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Date: 23 August 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	One International Consultant to develop a manual on ecosystem services valuation
Project name:	Project 00089760 – Enhancing Capacity for Implementing Rio Conventions
Period of assignment/services (if applicable):	25 working days during the period of September to December 2016
Tender reference:	1-160804

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **6 September 2016 (Hanoi time)**.

With subject line: (1-160804) International Consultant to develop a manual on ecosystem services valuation

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)
 - [Guidelines for CV preparation](#)..... (Annex IV)
 - [Format of 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

- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service

b. **Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **US Dollar** 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 the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Master's degree in Environmental Economic. A degree in Natural Resources Management, Environmental Engineering, Environmental Sciences, Ecology or other related fields combined with specialized experience in similar assignments with practical ecosystem valuation assignments, can be considered as relevant candidate	100
2	Minimum 10 years' working experience on different aspects of environment, natural resources management 3-5 year working experience on economic valuation of ecosystem service and guideline/manual development	150
3	Proven Experience in design and compose guideline and manuals on environment and natural resources management Practical experience on developing ecosystem service valuation manual and guideline will be an asset	250
4	Track records experience in environmental economics and ecosystems valuation case study would be an asset	200
5	Working experience in Viet Nam or the Asian region is an advantage	100
6	Proven Team leader skills /track record of team leader assignments, specifically in environment –related topics and manual/guideline development assignment is preference	100
7	Excellent English skills, especially writing and reporting skills	100
	TOTAL	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.

First payment: 20% of contract value will be paid upon submission of inception report/detail work plan agreed by PMU/ISPONRE and UNDP;

Second payment: 50% of contract value will be paid upon submission of the draft report with satisfactory acceptance by PMU/ISPONRE and UNDP;

Final payment: 30% of contract value will be paid upon the completion of final products under the contract, mentioned in item V, with satisfactory acceptance by PMU/ISPONRE and UNDP.

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

Title:	01 International Consultant to develop a manual on ecosystem services valuation
Project ID and title:	89760 Enhancing Capacity for Implementing Rio Conventions
Contract Type:	Individual consultant
Duty station:	Hanoi and field visit to selected provinces (if required)
Duration & timing:	25 days , September to December 2016
Reporting to:	Project Management Unit (ISPONRE)

I. INTRODUCTION

This Terms of Reference (TOR) is developed to address the activities under the Output 1.2: “*Economic valuation of environmental and natural resources, and capacity to undertake this valuation*” under the “**Enhancing Capacity for Implementing Rio Conventions**” Project.

The Project’s Objective is: “*To enhance the capacity for implementing the Rio Conventions by developing and applying tools that will lead to global environmental benefits*”. The Project attempts to achieve this through 2 Outcomes: 1. *Viet Nam has the environmental management tools that fully address global environmental concerns*; and: 2. *Viet Nam is integrating global environmental concerns into its national strategic planning and development processes*.

The project will support to attain output 1.2 “*Economic valuation of environmental and natural resources, and capacity to undertake this valuation*”. In order to do that, the project is looking for 1 international consultant and three national consultants to develop a manual on economic valuation for ecosystem services.

II. BACKGROUND

The Central Communist Party Resolution Number 24-NQ/TW on “Active Response to Climate Change and Improving the Management of Natural Resources and Environmental Protection” highlighted the significance of natural capital for the development of Viet Nam and stressed that one of major tasks would be the identification and assessment of natural resource values and the development of a natural resource accounting system.

There are number of legislative measures which regulate the application of economic valuation of Natural Resources and Environment (NRE) in decision making processes as follows:

- Decree no. 188/2004/ND-CP on the methodology to determine the land use price and the framework for land use prices;
- Decree no. 123/2007/ND-CP on amending and supplementing a number of articles of Decree 188/2004/ND-CP;
- Law no. 11/2012/QH13 on Prices (articles no. 19 and 22);
- Decree no. 89/2013/ND-CP detailing implementation of a number of articles of the Pricing Law;
- Decree no. 99/2010/ND-CP on determining payment for forest environmental services (article 8, 9);
- Decree no. 48/2007/ND-CP on the principals and methods of forest prices in Viet Nam.

There are also several regulations related to economic valuation available in specific laws on environmental and natural resources, such as the Law on Natural Resource Tax 2009 (article 6 on price for taxation of natural resources) and the Law on Environmental Protection 2014 (article 148 on environmental protection fee).

Valuation of environment and natural resources, and more specifically ecosystem valuation has been already studied and introduced in many countries by many actors, including in Viet Nam. However, there is still a lack of capacity and methodology to undertake relevant and robust economic valuation of ecosystem services that serving as fundamental for decision making on natural resources use and management as well as reporting systems. Qualified and experienced experts are limited at both national and sub-national levels. Available environmental data merely focuses on selected natural resources such as: land, forests, etc, while for important aspects of ecosystems, such as biodiversity and ecosystem services, the database is not sufficient for valuating purpose.

