



Empowered lives.
Resilient nations.

Date: 9 April 2015

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 conduct Project's Terminal Report.
Project name:	UNDP/MONRE – “Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning” project ID: 00080525
Period of assignment/services (if applicable):	A total of up to 1 working month from June to August 2015

1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than **22 April 2015 (Hanoi time)**.

With subject line: National consultant to conduct Project's Terminal Report

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 **7 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.

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Insurance Coverage Table](#)..... (Annex IV)

- [Vendor Form](#) (Annex V)
- [Guidelines for CV preparation](#)..... (Annex VI)
- [Format of financial proposal](#)..... (Annex VII)

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

a. Technical component:

- Signed Curriculum vitae
- Letter to UNDP Confirming Interest and Availability
- Copy of 1-2 publications/writing samples.

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Technical Proposal Evaluation		Max. Points
1. Consultant's experiences/qualification related to the services		
1	Postgraduate degree in biodiversity conservation, natural resource management or in or relevant fields;	250
2	At least ten (10) years of relevant work experience; especially in biodiversity and natural resources policies or land use planning	300
3	Demonstrated command over writing professional reports/ project documents in English and Vietnamese and demonstrated command over writing professional reports in English with evidence by submission of sample reports	250
4	Understanding of and experience in implementation and evaluation of GEF-UNDP or international ODA projects	200
TOTAL POINT		1000

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.

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:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 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 (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

20% of total contract amount will be transferred upon contract signing;

40% of the total contract after submission of the first draft of the Terminal Report;

Final 40% of the total contract will be transferred upon satisfactory completion of the Project's Terminal Report.

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.



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Title:	National consultant(s) recruited to conduct the Project's Terminal Report.
Location:	Ha Noi
Duration and Study Period:	A total of up to 1 working month from June to August 2015
Project ID and title:	UNDP/MONRE – “Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning” project – ID: 00080525
Reporting:	Reports to the BCA/PMU/UNDP

1) GENERAL BACKGROUND

Biodiversity Conservation Agency (BCA), Vietnam Environment Administration (VEA) has been assigned to implement the GEF-UNDP funded - project of “Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning. The three-year project aims to provide technical assistance to the Government of Vietnam (Gov.) to address the barriers on the biodiversity management, fulfill its commitment to CBD and implement national priorities for enhancing improved environmental management and biodiversity conservation for sustainable development. Specifically:

- i. To promote biodiversity conservation through the updating of the country’s NBSAP;
- ii. To provide important background for the development of Master Planning on Biodiversity Conservation;
- iii. To enhance government capacity for the implementation of the new NBSAP, including monitoring and reporting on the status biodiversity to the CBD and the national assembly;
- iv. To mainstream biodiversity priorities into provincial land-use plans.
- v. To assist the Gov. to fulfill its commitments to associated international conventions it has ratified, especially the CBD in which the project will support the mainstreaming of Aichi Targets into the NBSAP.

The project includes two following components:

Component 1: New NBSAP and 5th National Report prepared in compliance with Biodiversity Law and CBD Strategic Plan 2011-2020;

Component 2: Provincial commitment and capacity strengthened to implement NBSAP.

The Project will be completed in August 2015. Until now, the Project implemented almost all planned activities and achieved the majority of its set targets.

The project is seeking a national consultant to conduct the Project's Terminal Report which will summarize and support the completion of the Project activities and achievements as well as assess the Project performance.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to develop the Project's Terminal Report that fully reflects the project results/outputs and achievements in accordance with the Project Result Framework identified in the approved and signed Project Document.

