



14 May 2022

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>01 National Consultant to support development of BES platform</b>
Period of assignment/services (if applicable):	June 2022 – December 2023
Duty Station:	Ha Noi with in-country travel to project sites
Tender reference:	T220506

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:

**23.59 hrs., 22 May 2022 (Hanoi time)**

With subject line:

**T220506 – 01 National Consultant to support development of BES platform**

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
- 02 sample reports 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:

No.	Requirement	Points
1	Master's degree or higher in a relevant field, such as public policy, environment management, public sector management	150
2	12-15 years of demonstrable experience in the technical area of biodiversity policy and planning, networking, capacity building in environment-related management	250
3	Demonstrated understanding of political, legal and institutional context, biodiversity conservation and planning and sustainable development in Viet Nam; Familiar with Vietnamese government agencies' protocols and procedures	250
4	Demonstrated understanding and experiences in designing and implementing natural resources/ biodiversity platforms and networks	150
5	Experience working with UNDP and/or international development partners projects an advantage	100
6	Excellent written skill in English by provision of <b>two sample reports</b>	100
	<b>Total</b>	<b>1,000</b>

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

<b>Name of service:</b>	National consultant to support development of BES platform - 01 National Consultant (90 days)		
<b>Project:</b>	Biodiversity and Ecosystem Services Network Phase II (BES-Net II)		
<b>Reporting to:</b>	UNDP Programme Analyst		
<b>Duty Station:</b>	Home based	<b>Travel Required:</b>	Yes, travel to provinces might be required
<b>Duration of Assignment:</b>	From June 2022 to December 2023		
<b>Start date</b>	June 2022	<b>End Date:</b>	December 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 of 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

This activity will contribute directly to project's immediate objective 1 on '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 Vietnam' by developing the BES platform in Viet Nam. 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 develop the BES Platform 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 and BES Platform

### **III. SCOPE OF WORK**

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

#### **Task 1: Assess current platforms and/or working groups related to BES, environment and natural resources management in Viet Nam to propose options for the structure, mandate and membership of a BES-Net Platform for Viet Nam**

- Screen and map out current platforms and/or working groups related to BES, environment and natural resources management in Viet Nam (for example One Planet platform, Blue Economy platform, biodiversity platform, Circular Economy Hub, etc.) including their mandates, memberships, operations, partnership and interactions among existing platforms.
- Assess the status, gaps and challenges of existing platforms and/or working groups related to BES, environment and natural resources management.
- Review international guidance, foundation and practical experience on BES-Net platform, or related working groups to draw lessons learned for Viet Nam.
- Review the legal regulations and requirements of Viet Nam to understand the required procedures and steps, necessary documentation and its required contents for establishment of BES platform.
- Propose options for the structure, mandate and membership of a BES-Net platform for Viet Nam
- Identify a potential partner to collaborate in platform operation

#### **Task 2: Prepare the BES-Net platform establishment profile**

- Develop complete BES-Net platform establishment profile addressing at least the following issues:
  - A rationale for a BES platform involving different stakeholders and development partners in Viet Nam (identifying what is the value added of a BES platform, what are the institutional gaps and practical needs for such a model; what is budgetary and human resource capacity to manage such a platform, effectiveness of existing platforms and/or working groups related to BES, environment and natural resources management in Viet Nam).
  - Potential functions, mandate, organisational structure, membership of the proposed BES platform taking into consideration of already existing platforms and/or working groups related to BES, environment and natural resources management in Viet Nam. The review should draw on experiences from other similar models for other key multisectoral issues
  - Potential working relationship/interaction of the proposed BES platform with the formal institutions such as the BCA/VEA, ISPONRE and other related organisations including NGOs, local communities, private sector.
  - Mechanisms to engage science-policy-practice communities in this BES platform and cooperation framework and advice on the potential approach.
  - Recommendations on how to efficiently operate the BES platform and BES cooperation mechanism including mobilizing the financial sources for biodiversity conservation and for the operational costs for running the BES platform which are recurrent expenditures.
- Participate and present in workshops organized at national levels with the authorities, representatives of three communities (science-policy-practice) and other stakeholders to

discuss findings and key recommendations and to get commitments to support the BES-Net platform establishment profile.

- Finalize the BES platform establishment profile.

