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Date: 27-Mar-14

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	A national consultant for data consolidation and report Participatory Governance Assessment for REDD+ Vietnam
Project name:	UNREDD
Period of assignment/services (if applicable):	April – June 2014

1. Submissions should be sent by email to: nguyen.thuy.nga@undp.org no later than: **04 April 2014 (Hanoi time)**.

With subject line: A national consultant for data consolidation and report Participatory Governance Assessment for REDD+ Vietnam

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) & [General Conditions](#) (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 PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae

- Copy of 1-3 publications/writing samples.
- Reference contacts of past 03 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 **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:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Point
1	Master's degree in environment, international development, public administration, economics or relevant social sciences or related field	150
2	Excellent reporting and writing skills	350
3	Proficiency in both spoken and written English	250
4	Relevant experiences at the national or provincial in involving diverse stakeholder groups	100
5	Experience working with UN agencies or UN REDD, and especially Governance Assessments is preferable	150
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 point is 70% and financial point 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
- 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.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.



TERMS OF REFERENCE

A national consultant for data consolidation and report Participatory Governance Assessment for REDD+ Vietnam

1) GENERAL BACKGROUND

The collaborative program among FAO, UNDP, and UNEP on Reduced Emission from Deforestation and forest Degradation (UN-REDD) is a global program aiming at developing approaches and tools for data collection, data analysis, and providing guidelines on implementation of REDD+ in other countries. In Viet Nam, the UN-REDD Viet Nam Programme started with phase 1 in 2009 and phase 2 in 2013 with the aim to assist Viet Nam becoming REDD ready and able to contribute to reducing emissions from deforestation and forest degradation nationally and in the Mekong region. Efforts under the Programme are influenced by outcomes under the international climate change negotiations led by United Nations Framework Convention on Climate Change (UNFCCC). The Cancun Agreement from UNFCCC's COP 16 in 2010 presented a list of safeguards that any country involved in REDD action should comply with. Furthermore, the text clarifies that countries should start the development of "national systems providing relevant information on how safeguards are promoted, addressed and respected." More information on REDD+ can be found in Annex 1.

The Participatory Governance Assessment (PGA) is a tool developed by UN-REDD and piloted in 4 countries namely Nigeria, Ecuador, Indonesia, and Viet Nam. PGA is a truly inclusive process involving different stakeholders from government, civil society, private sector and academia with the view to produce robust and credible governance information as the first step to improve governance weaknesses, and in the long run be the basis for policy reform, and if used strategically by civil society actors has the potential to serve as an accountability mechanism.

This information will be available in the form of:

- a comprehensive analysis of the state of governance relevant for Vietnam's REDD+ process in particular and forest governance in general;
- recommendations on how to address the shortcomings; as well as
- information on the performance of selected governance issues at national, district and provincial level

The main objective of a Participatory Governance Assessment is for the PGA to feed into Viet Nam's broader REDD+ process. This is deemed important in order to understand the level of participation of forest dependent communities who will be affected by the implementation of REDD+, but also jointly agree on how governance challenges and shortcomings may be met and improved.

2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are to consolidate data from multiple sources for reporting for the PGA process in Lam Dong province.

3) SCOPE OF WORK

The forest governance condition in Vietnam will be measured through two aspects, namely (1) participation of stakeholders in decision making process concerning forest resource, (2) forest tenure and benefit sharing. The applied indicators and data collection instrument for the development of the 2014 PGA can be found in Annex 2.

The selected consultant is expected to consolidate data/report from 4 data collection team leaders and provide a synthesis report. More concretely, the selected consultant is expected to do the following consultancy work:

- Attend data collection training workshop in Lam Dong and other meetings as needed
- Join part of the field trip with a data collection team in order to understand the field context for report writing later on
- Drafting of a synthesis report base on the four draft reports from the four team leaders
- Present the early draft to PGA Expert Group-Provincial Working Group and other relevant provincial stakeholders
- Facilitate a validation workshop in Lam Dong and check status on if information is lacking or if additional sources are needed
- Edit report based on inputs from PGA Groups and provincial stakeholders after the validation workshop primarily planned in May in Lam Dong
- Provide response matrix
- Submitting (1) a final report summarizing data collection analysis against each indicator, data collection activities, and all the collected and used documents and data as well as interview results with recommendations (2) a briefing on lessons learnt i.e. most frequently asked questions, difficulties experienced, and recommendation for future activities.

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

The duration of the assignment is 22 working days in total between April and June 2014. The selected consultant will make 2 travels to Lam Dong province and spend approximately 10 days in Lam Dong province (within which 4 days to be in the district-communes). At least 2 full-day-meetings will take place in Hanoi.

5) FINAL PRODUCTS****

The selected consultant need to submit:

- A response matrix on comments/suggestions from Expert Group and Provincial Working Group members and workshop participants after the validation workshop in Lam Dong
- A completed synthesis report of the data collection activity and data analysis against the respective indicator together with recommendations and lessons learnt

All reports shall be submitted in English and Vietnamese. Due date for the submission of the draft reports will be decided according to the detailed work-plan but should not be later than 18th June 2014.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultant will be facilitated and convened by the PGA coordinator, provided by the UN-REDD Programme and currently based in UNDP Country Office in Hanoi. The selected consultant will have regular meetings and discussions among the team and with the PGA coordinator at UNDP Viet Nam and related colleagues at FAO. He/she is required to regularly report to UNDP Viet Nam on the progress of the work based on the agreed work-plan.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualification and Work Experience:

- Master's Degree or equivalent in environment, international development, public administration, economics or relevant social sciences or related field.
- Excellent reporting and writing skills
- Proficiency in both spoken and written English
- Minimum 5 years of relevant experiences at the national or provincial in involving diverse stakeholder groups
- Experience working with UN agencies or UN REDD, and especially Governance Assessments is preferable

8) Reference documents

Annexes are attached

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- The first installment of 40% of contract amount will be paid upon submission of the draft report with satisfactory acceptance by UNDP.
- The second payment of 40% of contract amount will be paid upon the final report with satisfactory acceptance by UNDP.
- The third and final payment of 20% of contract amount will be paid upon the completion of all written deliverables under the contract, with satisfactory acceptance by UNDP.

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)

