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Date: 18 March 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Short-term International Technical Expert on Natural Resources and Environment
Project name:	00085508/ Strengthening Capacity on Natural Resources and Environment Policy Development and Environmental Performance (NREP)
Period of assignment/services (if applicable):	

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **30 March 2014 (Hanoi time)**.

With subject line: International Technical Expert on Natural Resources and Environment

Submission received after that date or submission not in conformity with the requirements specified in 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 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 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 Points
1	Post Graduate degree, in environmental sciences, natural resources and environment management or related fields with proven knowledge in natural resources and environment protection, NRE policy formulation and implementation;	200
2	At least five (5) years working experience in providing policy advice to the government agencies to enhance national and provincial policies in relevant topics	250
3	Excellent conceptualization and analytical skills and proven experience in leading policy researches in natural resources and environment sector or related field	200
4	Proven experiences in project management, results driven for donor-funded projects	150
5	Relevant experience of Viet Nam or South East Asia countries is an advantage	100
6	Strong skill of English is a must with proof of 1-2 writing samples	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 installment of 40% of the contract value will be made upon submission of the Outputs 5.2. and 5.3 of the TOR with satisfactory acceptance by UNDP;
- The second and final payment of 60% of the contract value will be paid upon completion of all final products under the contract with satisfactory acceptance by 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 (TOR)

Title:	Short-term International Technical Expert on Natural Resources and Environment
Project ID and title:	00085508/ Strengthening Capacity on Natural Resources and Environment Policy Development and Environmental Performance (NREP)
Duration:	April – June 2014 (30 days)
Duty station:	Hanoi and home-based
Reporting:	UNDP Viet Nam and Institute of Strategy and Policy on Natural Resources and Environment (ISPONRE)

1) GENERAL BACKGROUND

In Viet Nam, over the past decade, rapid industrialization, urbanization, and increased exploitation of natural resources, particularly finite fossil fuels, have driven high rates of economic growth. However, these drivers, aided by climate change, have also put increasing pressures on natural resources and the environment. Environmental degradation and inefficient resource use are becoming major barriers to achieve sustainable development in Viet Nam. Recognizing these challenges, the 10-year national Socio-Economic Development Strategy (2011-2020) charts a new model of “sustainable growth based on higher productivity and better balance between economic, social and environmental protection priorities.”

As part of this response, a number of natural resources and environment (NRE) policy frameworks have been developed and put into implementation. However, there are gaps and discrepancies in these legal frameworks and policies and weaknesses in policy enforcement. The Government has initiated to revise some laws and has a plan to formulate new laws and introduce tools in order to increase resources efficiency, environmental protection, and law enforcement, through promotion of transparency and participation by stakeholders.

Under the programme cycle 2012-2016, UNDP Viet Nam continues providing support to the Government of Viet Nam to enhance institutional capacity, environmental technologies, application of innovative tools for environmental management and biodiversity conservation for sustainable development through the implementation of projects in partnership with Ministry of Natural Resources and Environment (MONRE) and other governmental line agencies. The “Strengthening Capacity on Natural Resources and Environment Policy Development and Environmental Performance” (NREP) is one among these projects with an objective to assist Government in optimally revising old and introducing major new legislation and policy and supporting mechanisms and tools aimed at improving environmental protection, environmental performance and natural resource efficiency.

The project is designed to support policy researches and dialogues, and provide quality inputs to policy-formulation and revision. The project consists of two components: i) Policy formulation in natural resources and environment (NRE) sector based on evidence, policy analyses, and participatory approach; and ii) development of tools and mechanism for enhanced environmental performance and natural resource management.

An International Technical Specialist (ITS) is required to provide advice to the project on technical and policy aspects of natural resources and environment and on project management.

As this full-time position is under recruitment process, the project is seeking a short-term international technical expert to cover the gap during April – June 2014.

2) OBJECTIVES OF THE ASSIGNMENT

The short-term international technical expert will provide strategic and technical advices to ISPONRE, Viet Nam Environment Administration (VEA), Department of Minerals and Geology of Viet Nam (DGMV) and Viet Nam Administration of Seas and Island (VASI) and UNDP in implementation of the project’s work-plan for 2014 during April – June 2014.

3) SCOPE OF WORK

The short-term International Technical Expert has following main functions, specifically, he/she will:

- Provide advice on implementation strategies for all project activities results under the AWP 2014;
- Lead and provide technical support to the PMU and Project Co-implementing Partners (CIPs) in developing all technical terms of reference/concept notes for all project activities during quarter 2 – quarter 3 of the AWP 2014; provide inputs to bidding documents and selection process to have service providers in place;
- Lead the finalization of the Quarterly Work-plan (Quarter 2) to have it ready for implementation;
- Provide technical guidance and advise and quality assurance for activities undertaken during April-May 2014;
- Provide advice and support to PMU in finalizing annual and quarterly reports of the project;
- Interact, to the extent possible, with the full-time ITS (once identified), to help ensure that s/he can start involvement in the project when posted.

4) DURATION OF ASSIGNMENT

Duration: Estimated 30 days from April – June 2014

Duty station: Home based and Hanoi (Project office and UNDP duty station). The international expert will be expected to have a maximum of 20 working days for 1 mission to Hanoi. Exact dates and timing will be discussed and agreed prior to the visit.

5) FINAL PRODUCTS

The following outputs are expected to be delivered during the period:

- 5.1. The roadmaps reflecting implementation of each of output of the project's AWP 2014 developed and agreed by ISPONRE, VEA, DGMV, VASI and UNDP. The roadmap shall cover key details which include but not limited to i) time-frame with key steps/milestones towards work completion, ii) realistic cost estimation, iii) selection criteria of service providers, iv) coordination between the PMU and CIPs for relevant outputs
- 5.2. Finalized QWP (2nd quarter) to be ready by mid April;
- 5.3. Finalized TORs/concept notes for all the activities to be implemented in Quarters 2 and 3;
- 5.4. Written comments/inputs and technical meeting minutes which give technical guidance and quality assurance for relevant service providers or technical reports respectively.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The short-term International Technical Expert will implement his/her functions and report to the UNDP Head of Sustainable Development Cluster and NREP Project's National Project Director (NPD). The expert works in close collaboration with the programme staff at the UNDP Country Office, PMU and national counterparts for ensuring knowledge sharing and the highest possible quality of expected products.

A detailed work plan for the assignment shall be prepared by the expert and agreed with UNDP and the NPD. Weekly briefing and updates on work progress and results will be required.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant should have the following qualifications:

- Post Graduate degree, in environmental sciences, natural resources and environment management or related fields with proven knowledge in natural resources and environment protection, NRE policy formulation and implementation;
- At least five (5) years working experience in providing policy advice to the government agencies to enhance national and provincial policies in relevant topics;
- Excellent conceptualization and analytical skills and proven experience in leading policy researches in natural resources and environment sector or related field;

- Proven experiences in project management, results driven for donor-funded projects.
- Relevant experience of Viet Nam or South East Asia countries is an advantage.
- Strong skill of English is a must.

8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

PMU will provide administrative support including (i) a work station (desk and internet access) at the project office, (ii) interpretation in the meetings, (iii) relevant documents/material in English, and (iv) logistic support.

Copy of the approved Project Detailed Outline and project documents and inception reports will be made available to the expert upon commencement of the assignment.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment of agreed cost will be made into two installments

- First installment of 40% of the contract value will be made upon submission of the Outputs 5.2. and 5.3 with satisfactory acceptance by UNDP;
- The second and final payment of 60% will be paid upon completion of all final products under the contract with satisfactory acceptance by UNDP.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

- 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)

