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Date: **24 April 2014**

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National expert on Capacity and institutional strengthening for preparation phase of the Access and Benefit Sharing (ABS) project in Viet Nam
Project name:	“Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Viet Nam”.
Period of assignment:	30 working days total from May 2014 to January 2015

1. Submissions should be sent by email to: [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) no later than: **08 May 2014 (Hanoi time)**.

With subject line: **National expert on Capacity and institutional strengthening for preparation phase of the ABS project**

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

**Note:** Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org). 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 interested 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:

- Letter of interest demonstrating qualification and experience of the candidate as required in the Evaluation Criteria
- Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service
- Sample of project developed for international assistance on the relevant topics.

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 US Dollar at UN Exchange Rate at the submission deadline.

**Please note:** Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP

4. Evaluation:

The technical component will be evaluated using the following criteria:

<b>Consultant(s)' experiences/qualification related to the services</b>		
<b>1</b>	Postgraduate degree in policy development or in biodiversity or relevant fields;	250
<b>2</b>	At least ten (10) years of relevant work experience; especially in biodiversity and natural resources management policies in Viet Nam;	300
<b>3</b>	Good knowledge and understanding of key stakeholders involved in biodiversity conservation and genetic resources use and pharmaceutical and food supplies sectors in Viet Nam; with ability and experience to work with government officials, businesses, financial institutions and CSOs	200
<b>4</b>	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	150
<b>5</b>	Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage	100
<b>Total</b>		<b>1000</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).

Technically qualified consultants may be invited for an interview before financial evaluation.

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%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

## 8. 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 if the consultant is government officer

## Annex I

### TERMS OF REFERENCE

<b>TITLE:</b>	National expert <b>on</b> Capacity and institutional strengthening for preparation phase of the Access and Benefit Sharing (ABS) project in Viet Nam
<b>Duty Station:</b>	Hanoi and provinces (Lao Cai, Ha Giang, Thai Nguyen, Kon Tum) in Viet Nam
<b>Duration of Appointment</b>	30 working days total from May 2014 to January 2015
<b>Reporting</b>	UNDP

#### **1. GENERAL BACKGROUND**

The Biodiversity Conservation Agency of the Ministry of Natural Resources & Environment (MONRE) has requested GEF assistance through UNDP for the preparation a project proposal for a medium sized project: **“Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Viet Nam”**. The project aims to strengthen national capacities on access and benefit sharing of genetic resources to facilitate the implementation of the Nagoya Protocol on Access and Benefit Sharing (ABS). The project will support the establishment of a comprehensive legal, regulatory and administrative framework in full compliance with the Nagoya Protocol in Viet Nam. Capacity at different levels of government will be strengthened to improve understanding and implementation of the national ABS regime. Specific experiences and demonstrations at the local level will be conducted to guide the application of ABS principles in Viet Nam and support sustainable use of genetic resources.

The Project Preparation Grant (PPG) has been requested to formulate the medium-sized project through appropriate situation analysis and stakeholder consultations. The preparatory phase will include the collection of information and gathering of data for the project design and establish baseline context for the project; identifying implementing partners and implementation arrangements; develop results framework that has optimal resource allocation from GEF and other stakeholders to meet the project objective. The activities of the PPG include: baseline and capacity needs assessment of ABS for Viet Nam; project sites and socio-economic assessment; conduct logical framework analysis (LFA) and define project goal, objectives, outcomes, outputs and activities. The outcome of the PPG will be Project Document and Request for CEO Endorsement.

The overall objective of the consultant is to support the preparation of the medium-size Project Document and GEF CEO Endorsement Request Form for project “Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Viet Nam” for approval by the Global Environment Facility.

#### **2. OBJECTIVES OF THE ASSIGNMENT**

The overall objective of the assignment is to assist the team leader and local consultant in the preparation of the medium-size Project Document to support the team to secure partnerships, co-financing agreements with stakeholders, and facilitation of drafting the project document.

