



Empowered lives.  
Resilient nations.

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:	International Expert on Biodiversity Project Development 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:	Estimated 30 working days in total, starting from May 2014 until 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: **International Expert on Biodiversity Project Development 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 and

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>	Master's or postgraduate degree in biodiversity, natural or environmental sciences or other related to the expertise areas.	200
<b>2</b>	Minimum 10 years professional experience in biodiversity conservation, natural resource management, etc. with specialised skills in programme/project formulation.	300
<b>3</b>	Experience in working with government institutions as well as civil society/private organizations	100
<b>4</b>	A very good understanding of GEF and UNDP project formulation process and requirements; with demonstrable knowledge and skills on drafting, reviewing and finalizing UNDP and GEF documents	100

5	Proven record of projects developed under Biodiversity Focal Area and approved by GEF	100
6	Excellent interpersonal skills to lead a small group with strong client and results orientation	100
7	Demonstrated command over writing professional reports/ project documents in English with evidence by submission of sample reports.	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
- 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).

## Annex I

### TERMS OF REFERENCE

<b>TITLE:</b>	Biodiversity Project Development Expert for preparation phase of the Access and Benefit Sharing (ABS) project in Viet Nam
<b>Duty Station:</b>	Home based and Hanoi
<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 prepare 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. The **Biodiversity Project Development Expert** will serve as team leader in collating inputs of different team specialists and take the lead in collaboration with key stakeholders, implementing and executing agencies in designing the project document.

#### 2. OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are to:

- Monitor and support the implementation of all PPG activities, by means of 2 visits to Viet Nam.
- Facilitate consultation and validation workshops, co-financing agreements
- Provide technical inputs to the conduct of barrier analysis and proposed project strategy;
- Draft and finalize the medium-sized project document and Request for CEO Endorsement.

### 3. SCOPE OF WORK AND SPECIFIC TASKS

The consultant will conduct the following tasks:

#### 1. Team lead

- Define operational strategies and resource needs for effective project design.
- Provide an overall orientation to the PPG team in relation to GEF requirements for project planning and monitoring.

#### 2. Project preparation phase

- Provide methodological guidance for data collection related to project planning and monitoring with particular attention given to the description and quantification of the baseline information.
- Review baseline and situation analysis reports from the consultants' team.
- Provide technical guidance to the national consultant 1 on stakeholders, institutions and capacity needs assessment and analysis
- Advise the identification of local, national and international partners, and pilot sites to investigate the potential for ABS agreement.
- Conduct feasibility analysis of different options for the implementation of project activities and project governance.
- Explore multilateral and bilateral co-financing opportunities: Undertake series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase.
- Negotiate partnerships with on-going projects to align their activities and the project to build synergies
- Advise consultations with potential international and local private sector, universities and research institutes companies, in order to secure their participation in and co-financing of pilot activities.

#### 3. Project document drafting

- Ensure action points from the UNDP environmental and social screening process (ESSP) for the PIF stage are fully implemented during the PPG.
- Conduct the full UNDP ESSP and compile a summary report indicating results of the PPG investigation and future actions.
- Define and validate the project outcomes, outputs, and activities based on a logical framework analysis and the results of the PPG studies undertaken by the team of experts.

- Assess existing monitoring and evaluation systems of the government institution for biodiversity and provide guidance and orientation to define indicators and quantify targets to track project progress and effectiveness.
- Develop the results framework of the project with SMART indicators, baseline and targets, including biodiversity indicators
- Compile the final baseline/situational analysis for the project based on the inputs from local experts and in close cooperation with the key national stakeholders. This will include a precise definition of baseline projects, activities, budgets, goals, and co-financing links to GEF outcomes; definition of GEF incremental value per outcome and output including full description of pilots; and development of incremental cost matrices, describing and evaluating (costing) any alternative means of achieving the goals of the project.
- Define overall Monitoring and Evaluation Framework for the Project
- Define recommended project monitoring and evaluation indicators.
- Perform final reviews of the required project documentation
- Compile response to GEF Secretariat's review comments and make necessary revisions to the documents
- Determine key equipment or infrastructure that should be provided under GEF funding and co-financing.

#### 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 from home with 2 visits of at least one week duration to Hanoi, Viet Nam, and come at UNDP office for meetings. The consultant will develop a work plan for his/her visits to Vietnam in agreement with UNDP and MONRE/BCA. 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

The key deliverable of the **Biodiversity Project Development Expert** will be a final comprehensive project document in both GEF and UNDP formats and the CEO Approval Request Document, which needs to be technically cleared by the Government and UNDP Principal Technical Adviser for Biodiversity and Ecosystem.

Preparation of this key deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document:

- Situation Analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, indigenous groups, business-with-GEF-analysis)
- Project Strategy (including proposal sections on project rationale and policy conformity, project goal, objective, outcomes, outputs and activities including full descriptions of pilots, project indicators, risks and assumptions, country ownership, sustainability and replicability)

- Institutional and Management Arrangements
- Monitoring and Evaluation Plan and Budget
- Incremental Cost Analysis (including systems boundary, Summary of costs, additional cost matrix)
- Strategic Results Framework (formerly Logical Framework Analysis)
- Total Budget and First Annual Work plan
- Project Organogram
- Project timetable
- Terms of Reference for Project staff and main consultants and sub-contracts
- Stakeholder involvement Plan with a focus on local community/indigenous groups within the pilot sites/protected areas.
- Letters of Endorsement and co-financing
- Annexes and additional information annexes including UNDP Environmental and Social Screening.

These sections are indicative as templates may be subject to change. The Biodiversity Project Development Expert will be required to obtain guidance from the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

## **6. PROVISION OF MONITORING AND PROGRESS CONTROLS**

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

## **7. DEGREE OF EXPERTISE AND QUALIFICATIONS**

- Master's or postgraduate degree in natural or environmental sciences or other related to the expertise areas.
- Minimum 10 years professional experience in biodiversity conservation, natural resource management, etc. with specialised skills in programme/project formulation.
- Proven record of projects developed under Biodiversity Focal Area and approved by GEF
- Experience in working with government institutions as well as civil society/private organizations

## **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)

