

27 September 2022

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	<b>Collect data on farming systems in Central Highlands, Vietnam: 01 national enumerator cum coordinator and 05 national enumerators</b>
Period of assignment/services (if applicable):	40 days for each positions (from October to December 2022)
Duty Station:	Lam Dong, Dak Nong and Home based
Tender reference:	(PN-K220927)

1. Submissions should be sent by email to: [bid.submission.vn@undp.org](mailto:bid.submission.vn@undp.org) on or before

**Deadline for submission: 23.59 hrs., 10 October 2022 (Hanoi time)**

**With subject line:**

**(PN-K220927) Collect data on farming systems in Central Highlands, Vietnam: National enumerator cum coordinator**

**OR**

**(PN-K220927) Collect data on farming systems in Central Highlands, Vietnam: National national enumerators**

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 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

### 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:

### 1. National Enumerator cum coordinator (1 position)

No.	Requirement	Points
1	University's degree in social science, economics or related fields	200
2	At least 3 years of experience in rural development	250
3	Experience conducting surveys with farmers, preferably in Central Highlands	350
4	Experience working with local authorities and local communities, local people	200
	<b>Total</b>	<b>1,000</b>

## 2. National Enumerator (5 positions)

No.	Requirement	Points
1	University's degree in agriculture, forestry, social science, economics or related fields	200
2	Experience conducting surveys with farmers, preferably in Central Highlands	450
3	Experience working with local authorities and local communities, local people	350
	<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 the payment.

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

**TERMS OF REFERENCE**

6 national consultants

Ref#: Enter Ref #

<b>Name of service:</b>	<b>Collect data on farming systems in Central Highlands, Vietnam:</b> <b>1. 1 national enumerator cum coordinator (40 days)</b> <b>2. 5 national enumerators (40 days/each)</b>		
<b>Project:</b>	Integrated sustainable landscape management through deforestation-free jurisdiction project in Lam Dong and Dak Nong Viet Nam		
<b>Reporting to:</b>	UNDP Country Office		
<b>Duty Station:</b>	Lam Dong, Dak Nong, and home-based	<b>Travel Required:</b>	Yes
<b>Duration of Assignment:</b>	3 months from October to December 2022		
<b>Start date</b>	October 2022	<b>End Date:</b>	December 2022

**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. This will require detailed and systematic information on current farming practices in the targeted districts. However, existing information on farm and farming system typologies as well as their specific opportunities and threats in the changing climate and environment are severely lacking. UNDP is looking for a group of national consultants to collect data for a study on characterizing farming systems in agroecological zones in 4 districts (Di Linh, Lac Duong, Dak G'long and Dak R'lap) of Lam Dong and Dak Nong provinces. The study is technically led by project's partner (CIAT) and must be completed in 2022.

## **II. OBJECTIVES**

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The objective of this consultancy package is to collect data needed for characterizing farming systems in 4 districts (Di Linh, Lac Duong, Dak G'long and Dak R'lap) of Lam Dong and Dak Nong provinces, that also provide entry points for further analysis that serve for the effective implementation of an outcome of the project -- sustainable, climate-smart, productive standardized practices are implemented for agriculture and non-timber forest products and services.

Specific results are: (1) Testing the survey; (2) Collecting survey data for approx. 720 farmers; and (3) cleaned database

## **III. SCOPE OF WORK**

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**Specific duties and responsibilities are:**

**For 01 national enumerator cum coordinator:**

- Liaise with project's focal point on farm characterization (CIAT) to be guided on and obtain the survey questionnaire;
- Obtain training by CIAT on the survey questionnaires;

- Test the survey questionnaire provided in ODK format and provide relevant feedback for improvement so that it is clearly understood by enumerators and farmers with minimal options for creating errors;
- To carry out data collection with approximately 120 farmers and technical meetings with relevant stakeholders (if necessary) in the 4 project districts in Lam Dong and Dak Nong province;
- Provide feedback if needed during data cleaning to resolve any issues that are not clear.
- Conduct data cleaning
- The national enumerator cum coordinator is responsible for combining the workplan and reporting the assignment's progress

**For 05 national enumerators:**

- Obtain training by CIAT on the survey questionnaires;
- Test the survey questionnaire provided in ODK format and provide relevant feedback for improvement so that it is clearly understood by enumerators and farmers with minimal options for creating errors;
- To carry out data collection with approximately 120 farmers/enumerator and technical meetings with relevant stakeholders (if necessary) in the 4 project districts in Lam Dong and Dak Nong province;
- Provide feedback if needed during data cleaning to resolve any issues that are not clear.
- Conduct data cleaning

## IV. DELIVERABLES & IMPLEMENTATION TIMELINE

All deliverables are submitted in Vietnamese

No.	Deliverable	Estimated days		Target date due
		National enumerator cum coordinator	National enumerator	
1	Workplan	01		10/25/2022
2	Questionnaires tested and trained	03	04	11/4/2022
3	120 questionnaires conducted/enumerator	30	30	12/9/2022
4	Final cleaned database	06	06	12/31/2022
	<b>TOTAL</b>	<b>40 days</b>	<b>40 days/person</b>	

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

**Estimated number of working days:** 40 working days/person from 10/20/2022 to 12/31/2022.

**Duty station:** Lam Dong and Dak Nong provinces, and Home-based

**Expected places of travel:** : Lam Dong and Dak Nong provinces. **Travel costs, per-diem, local guides, and all other associated costs must be included with breakdown** in the contractor's offer following 2022 UN-EU Guideline cost norms

## **VI. PROVISION OF MONITORING & PROGRESS CONTROL**

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

The selected national consultants will have regular discussions with the responsible staff of UNDP Viet Nam and CIAT. The team coordinator will regularly report to CIAT and UNDP Viet Nam on the progress of the work based on the agreed work-plan.

The deliverables shall be submitted to CIAT and UNDP for review and approval.

## **VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

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### **Administrative Support**

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

## **VIII. DEGREE OF EXPERTISE & QUALIFICATIONS**

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### **One national enumerator cum coordinator**

- University's degree in social science, economics or related fields
- At least 3 years of experience in rural development
- Experience conducting surveys with farmers, preferably in Central Highlands
- Experience working with local authorities and local communities, local people

### **National enumerator (5 positions)**

- University's degree in agriculture, forestry, social science, economics or related fields
- Experience conducting surveys with farmers, preferably in Central Highlands
- Experience working with local authorities and local communities, local people

## **IX. PAYMENT TERMS**

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<b>No.</b>	<b>Deliverables as indicated in Section IV</b>	<b>Due Date</b>	<b>Payment Amount</b>
1	Deliverables 1& 2	04 November 2022	20%
2	Deliverables 3, 4	31 December 2022	80%

## **X. EVALUATION CRITERIA**

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### **1. National Enumerator cum coordinator**



No.	Requirement	Points
1	University's degree in social science, economics or related fields	200
2	At least 3 years of experience in rural development	250
3	Experience conducting surveys with farmers, preferably in Central Highlands	350
4	Experience working with local authorities and local communities, local people	200
	<b>Total</b>	<b>1,000</b>

## 2. National Enumerator (5 positions)

No.	Requirement	Points
1	University's degree in agriculture, forestry, social science, economics or related fields	200
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3	Experience working with local authorities and local communities, local people	350
	<b>Total</b>	<b>1,000</b>

### Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicants receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

### Documents for Submission

Applicants will be expected to clearly specify which position they apply for and include the following along with their application:

#### Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **Financial offer** using the standard UNDP template.



## **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)				
	<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)*