There are quite number of guideline from different initiatives in ecosystem services valuation both at international, regional and national level. However, most of the guideline cover the general items with examples from global and regional perspective and do not have specific guidance on application of ES valuation for specific planning processes such as land use planning and conservation planning in Viet Nam case. There is a need to develop a manual on ES valuation to ensure the value of ES will be taken in consideration in to planning processes.

The Rio project supports a review and development of a document on Best Practices of ecosystem valuation in Viet Nam, which could serve as the input to develop a manual on ecosystem valuation in Viet Nam.

UNDP is looking for an international consultant to work as a team leader of a 3-national consultant team to develop a manual on ecosystem services valuation for policy makers.

III. OBJECTIVES

The assignment aims to develop a manual on ecosystem services valuation for policy makers at national and provincial level, focusing in land use planning and conservation planning, which can support mainstreaming of global environmental issues into planning processes and investment decision.

IV. SCOPE AND TASKS

The International Consultant is expected to play a task of team leader to lead a team of 3 national consultants, provide guidance, quality assurance for the work of national consultants and consolidate to deliver final product of the team. The detail tasks describe, but not limited, as below:

- Based on identified target group of the manual, work with national consultants, PMU and UNDP to agree on final outline of the manual on Ecosystem Service Valuation (ValuES)
- Based on writing chapter/parts assigned for national consultants, consolidate the manual to ensure its consistent and logical link among chapters and items
 - o Review and comments on the writing work of national consultants
 - o Quality assurance to entire structure, approach and content of the manual to ensure concept, approach and terminology up to international standard.
- In charge of preparation of Annexes of the manual (terminology, reference resources, etc where required)
- Consult with stakeholders to get comments/inputs for the first draft of the ES valuation manual
- Participate in meetings/workshops if necessary to discuss on the application of ES valuation manual for policy makers at national and provincial level
- Finalize the manual

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

Duration and Timing: 25 days during September – December 2016, expected to start as soon as possible. The international consultant is expected to work home-based and communicate with national consultants through Skype and 2 visits to Hanoi tentatively on Sept - Oct 2016 (estimated for 3 working days) and Dec 2016/January 2017 (5 working days). The specific schedule will be agreed later during inception phase.

Duty station: Hanoi with travel to the field if required.

Domestic travels outside of Ha Noi (if required) will be arranged by Project Management Unit.

VI. DELIVERABLES / OUTPUTS

- Inception Report that includes the understanding and comments of the consultants on the TORs, the methodology to be followed, detailed work plan/schedule of the team, work division among team members and draft final outline ValuES manual
- Draft and final ValuES manual for policy makers
- Annexes of the manual (terminology, reference resources, etc where relevant)
- Guidance and Comments on specific work of each NCs
- Other materials to be included and supported the compose of the ValuES manual

All reports to be submitted in both Vietnamese and English

VII. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected international consultants will have regular meetings and discussion among the team members and with the responsible staffs of UNDP and ISPONRE/MONRE. S/He is required to regularly report to UNDP and PMU/ISPONRE on the progress of the work based on the agreed work plan.

VIII. ADMINISTRATIVE ARRANGEMENT

Logistic arrangement

- PMU/ISPONRE will provide all logistical and administrative support the selected international consultants regarding travel to the field;
- PMU/ISPONRE will support the arrangement of all meetings, partners/stakeholders consultations or/and field assessments as needed.

Documents: Copies of the following documents will be made accessible to the consultants upon commencement of the assignments:

- Project documents
- Reference documents on ES.

IX. REQUIREMENTS / QUALIFICATIONS

- Master's degree in Environmental Economic. A degree in Natural Resources Management, Environmental Engineering, Environmental Sciences, Ecology or other related fields combined with specialized experience in similar assignments with practical ecosystem valuation assignments, can be considered as relevant candidate.
- Minimum 10 years' working experience on different aspects of environment, natural resources management and 3-5 year working experience on economic valuation of ecosystem service and guideline/manual development
- Proven Experience in design and compose guideline and manuals on environment and natural resources management. Practical experience on developing ecosystem service valuation manual and guideline will be an asset
- Track records experience in environmental economics and ecosystems valuation case study would be an asset
- Working experience in Viet Nam or the Asian region is an advantage
- Proven Team leader skills /track record of team leader assignments, specifically in environment – related topics and manual/guideline development assignment is preference
- Excellent English skills, especially writing and reporting skills.

X. REVIEW TIME REQUIRED AND PAYMENT TERM

- The first installment of 20 % contract amount will be paid upon submission of inception report/detail work plan agreed by PMU/ISPONRE and UNDP
- The second installment of 50 % contract amount will be paid upon submission of the draft report with satisfactory acceptance by PMU/ISPONRE and UNDP
- The third (final) payment of 30 % will be paid upon the completion of final products under the contract, mentioned in item V, with satisfactory acceptance by PMU/ISPONRE and UNDP

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)

