



09 May 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National consultant to support Viet Nam's IPBES engagement process
Period of assignment/services (if applicable):	June 2022 – December 2023
Duty Station:	Home-based
Tender reference:	T220504

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 22 May 2022 (Hanoi time)

With subject line:

T220504 – 01 National Consultant to support Viet Nam's IPBES engagement process

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
- 02 English written reports 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:

No.	Requirement	Points
1	Master's degree or higher in Natural Resource Management, Biodiversity Conservation, or environmental sciences other closely related field	150
2	At least ten (10) years of experience in the preparation, implementation of biodiversity reports or similar strategic planning frameworks, assessment of biodiversity data and information	250
3	Familiar with International and Vietnamese government agencies' protocols and procedures for biodiversity reporting	250
4	Demonstrated understanding of political, legal and institutional context for biodiversity conservation and sustainable development in Viet Nam;	150
5	Experience working with UNDP and/or international development partners projects is an advantage	100
6	Excellent written skill in English (two sample reports to be submitted)	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.

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:	National consultant to support Viet Nam’s IPBES engagement process - 01 National Consultant (50 days)		
Project:	Biodiversity and Ecosystem Services Network Phase II (BES-Net II)		
Reporting to:	UNDP Programme Analyst		
Duty Station:	Home based	Travel Required:	No
Duration of Assignment:	From June 2022 to December 2023		
Start date	June 2022	End Date:	Dec 2023

I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam is one of the four countries receiving support to carry out National Ecosystem Assessment (NEA) under BES-Net I, together with Cameroon, Colombia and Ethiopia. Given the NEA related achievements in Viet Nam to date, the country was selected as a priority target country for catalytic financial support (BES Solution Fund) under BES-Net II project’s Component 1 ‘Create a shared vision and mode or collaboration among science, policy and practice communities for sustainable BES conservation and management in target countries’. The BES-Net II support is allocated strategically to strengthen the interface and partnership between ‘policy’, ‘science’ and ‘practice’, and promote the harmonized implementation of NEA recommendations by these three communities.

The Intended Project Outcome(s) are as follow:

1. BES Platforms for information exchange and dialogue between policy, science, and practice promote joint efforts to protect, maintain, and improve biodiversity and key ecosystem services in Viet Nam
2. NEA report recommendations adopted at national and local levels and contribute to the maintenance and improvement of biodiversity and ecosystem services in Viet Nam
3. Support Viet Nam’s IPBES engagement process
4. Support the development of the Viet Nam Strategy on Biodiversity Conservation during 2021 -2030, vision to 2050

An important component of the project is to “Support Viet Nam’s IPBES engagement process”. In order to support the Viet Nam’s IPBES engagement process, the project is seeking for a national consultant to support BCA/VEA in this process, including preparing input contents by Viet Nam to feedback on global IPBES reports. In addition, the consultant is expected to participate in and contribute to the consultation workshops among domestic stakeholders to feedback/comment on global IPBES reports and conduct necessary revisions that arise during the workshops, as well as subject matter support Vietnamese officials to attend international IPBES events.

This assignment shall make use of all relevant materials as available to the BES-Net II project. Work under the assignment shall specifically be based on a consolidated participatory consultation process that involves relevant stakeholders.

II. OBJECTIVES

The overall objective of the proposed consultancy is to provide technical assistance to Biodiversity Conservation Agency (BCA), which is the state agency responsible for biodiversity management under Viet Nam Environment Administration, in IPBES engagement process, including preparation of reports by Viet Nam to feedback on global IPBES reports to be submitted to IPBES Secretariat, the consultation workshops among domestic stakeholders to feedback/comment on global IPBES reports as well as other subject matter support to Vietnamese delegations to attend international IPBES events.

