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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 Biodiversity and Access and Benefit Sharing (ABS) specialist for preparation phase of the 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:	59 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 Biodiversity and Access and Benefit Sharing (ABS) specialist for preparation phase of the ABS project in Viet Nam**

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 biodiversity conservation, natural resource management or in or relevant fields;	250
<b>2</b>	At least ten (10) years of relevant work experience; especially in biodiversity and natural resources policies or policies relating to ABS, genetic resources use in Viet Nam	300
<b>3</b>	Sound understanding of and experience of ABS mechanism, in Viet Nam and other countries	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 Biodiversity and Access and Benefit Sharing (ABS) specialist for preparation phase of the ABS project in Viet Nam
<b>Duty Station:</b>	Hanoi and provinces (Lao Cai, Kon Tum, Ha Giang, Thai Nguyen) in Viet Nam
<b>Duration of Appointment</b>	59 working days total from May 2014 to January 2015
<b>Reporting Project code</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 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 select demonstration sites, and facilitate consultations with local stakeholders besides providing technical inputs to the project design, and provide national expertise in Access and Benefit Sharing and Natural Resources Management.

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

The consultant will work in a team with international consultants to conduct the following tasks:

1. Analysis of ABS practices in Viet Nam
  - Review existing ABS initiatives and identify and evaluate the barriers to the application of the ABS mechanism in Viet Nam;
  - Conduct legal and institutional review for establishing ABS implementation framework to operationalize the ABS Legislation and recommend interventions in the project design based on international best practices – to improve policy decision making and on the ground implementation of conservation, sustainable use and fair and equitable sharing of benefits.
  - Review ABS experiences and best practices from abroad and assess potentials for application to Viet Nam;
  - Identify and evaluate potential solutions to the identified barriers and recommend actions to improve the application of the Nagoya Protocol in Viet Nam.
2. Identification, evaluation and selection of demonstration site
  - Identify and evaluate the proposed sites, as detailed in the PIF, in order to select one for potential demonstration project;

- Assess the pre-feasibility of the pre-selected demonstration projects and quantify their economic value;
  - Provide technical support for developing the pilot component, including a preparatory analysis of viable ABS agreements to be established with support of the project.
  - Conduct field-based consultation at potential pilot sites cover critical information gaps, possibly including: (i) a review and establishment of baseline information for each of the selected pilot site; (ii) an analysis of threats to biodiversity in the target sites; (iii) environmental and socioeconomic situation of the pilot sites incorporating gender assessment;
  - Develop an implementation plan for demonstration schemes at selected site including the technical requirements and assistance, budget estimates, cost and benefit analysis, expected results, potential R&D outcomes and monitoring and evaluation of the demonstration performance, etc;
  - Work with BCA/MONRE and the National Consultant on capacity and institutional strengthening to seek commitment from hosts of the selected demonstration sites including co-financing confirmation for demonstration and replication projects.
  - Ensure that the principles of PIC/MAT and gender considerations are applied in the design of the demonstration activities and community engagement plan
  - Comprehensive list and information on the selected demonstration site with baseline information, local threats and drivers of loss to biodiversity, environmental and socio-economic assessment and potential biodiversity impacts, as well as firm commitment from partners in the implementation of the proposed project.
3. Provision of technical inputs and assistance to the International Consultant on the ProDoc during drafting and finalization of the Project Document as required by the team leader and upon request of UNDP and MONRE/BCA.
- For the pilot site, propose management arrangements and undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies.

Any other responsibilities as required by the team leader in order to complete the submission package to GEF;

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

The assignment is designed with 59 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 expected to conduct field missions in provinces. 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 UNDP Viet Nam Office.

#### **5. FINAL PRODUCTS**

- Draft the reports and work closely with international consultant on ABS to finalize 3 products:
  - Report on “Analysis of ABS practices and barriers to the implementation of the NP in Viet Nam and recommendations for project interventions”, aimed to strengthen the ABS framework with indicative timelines and associated costs.
  - Review and finalize the report on “Analysis of potential project pilot site and recommendations for implementation plan and integration of lessons learned in national regime”, with baseline data on biodiversity status and socio-economic assessment.
  - Implementation plan and stakeholders’ engagement at the pilot site level
- Provide inputs for completion of the Capacity assessment with ABS scorecard and monitoring system for pilot and project impacts on biodiversity and Traditional Knowledge
- In collaboration with national consultant on capacity and institutional strengthening to develop a community engagement plan
- Letters of agreement with local partners on the implementation of the proposed demonstration site.
- Written parts of the Project Document as per request by the team leader and based on task division among the group.

#### **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 biodiversity conservation, natural resource management or in or relevant fields;
- Sound understanding of and experience of ABS mechanism, in Viet Nam and other countries;
- 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)



