

12 August 2022



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant to develop site selection criteria and demonstration plan framework for pilot of MSP activities in three provinces
Period of assignment/services (if applicable):	20 days from August 2022 to December 2022
Duty Station:	Home based
Tender reference:	P220805

1. Submissions should be sent by email to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 18 August 2022 (Hanoi time)

With subject line:

P220805 – NC to develop site selection criteria and demonstration plan framework for pilot of MSP activities in three provinces

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- CV including experience with a similar type of work
- Financial offer
- At least 2 sample reports/documents in English submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

No.	Requirement	Points
1	At least master degree on environment, marine and coastal, water resources management and planning.	200
2	10 years' experience in marine spatial planning or water resources management, or integrated coastal management.	200
3	Demonstrated experience in involvement of formulation of marine spatial planning in Viet Nam	200
4	Strong experience in project management, especially for development projects funded by international organization.	200
5	Good connection to local government	100
6	Good English writing skill by provision of two writing reports	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.

Interview with the candidates may be held if deemed necessary.

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 the new online security awareness training is 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

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Baseline information and review of ocean economy in three provinces	15 October 2022	50%
2	Demonstration plan framework for three provinces and input to the Norwegian supported project document	10 December 2022	50%

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



TERMS OF REFERENCE

National Individual Consultant

Name of service:	01 national consultant to develop site selection criteria and demonstration plan framework for pilot of MSP activities in three provinces		
Project:	Ocean Conference		
Reporting to:	CCE Program Analyst		
Duty Station:	Home based		
Duration of Assignment:	20 days from August 2022 to December 2022		
Start Date:	August 25 2022	End Date:	December 31, 2022

I. BACKGROUND & PROJECT DESCRIPTION

The Viet Nam Progress Report on SDGs of 2020¹ outlines some positive progress for the 17 SDGs, but recognises the need for strengthening in policy and institutional frameworks, improved technical, human and financial resources, as well as increased stakeholder participation in sustainable development. Viet Nam is ranked 16th among the countries with the highest biodiversity globally, containing about 10 percent of the world's species while covering less than 1 percent of its land area. The coral reef ecosystems comprise over 255 species and 69 genera in Viet Nam coastal areas. Marine resources, including coral reef in Viet Nam has been experiencing degradation and dramatic decrease.

Progress in SDG 14 (life below water) in the region is “under-performing”². Threats to ocean health in Viet Nam include habitat fragmentation, degradation and loss, fishing and other forms of overexploitation, climate change and pollution including marine litter³. The Vietnamese marine economy sectors of tourism, fisheries and aquaculture, oil and gas and maritime transport and port directly contribute 17% to GDP⁴.

¹ National Report 2020 – Progress of Five-Year Implementation of Sustainable Development Goals

² UN ESCAP (2019) Asia and the Pacific SDG Progress Report. UN ESCAP.

³ Konstantin, L. (2016) Coastal marine biodiversity of Viet Nam Current Problem.

⁴ PEMSEA, VASI and MONRE (2020) National State of Oceans and Coasts 2018: Blue Economy Growth of Viet Nam.

These marine sectors have been growing fast, however, there are increasing opportunities to diversify the economy and respond to climate change, including marine renewable energy including ocean wind power, marine pharmaceuticals and upscaling of algae and seaweed production. The marine economy is especially vital for workers in the informal sector, with over-representation of women, who have been impacted the hardest by the Covid 19 pandemic. The value of Viet Nam's coastal and marine ecosystem services is estimated at around US\$4 billion per year⁵ but there are opportunities for resuming growth and building back bluer and better after the COVID-19 pandemic.

Ocean economy and climate change gain great attention from the highest political level of Viet Nam. The Politburo issued a resolution for sustainable development of the marine economy (36/NQ-TW), aiming to make Viet Nam a strong maritime nation using sustainable development, underpinned by scientific advancements and fully recognises the need for further resource mobilisation, innovation and international collaboration.

To realise the Resolution 36/NQ-TW, the Government issued a Resolution 26 (26/NQ-CP) in 2020, stipulating development of a 5-year-plan⁶ and assigning the Ministry of Natural Resources and Environment (MONRE) to develop and implement marine spatial planning (MSP) for the period of 2021-2030 with a vision to 2045. However, MONRE, specifically the Vietnam Administration for Sea and Island (VASI) established 2008 under MONRE, is challenged by limited institutional capacity and constrained science and technology and this is the first time Vietnam has invested in MSP. VASI has started the MSP process, but progress has been limited as there has been differential understandings about this work. Furthermore, technical challenges have been identified, including: embedding climate projections and building-in climate change resilience, identifying pathways to low carbon futures and expansion of marine renewables; specific inclusion of blue economy dimensions; and furthering enhanced scientific and technological capacity.

There is an imperative for support and collaboration in terms of both capacity and expertise to facilitate an effective roll-out of MSP in the national context. Some support has already been provided, such as the blue economy scenarios work by UNDP, however much more is needed to comprehensively deliver on MSP. The work outlined in this document is fully aligned with Resolution 36/NQ-TW and 26/NQ-CP and Decision 647/QĐ-TTg and focusses on the steps required to progress MSP.