3) SCOPE OF WORK

The selected consultant will be responsible for the development of the Project's Terminal Report with support of the Biodiversity Conservation Agency. The report would describe and assess the overall implementation of the Project, including:

1. Analyze the degree of achievement of the objectives that were set out in the approved Project Document (of the subsequent project revision if any):
 - List the main components and outputs as identified in the Project Document and describe the extent to which these components/ outputs were accomplished (in accordance with the success indicators established in the log frame) ,
 - List the components and outputs that have been revised if any and analyze the degree to which they were accomplished,
 - Assessing project relevance to national priorities, as well as UNDP and GEF strategic objectives.
2. Financial performance :
 - Make an analytical comparison between the total project budget as identified in the Project Document and the total actual disbursements (including both ODA resources and counterpart funds) ,
 - List the main revisions to the total project budget as identified in the Project Document and the budgets following the signing of contracts and actual disbursements,
 - Describe the main factors that affected the implementation of components that incurred large disbursements and those components that incurred small disbursements compared to the planned budgets.
3. Implementation:
 - List the factors that affected the implementation of the project,
 - Analyze the progress made towards the achievement of the objectives of the programme,
 - and its contributions to the implementation of the goals and tasks identified in the Five-Year Socio-Economic Development Plan of the Government,
 - Assessing the effectiveness and efficiency of the project.
4. Benefits:
 - Analyze the impact that the implementation of the project has generated or is expected to generate on sectoral and regional development in terms of economic, social, cultural, environmental and technological aspects.
5. Sustainability:
 - Describe factors that are expected to impact on or ensure the sustainability of the results,
 - Identify lessons learned from the implementation of the project and offer recommendations on how to promote its results, effectiveness and sustainability and/ or to address its constraints,
 - Formulate lessons and best practices concerning project design, implementation and management which may be relevance to other projects in Vietnam.

The report should follow the outline as below:

1. General Information
 - General information on the programme/ project
 - Programme/ project description
 - Programme/ project objectives and scope
 - Management arrangements
2. Results Achieved
 - Implementation of the programme/ project objectives
 - Implementation of the components and outputs
 - Financial performance
 - Factors that affected the implementation of the programme/ project
3. Analysis of Socio-Economic Benefits
 - Analysis of the results achieved against the programme/ project objectives and design
 - Impact on sectoral and regional development
 - Sustainability
4. Lessons Learned
5. Annexes

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The study is expected to commence from June to August 2015. The time allocated for the assignment is total of up to 1 working month.

Duty Station: Vietnam

5) FINAL PRODUCTS***

- One final terminal project report
- Completed data sets (filled out questionnaires or surveys)
- Dissemination materials (newsletter articles, two-page summaries, presentation materials)

The final product will be the Project's Terminal Report and will be reviewed and approved by UNDP and BCA.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultants will be supervised by the NBSAP's PMU/BCA and deliver products as per below schedule:

No.	Products	Time	Requirement
1.	Working schedule with detailed plan to conduct the assigned	10 June 2015	Agreed by BCA and UNDP
2.	Project's Terminal Report (first draft)	End July 2015	In line with the outline agreed with BCA and UNDP
3.	Final draft (incorporated with feedback/comments from variable sources)	Mid August 2015	Approved by PMU/BCA/UNDP

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master Degree in environment/biodiversity, or related field;
- Over 10years' experience in environmental/biodiversity management;
- Experience in writing report, documents relating biodiversity conservation and management;
- Experience in working in ODA projects and international donors, especially UNDP;
- Good communication and teamwork skills; analyzing, writing, presentation and reporting skills;
- Good written and spoken English and Vietnamese.

8)ADMINT SUPPORT AND REFERENCE DOCUMENTS

BCA and the project team will assist the consultant in contacting partners and provide relevant studies conducted by BCA and administrative support to the selected consultant.

9) PAYMENT TERM

20% of total contract amount will be transferred upon contract signing;

40% of the total contract after submission of the first draft of the Terminal Report;

Final 40% of the total contract will be transferred upon satisfactory completion of the Project's Terminal Report.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

Annex VI

GUIDELINES FOR PREPARING CV

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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND

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

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

No.	Description	Number of days	Rate (VND)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
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 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	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.*

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