

14 September 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 for research on agroecological models in Lam Dong and Dak Nong
Period of assignment/services (if applicable):	45 days (from October 2022 to September 2023)
Duty Station:	Lam Dong, Dak Nong and Home based
Tender reference:	(PN-K220914)

1. Submissions should be sent by email to: bid.submission.vn@undp.org on or before

Deadline for submission: 23.59 hrs., 28 September 2022 (Hanoi time)

With subject line:

(PN-K220914) 01 National Consultant for research on agroecological models in Lam Dong and Dak Nong

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 Terms and 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
- One sample report in English and one sample report in Vietnamese

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

No	Requirement	Points
1	Master's degree in agricultural sciences or rural development.	150
2	Having a minimum of 8 years of experience of relevant experience on program and research work preferably in agriculture, agronomy, agroecology, agro-economy, rural development studies, or closely related field.	250
3	Having at least 5 years of experience in leading field research at farm and/or district level.	300
4	Familiarity with the UNDP and any experience working in the Central highlands (Vietnam) is an asset.	100
5	Demonstrated experience working with farmers and agroecology models, especially in a research context is an asset.	100

6	Fluency in English and Vietnamese (one sample report in English and one sample report in Vietnamese provided)	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 the payment.

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

ANNEX I



TERMS OF REFERENCE INDIVIDUAL CONSULTANT

Name of service:	01 National Consultant for research on agroecological models in Lam Dong and Dak Nong.		
Project:	Integrated sustainable landscape management through deforestation-free jurisdiction project in Lam Dong and Dak Nong Viet Nam		
Reporting to:	UNDP program manager		
Duty Station:	Lam Dong, Dak Nong and Home based	Travel Required:	Yes (if travel is allowed)
Duration of Assignment:	45 days		
Start Date:	October 2022	End Date:	September 2023

I. BACKGROUND & PROJECT DESCRIPTION

The Central Highlands region of Viet Nam is a landscape of global importance and stands at the forefront of the national battle to fight climate change, halt loss of natural forests and sustain outstanding agricultural potential. Indeed, the Viet Nam's Voluntary National Land Degradation Neutrality Targets for the period of 2017-2020 with vision to 2030 prioritizes sustainable land management with a focus on 'hotspots' with high poverty in three regions, one of which is the Central Highlands, with 9 of the 11 national voluntary land degradation targets referring directly to the Central Highlands. In recent years, Central Highlands in general, and the proposed project provinces of Lam Dong and Dak Nong and their districts in particular have experienced significant forest loss. The natural forest cover in Dak Nong and Lam Dong have been reduced by about 16,6% and 15,9% respectively over the period of 2010-2015 (GSO, 2018) through rapid expansion of coffee cultivation, rubber and timber plantations.

With the support from the European Union (EU), UNDP is implementing the "***Integrated sustainable landscape management through deforestation-free jurisdiction project in Lam Dong and Dak Nong Viet Nam***" project, in collaboration with the Ministry of Agriculture and Rural Development (MARD), Dak Nong and Lam Dong provinces and international organizations including the International Center for Tropical Agriculture (CIAT), The European Forest Institute (EFI), The Sustainable Trade Initiative

(IDH) and the United Nations Environment Programme (UNEP). The project aims to improve environmental sustainability and social inclusion and resilience of food production models and supply chains in the Central Highlands of Viet Nam. Specific objectives include:

1. Enhance ecosystems, including reducing loss and degradation of natural forests, protecting biodiversity, restoring priority ecosystems, reducing GHG emissions
2. Improve livelihoods, through inclusion of vulnerable groups including ethnic minorities and women in agriculture, forest-farming, and ecotourism value chains
3. Sustain food production and improve quality, through improved farming practices, better organization of producers, and transparent and shortened supply chains

Objective 2 of the project indicates that sustainable, climate-smart, productive standardized practices are implemented for agriculture and non-timber forest products and services. Whereby most promising interventions for sustainable agriculture and NTFP&S development are prioritized. In order to achieve this, detailed information on current agroecological models in the targeted districts is needed. However, existing information on agroecological practices as well as their specific opportunities and threats in the changing climate and environment are severely lacking in the targeted area.

UNDP is looking for one national consultant to research and monitor 4 different agroecology models in agroecological zones in 4 districts (Di Linh, Lac Duong, Dak Glong and Dak R'lap) of Lam Dong and Dak Nong provinces.

II. OBJECTIVES

The objective of this assignment is to obtain detailed data about 4 different farming systems following agroecological principles that can be further upscaled and/or replicated by project's interventions. This research will be done by monitoring existing agroecological farming systems or relevant farmer field trials. The research aim is to improve our understanding of the potential for using agroecological principles in the targeted areas.