III. SCOPE OF WORK

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

- Review IPBES reports including Guide on the Production of Assessments, IPBES Global Assessment Report on Biodiversity and Ecosystem Services, the IPBES Regional Assessment Report on Biodiversity and Ecosystem Services for Asia and the Pacific, etc. and Viet Nam's country reports related to BES and biodiversity conservation; Assist in the selection of the IPBES reports to be widely publicized in Viet Nam;
- Develop outline of the Vietnam's IPBES contribution report by Viet Nam to feedback on global IPBES reports to be submitted to IPBES and finalize the draft incorporating feedbacks and comments from all stakeholders and sources and ensure it is of high quality and consistent with the IPBES requirements;
- Coordinate with BCA to develop consultation materials for the workshops among domestic stakeholders to feedback/comment on global IPBES reports and finalize the workshop report incorporating feedbacks and comments from all sources and ensuring it is of high quality for input to the report by Viet Nam to feedback on global IPBES reports; Support necessary revisions that arise during the workshop, as appropriate;
- Coordinate with BCA to prepare supporting documents to Vietnamese delegations to attend international IPBES 9 (in 2022) and IPBES 10 (in 2023) events; Attend international IPBES events virtually;
- Participate in and contribute to the consultation workshops among domestic stakeholders to feedback/comment on global IPBES reports;
- Perform other duties related to the objectives of the above assignment as may be mutually discussed and agreed upon between VEA/BCA and UNDP;
- Ensure the quality of the final products, both in terms of its technical contents and the use of English.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	Draft a Vietnam's IPBES contribution report; appropriate inputs to supporting documents to Vietnamese delegations to attend international IPBES 9 event	10	July 2022
2	Draft a Vietnam's IPBES contribution report; appropriate inputs to supporting documents to Vietnamese delegations to attend international IPBES 10 event	15	July 2023
3	Support in preparing and presenting reports for the consultation workshops with domestic stakeholders to	10	September 2023

	feedback/comment on global IPBES reports		
4	Finalize the Vietnam's IPBES contribution reports	15	December 2023

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

Estimated number of working days: 50 working days from June 2022 to December 2023.

Duty station: Home-based

Expected places of travel: Hanoi, some selected provinces. All cost related to travel to provinces and outside duty station province will be paid separately by UNDP Vietnam following UN-EU guidelines.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The selected consultant will perform tasks as required under the direct supervision of the UNDP and VEA/BCA. The consultant is required to regularly report to the UNDP and VEA/BCA on the progress of the work. After the signing of the contract, the selected consultant, UNDP and VEA/BCA will agree on the mechanism and actual timeline of the reporting requirement.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP and BCA/VEA will assist the selected consultant with administrative support related to, but not necessarily limited to:

- Assistance with acquiring official letters in case of visits or conducting interviews with official partners.
- Organizing necessary consultation meeting(s).

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

- Master's degree or higher in Natural Resource Management, Biodiversity Conservation, or environmental sciences other closely related field;
- At least ten (10) years of experience in the preparation, implementation of biodiversity reports or similar strategic planning frameworks, assessment of biodiversity data and information;
- Familiar with International and Vietnamese government agencies' protocols and procedures for biodiversity reporting;
- Demonstrated understanding of political, legal and institutional context for biodiversity conservation and sustainable development in Viet Nam;
- Experience working with UNDP and/or international development partners projects is an advantage; and
- Excellent written skill in English.

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Deliverable 1	August 2022	20%
2	Deliverable 2	August 2023	30%
3	Deliverable 3	October 2023	20%

4	Deliverable 4	December 2023	30%
---	---------------	---------------	-----

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE PARTIAL INTERMITTENT FULL-TIME

XI. EVALUATION CRITERIA

National Consultant

No.	Requirement	Points
1	Master's degree or higher in Natural Resource Management, Biodiversity Conservation, or environmental sciences other closely related field	150
2	At least ten (10) years of experience in the preparation, implementation of biodiversity reports or similar strategic planning frameworks, assessment of biodiversity data and information	250
3	Familiar with International and Vietnamese government agencies' protocols and procedures for biodiversity reporting	250
4	Demonstrated understanding of political, legal and institutional context for biodiversity conservation and sustainable development in Viet Nam;	150
5	Experience working with UNDP and/or international development partners projects is an advantage	100
6	Excellent written skill in English (two sample reports to be submitted)	100
	Total	1,000

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;

D) 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.