### **Task 3: Prepare the BES Platform Forward Three-Year Strategy**

- Conduct desk studies on situation analysis; identify vision of BES Platform forward three-year strategy (Strategy) (where the BES Platform should go expressed in general terms) and targets (a list of concrete and monitorable targets for next three years).
- Propose priority areas for policy concentration to realize vision and targets of the Strategy.
- Develop action plan to clarify roles/responsibilities of stakeholders, timeframe, financial sources and indicators to judge success for the implementation of Strategy.
- During the development process, the consultant should conduct consultations with relevant stakeholders for comments and feedback on the draft Strategy.
- Support to finalise the Strategy based on feedbacks and comments from workshops and consultation.

### **Task 4: Monitoring and reviewing BES Platform for adaptation and improvement**

- Develop a detailed M&E plan for assessment and monitoring of BES Platform (Work Programme, Implementation of the functions of BES Platform, Policies, Operating principles and procedures, Structure and arrangements, Communication, stakeholder engagement and partnerships, Funding arrangements etc.). This should cover all aspects of the accepted BES Platform strategy/action plan and encompass administrative data collection and reporting, key indicators for monitoring performance, third-party monitoring etc.
- Collect data on the implementation of activities and outputs, according to the BES platform's annual work plan
- Collect data on the delivery of results and impacts according to the identified criteria/indicators
- Undertake the evaluation of BES Platform based on monitoring data and identified criteria/indicators
- Report on the annual performance of BES Platform
- Contribute to the design of the M&E activities as relevant to improve their effectiveness
- Perform other duties related to the objectives of the above assignment as may be mutually discussed and agreed upon between the BES team and UNDP, VEA/BCA and ISPONRE.

## **IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

No.	Deliverable	Estimated days to complete	Target due date
1	Inception Report that describes the consultant's understanding, methodology and detailed work plan	5	June 2022
2	Draft of BES-Net platform establishment profile	20	September 2022
3	Draft of BES Platform Forward Three-Year Strategy	10	December 2022
4	Presentation of BES-NET platform establishment profile and BES Platform Forward Three-Year Strategy for comments and feedback to relevant stakeholders, e.g. in a workshop, focus group discussions or other	5	January 2023

	participatory method		
5	Finalization of the BES platform establishment profile and BES Platform Forward Three-Year Strategy	20	March 2023
6	Final set of criteria/indicators for assessment and monitoring	5	December 2022
7	Draft a monitoring and annual assessment report with detail criteria/indicators for assessment and monitoring, data collection and analysis/monitoring method, and performance assessment according to the identified criteria/indicators	15	September 2023
8	Present the draft of monitoring and assessment report for comments and feedback to relevant stakeholders, e.g. in a workshop, focus group discussions or other participatory method.	5	November 2023
9	Finalize monitoring and assessment report on the performance of BES Platform and proposals to improve its effectiveness	5	December 2023

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

**Estimated number of working days:** 90 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 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 a relevant field, such as public policy, environment management, public sector management;
- 12-15 years of demonstrable experience in the technical area of biodiversity policy and planning, networking, capacity building in environment-related management;
- Demonstrated understanding of political, legal and institutional context, biodiversity conservation and planning and sustainable development in Viet Nam; Familiar with Vietnamese government agencies' protocols and procedures;



- Demonstrated understanding and experiences in designing and implementing natural resources/ biodiversity platforms and networks;
- Experience working with UNDP and/or international development partners projects an advantage; and
- Excellent written skill in English

#### **IX. PAYMENT TERMS**

<b>No.</b>	<b>Deliverables as indicated in Section IV</b>	<b>Due Date</b>	<b>Payment Amount</b>
1	Deliverable 1, Deliverable 2	October 2022	30%
2	Deliverables 3, 4 and 6	February 2023	30%
4	Deliverable 5	April 2023	20%
5	Deliverables 7, 8 and 9	December 2023	20%

#### **X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

☐ NONE                      ☒ PARTIAL                      ☐ INTERMITTENT    ☐ FULL-TIME

#### **XI. EVALUATION CRITERIA**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Master's degree or higher in a relevant field, such as public policy, environment management, public sector management	150
2	12-15 years of demonstrable experience in the technical area of biodiversity policy and planning, networking, capacity building in environment-related management	250
3	Demonstrated understanding of political, legal and institutional context, biodiversity conservation and planning and sustainable development in Viet Nam; Familiar with Vietnamese government agencies' protocols and procedures	250
4	Demonstrated understanding and experiences in designing and implementing natural resources/ biodiversity platforms and networks	150
5	Experience working with UNDP and/or international development partners projects an advantage	100
6	Excellent written skill in English by provision of two sample reports	100
	<b>Total</b>	<b>1,000</b>

## 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).

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
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)			
	<b>Total</b>			

*\* 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).*