III. SCOPE OF WORK

The National Consultant is specifically responsible to:

- Desk review of policies, guidelines and frameworks on agroecological agriculture, and overview of agroecological farming practices and models in Central Highlands
- Organize discussions with other organizations that are already doing similar research on agroecology and establish partnerships to receive recommendations on agroecological farming guidelines and practices.
- Liaise with project's technical partners (CIAT, IDH, and UNEP) and Department of Crop Production (MARD) to collect technical inputs, data and recommendations necessary to identify the 4 different agroecological farming systems or field trials in the project sites. The models could be included (but not limited to) are different intercropping systems such as: productive coffee-pepper (especially pepper grown on life trees), coffee-fruit trees, etc. with high resource use efficiency (nutrients and water), low greenhouse gas emissions, high soil organic matter input and biodiversity value at farm scale. They can cover different agroecology systems, such as: regenerative agriculture, CSA (Climate Smart Agriculture), permaculture, SALT (Sloping Agricultural Land Technology), organic farming, agroforestry, etc.

- Based on the review and above inputs, develop a list of performance indicators for agroecology models; the performance indicators must be measurable and relevant to local agricultural production and forest and environmental protection context.
- Identification of at least 4 farms following different agroecology models that are relevant to the project outcomes and suitable for monitoring.
- Data collection, consisting of: first measurement with additional periodical monitoring of key performance indicators on the 4 selected agroecology models and 2 conventional systems as control in the project target areas. The consultant should adapt the monitoring tool to the specific needs of the different agroecological models.
- Report on the results of the 4 different agroecological models and 2 conventional systems and compare them regarding the key performance indicators. The report should contain (but not limited to) core criteria of performance to quantify the impact of following agroecological principles, e.g.: cost-benefit, income stability, exposure to pesticides, dietary diversity, women's empowerment, youth employment, biodiversity and soil health. This final report should also include recommendations on the scaling potential of agroecological principles adapted to the target areas, ideally in the form of a roadmap with policy recommendations.

IV. DELIVERABLES& IMPLEMENTATION TIMELINE

No	Deliverable	Estimated days to complete	Target due date (tentative)
1	Workplan	3days	31 October 2022
2	Research plan for 4 sites (1 in each district); including site locations, an assessment framework for agroecological farming practices adapted to the project sites and context, and other methodological notes.	10 days	30 November 2022
3	Establishment and periodical monitoring of the 4 research sites	26 days	31 December 2022 – 31 August 2023
4	Data analysis and report development. Final report in both English and Vietnamese with cleaned data in appropriate format.	5 days	30 September 2023
5	Final presentation	1 day	30 September 2023
	TOTAL	45 days	

Deliverables 1, 2, 3, 5 are in Vietnamese. Deliverable 4 is in both English and Vietnamese.

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

Estimated number of working days: 45 working days from October 2022 – September 2023.

Duty station: Lam Dong and dak Nong provinces and Home-based.

Expected places of travel: Lam Dong and Dak Nong provinces. Travels will be arranged and covered separately by UNDP following UN-EU Guideline cost norms.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will work under the supervision of UNDP assigned focal points for the Report with technical oversight by the UNDP program manager.

The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP.

VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Administrative support will be provided by UNDP.

Reference Documents

Once selected, the consultant will receive relevant references and reports prepared by UNDP.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

- Postgraduate degree in agricultural sciences or rural development.
- A minimum of 8 years of experience of relevant experience on programme and research work preferably in agriculture, agronomy, agroecology, agro-economy, rural development studies, or closely related field.
- At least 5 years of experience in leading field research at farm and/or district level.
- Familiarity with the UNDP and any experience working in the Central highlands (Vietnam) is an asset.
- Demonstrated experience working with farmers and agroecology models, especially in a research context is an asset.
- Fluency in English and Vietnamese (one sample report in English and one sample report in Vietnamese provided).

IX. PAYMENT TERMS

Payment is upon submission and UNDP's acceptance of deliverables accompanied by a request. Payment schedule will be as follows:

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount (%)
1.	Deliverables 1 & 2	30 November 2022	30 %
2.	Deliverable 3	31 August 2023	50 %
3.	Deliverables 4 & 5	30 September 2023	20 %

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

XI. EVALUATION CRITERIA

No	Requirement	Points
1	Master's degree in agricultural sciences or rural development.	150
2	Having a minimum of 8 years of experience of relevant experience on program and research work preferably in agriculture, agronomy, agroecology, agro-economy, rural development studies, or closely related field.	250
3	Having at least 5 years of experience in leading field research at farm and/or district level.	300
4	Familiarity with the UNDP and any experience working in the Central highlands (Vietnam) is an asset.	100
5	Demonstrated experience working with farmers and agroecology models, especially in a research context is an asset.	100
6	Fluency in English and Vietnamese (one sample report in English and one sample report in Vietnamese provided)	100
	TOTAL	1,000

ANNEX IV

OFFEROR'S LETTER TO UND CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- J) If I am selected for this assignment, I shall [*please check the appropriate box*]:
 - ☐ Sign an Individual Contract with UNDP;
 - ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/Company	Contract Duration	Contract Amount

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Email Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

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).

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

No.	Description	Quantity	Unit (VND)	Rate	Total (VND)
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) ...				
	Others (pls. specify)				
2.5	VAT** if applicable (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)