment.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

International consultant:

- Postgraduate's degree in science or relevant field;
- At least 7 years of experience in fishery, biodiversity conservation and/or finance review
- Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, fishery.
- Experience with UNDP and/or UN biodiversity/environment related programmes
- Experience in development of policy brief and communication documents

- Good English skills (one report in English provided)

National consultant:

- Postgraduate's degree in science or relevant field;
- At least 7 years of experience in fishery, biodiversity conservation and/or finance review
- Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, fishery.
- Experience with UNDP and/or UN biodiversity/environment related programmes
- Good English skills (one report in English provided)

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	International consultant: Deliverable 1	31 August 2022	40%
2	International consultant: Deliverable 2	30 June 2023	60%
3	National consultant: Deliverable 3	31 October 2022	50%
4	National consultant: Deliverable 4	30 June 2023	50%

X. EVALUATION CRITERIA

International consultant

No.	Requirement	Points
1.	Postgraduate's degree in science or relevant field;	150
2.	At least 7 years of experience in fishery, biodiversity conservation and/or finance review	200
3.	Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, fishery.	200
4.	Experience with UNDP and/or UN biodiversity/environment related programmes	150
5.	Experience in development of policy brief and communication documents	200
6.	Good English skills (one report in English provided)	100
	Total	1,000

National consultant

No.	Requirement	Points
1.	Postgraduate's degree in science or relevant field;	150
2.	At least 7 years of experience in fishery, biodiversity conservation and/or finance review	250
3.	Good understanding of Vietnam's legal, regulatory and institutional system, specifically related to biodiversity conservation, fishery.	250
4.	Experience with UNDP and/or UN biodiversity/environment related programmes	200
5.	Good English skills (one report in English provided)	150
	Total	1,000

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 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 for local firm (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).