The International Conference on Sustainable Ocean Economy and Climate Change Adaptation was organized by the Governments of Viet Nam and Norway and UNDP on 12-13 May 2022 in Ha Noi, Viet Nam in hybrid format. It brought together more than 1,400 Government leaders and senior officials, practitioners, scientists, experts, private sector and civil society from 44 countries of the Asia Pacific, Arab States, Africa, Latin America and the Caribbean and donor countries to discuss opportunities to promote sustainable utilization of ocean resources, address key challenges posed by climate change and environmental

⁵The same document as that in ⁴.

⁶ Resolution 26 focuses on six pillars: (i) governance of seas, islands and coastal areas; (ii) development of coastal and marine economy; (iii) improve people's livelihood, marine culture; (iv) science, technology and marine human resources; and (v) environment, disaster management, climate change and sea level rise; and (vi) national defence, security and international cooperation.

pollution and identify opportunities to accelerate actions to protect ocean ecosystems and enhance adaptation and resilience of vulnerable countries and communities

The Conference is also very timely and provides useful information and knowledge to Viet Nam in developing its sustainable Ocean Economy, particularly for marine spatial planning. The Party and the Government have adopted an important direction and strategy to develop sustainable ocean economy and the government has started preparation of national marine spatial planning. Following upon the Conference, the Government has indicated the need of technical support for marine spatial planning

UNDP Vietnam is seeking for 01 national expert to support UNDP to work with three local governments and different stakeholders to develop site selection criteria and demonstration plan framework for pilot of MSP activities in these three provinces, tentatively Ba Ria Vung Tau, Soc Trang and Tra Vinh.

II. OBJECTIVES

The objective of this assignment is to develop site selection criteria and demonstration plan framework for pilot of marine spatial planning activities in these three provinces, tentatively Ba Ria Vung Tau, Soc Trang and Tra Vinh.

III. SCOPE OF WORK

The consultant is requested to work with the team formulating proposal of the project “planning of national marine space for ocean sustainability and climate change response in Viet Nam”, and conduct following activities:

- Conduct baseline study summarizing the situation about current status of marine and coastal exploitation and usage in three provinces, namely Ba Ria Vung Tau, Tra Vinh and Soc Trang. The baseline study will based on desk review and meeting with local stakeholders, especially DONRE in these three provinces. The review should include but not limited to following points:
 - Socio economic development of these provinces and planning
 - Key marine sectors that are present and trend for the future
 - Spot out current gaps, conflict of different sectors in using and exploiting marine and coastal area.
- Review and assess the alignment of these planning and the most up to date draft marine spatial planning, which is being formulated by MONRE and reviewed by the Government for submission to the National Assembly.
- Develop criteria and identify possible interventions as the result of implementation of marine spatial planning at localities such as resources assessment, zoning, materializing directions of MSP at country level to local level, development of priority for key sectors, mobilize blended finance etc.

- Develop a demonstration plan framework with activities/indicator/targets based on available funding source provided by UNDP.
- Provide input to the result framework, indicators and targets of the draft “planning of national marine space for ocean sustainability and climate change response in Viet Nam”, especially the parts related to pilot implementation in three provinces.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Target due date
1	Baseline information and review of ocean economy in three provinces	15 October 2022
2	Demonstration plan framework for three provinces and input to the Norwegian supported project document	10 December 2022

All Reports shall be submitted in both English and Vietnamese (or as required by UNDP)

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

Estimated number of working days: 20 working days from August 2022 to December 2022

Duty station: Homebased with possible travels to selected provinces. All cost related to travels will be born by UNDP following VN-EU cost norm.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The Consultants shall report to UNDP Viet Nam on the deliverables of work regarding a work-plan, deadlines and verification activities.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will provide coordinating supports to the consultant to work with local stakeholders

Reference Documents

Concept note for the Norwegian supported project
Draft project document

VIII. DEGREE OF EXPERTISE & QUALIFICATION

Qualification:

- At least master degree on environment, marine and coastal, water resources management and planning.
- 10 years' experience in marine spatial planning or water resources management, or integrated coastal management.
- Demonstrated experience in involvement of formulation of marine spatial planning in Viet Nam
- Strong experience in project management, especially for development projects funded by international organization.
- Good connection to local government
- Good English writing skill by provision of two writing reports

IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Baseline information and review of ocean economy in three provinces	15 October 2022	50%
2	Demonstration plan framework for three provinces and input to the Norwegian supported project document	10 December 2022	50%

X. EVALUATION CRITERIA

No.	Requirement	Points
	Total	1000
1	At least master degree on environment, marine and coastal, water resources management and planning.	200
2	10 years' experience in marine spatial planning or water resources management, or integrated coastal management.	200
3	Demonstrated experience in involvement of formulation of marine spatial planning in Viet Nam	200
4	Strong experience in project management, especially for development projects funded by international organization.	200
5	Good connection to local government	100
6	Good English writing skill by provision of two writing reports	100

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 ofUS\$

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 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).