#### **3. SCOPE OF WORK AND SPECIFIC TASKS**

The consultant, in collaboration with the team leader and national consultant, will conduct the following

tasks:

### **1. Stakeholders and institutional analysis**

- Identification of key stakeholders, roles and responsibilities to promote ABS compliance and to support the project interventions.
- Collect information on the government and partners' baseline activities and planned investments, as well as complementary activities by various partner organizations.
- Conduct a capacity needs assessment of the relevant stakeholders and institutions involved in ABS management, under guidance from the ABS international expert
- Develop an implementation plan for capacity building and awareness-raising, with timeline and costs associated, to strengthen and facilitate ABS agreements and capacity building for development and negotiation.

### **2. Stakeholder engagement and co-financing agreements**

- Working with MONRE/BCA, UNDP, support the international consultant on the ProDoc to:
  - Identify potential co-financiers and seek for commitments of co-financing from identified partners;
- Prepare letters of co-financing confirmation and have them signed by committed co-financiers. Ensure completion of required official Co-financing commitments
- Assist team leader to organize stakeholders' consultation sessions in order to solicit inputs and ensure stakeholder involvement in and buy-in to the project;

### **3. Community-involvement plan**

- At the site level, support the national consultant on ABS to conduct an assessment of the current socio-economic, gender, traditional knowledge and cultural conditions and to design a community-involvement plan, based on the analysis.

### **4. Project document support to the international consultant**

- Contribute to the drafting and finalization of the project document upon international consultant request
- Review and integrate with development plans, policies, budgets and complementary projects
- Propose management arrangements and undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies.

## **4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment is designed with 30 working days in total, starting from May 2014 until January 2015.

The consultant will work in Hanoi, and come at UNDP office for meetings. The consultant is also expected to participate in field missions to support consultation meetings.

The financial offer should not include travel costs and DSA for field trips.

He/she will work under supervision of the Head of Unit and the programme officer in charge at SDC UNDP Viet Nam Office.

## 5. FINAL PRODUCTS

- In collaboration with the international consultant, the national consultant will deliver the joint products below:
  - Report on a stakeholders and institutional analysis with recommendations for project support and partnerships with clear roles and responsibilities of project partners, suggested implementation arrangement and stakeholder involvement plan
  - Baseline report on government and partners', and other organizations current investments and activities.
  - Capacity needs assessment report and implementation plan of capacity building and awareness-raising activities
  - Co-financing agreements signed by committed co-financiers
  - Written parts of the Project Document as per request by the team leader and based on the division of labor among the group.
- At least 4 national and province level workshops on ABS project in Viet Nam organized with government, local authorities and international and local partners
- In support to the national consultant on ABS,
  - a community engagement plan for the demonstration site.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

- The consultant will report to Head of SDC and SDC programme officer in UNDP and MONRE/BCA, Viet Nam
- Regular briefing and updates on new progress and results with UNDP team in Viet Nam and with MONRE/BCA
- The consultant will work closely with BCA and other relevant stakeholders

## 7. DEGREE OF EXPERTISE AND QUALIFICATIONS

- Postgraduate degree in policy development or in biodiversity or relevant fields;
- At least ten (10) years of relevant work experience; especially in biodiversity and natural resources management policies in Viet Nam;
- Good knowledge and understanding of key stakeholders involved in biodiversity conservation and genetic resources use and pharmaceutical and food supplies sectors in Viet Nam; with ability and experience to work with government officials, businesses, financial institutions and CSOs;
- Excellent speaking skill in English and Vietnamese and demonstrated command over writing

professional reports in English with evidence by submission of sample reports;

- Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage.

## 8. ADMIN SUPPORT AND REFERENCE DOCUMENTS

### Logistical support:

- Arrangement of Contract and payments will be provided by UNDP.
- BCA/MONRE will provide necessary logistical support for implementation of the work.

### Documentation/secondary information

All relevant project documents, publications, and materials available at MONRE/BCA and UNDP relating to the work will be made available for reference.

## 9. REVIEW TIME REQUIRED AND PAYMENT TERM

The payments for the contract will be divided into two installments:

- The first installment of 30% of the contract value will be paid upon submission the draft work-plan with satisfactory acceptance by UNDP and the BCA
- The final payment of 70% will be paid upon the completion of final products under the contract, with satisfactory acceptance by UNDP and the BCA

## 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)

