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Date: 4 April 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 local consultants to support BCA in developing draft inter-ministerial circular on biodiversity financing. <ul style="list-style-type: none">- 01 National Team leader- 01 National Biodiversity consultant- 01 National Financing consultant
Project name:	Removing Barriers Hindering Protected Area Management Effectiveness in Viet Nam
Period of assignment/services (if applicable):	April – July 2014

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **17 April 2014 (Hanoi time)**.

With subject line: (one of the below selected position)

- 01 National Team leader to support BCA
- 01 National Biodiversity consultant to support BCA
- 01 National Financing consultant to support BCA

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 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 **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 team members will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Team Leader:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	At least Master degree on biodiversity and/or finance, environmental economics or relevant	200
2	Recognized expertise in the field of biodiversity conservation and/or PA management for at least 15 years	250
3	Experienced in developing legal documents in field of biodiversity	250
4	Experienced in team leader	200
5	Knowledge of and experience or familiarity in GEF/UN project implementation and approaches	100
	TOTAL	1000

Biodiversity consultant

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	At least Master degree on biodiversity, forestry or relevant	200
2	Recognized expertise in the field of biodiversity conservation and/or PA management for at least 10 years	250
3	Experienced working with and/or understand on legal documents on biodiversity	250
4	Experienced in working group	200
5	Knowledge of and experience or familiarity in GEF/UN project implementation and approaches	100
	TOTAL	1000

Financing consultant

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	At least Master degree on finance, environmental/forestry/agricultural economics	200
2	Recognized expertise in the field of finance/economics for at least 10 years	250
3	Experienced working with and/or understand on legal documents on biodiversity financing	250
4	Experienced in working group	200
5	Knowledge of and experience or familiarity in GEF/UN project implementation and approaches	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.

- 20% of the contract amount will be paid upon the submission and approval of the assignment work plan, which will also authorize the schedule of the field mission.
- 50% of the contract amount will be paid upon the submission and approval of the mission report.
- The remaining amount will be paid upon the final submission and satisfactory approval of the final evaluation report.

Payments to the team members shall be certified by the Team Leader.

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:	03 local consultants to support BCA in developing draft inter-ministerial circular on biodiversity financing
Project:	Removing Barriers Hindering Protected Area Management Effectiveness in Viet Nam
Reporting to:	UNDP/PMU-BCA
Duty Station:	Hanoi, Viet Nam
Contract Type:	Individual Contract (IC)
Duration:	Output based consultancy within the period of 3 months (Apr – July, 2014)

1) GENERAL BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Viet Nam's Ministry of Natural Resources and Environment (MONRE) in the implementation of the GEF Full Size Project (FSP) "*Removing Barriers Hindering Protected Area Management Effectiveness in Viet Nam*". The project was planned for five years (2010- 2015).

The objective of the project is "to secure a sustainably financed PA system to conserve globally significant biodiversity". This will contribute to the broader goal "Effective conservation of biodiversity in Vietnam". In order to achieve the project objective, a number of outcomes will be secured including: (1) A comprehensive and harmonized legal and policy framework supports sustainable PA financing; (2) Clear and harmonized institutional mandates and processes support sustainable PA financing mechanisms; (3) Knowledge and experience of sustainable financing options developed through demonstrations; (4) Information on biodiversity and PA status supports PA management and builds public support for the PA system.

The project has three demonstration clusters, namely (1) Xuan Thuy National Park (NP) – Tien Hai Natural Reserve, (2) Cat Ba National Park – Bai Tu Long National Park, (3) Bidoup – Nui Ba National Park – Chu Yang Sin National Park. Of which, Xuan Thuy NP, Cat Ba NP, and Bidoup – Nui Ba NP are being selected/considered as three main demonstration sites of the Project.

The Project Document signed between the Vietnamese Government and UNDP Viet Nam Country Office is available at

http://www.thegef.org/gef/sites/thegef.org/files/gef_prj_docs/GEFProjectDocuments/Biodiversity/Vietnam%20-%20%283603%29%20-%20Removing%20Barriers%20Hindering%20PA%20Management%20Effectiv/5-29-09%20-%20Project%20Document%20-%20203603.pdf

The main objective of project is to ensure sustainable financing for protected area and biodiversity. Ensuring resources for biodiversity conservation activities through a legal document is one of the ways. Therefore, the project is currently seeking three qualified individuals as national consultants to conduct this assignment.

2) OBJECTIVES OF THE ASSIGNMENT

The key objective of this consultancy package is to work with and assist BCA in developing draft inter-ministerial circular on biodiversity financing. This draft legal document will be submitted to MONRE and MOF for appraisal and approval.

3) SCOPE OF WORK

This consultancy requests to seek and contract with 03 consultants as 01 team leader, 01 biodiversity consultant and 01 financing consultant; of which team leader is responsible for leading the development of expected deliverable. The rest 2 consultants will assist and work together with team leader to ensure all necessary inputs and clarification that are provided to produce expected deliverables.

Main tasks of each consultant as following:

- Review previous researches and works of BCA in 2012 related to the mentioned topic
- Review all related materials to understand the biodiversity financing situation

- Review all current financing and/or biodiversity financing regulations to find out gaps and propose solutions
- Work with BCA/PMU and representatives from MOF to understand direction and support BCA to finalize draft inter-ministerial circular on biodiversity financing. This draft circular includes regulations on sources and/or cost norm for biodiversity management and conservation activities from state budget.
- Do presentation at consultation meetings organized by PMU and make revision after the meetings
- Prepare official letter to related organizations to get official and final comments for the draft before submitting to MONRE and MOF leaders for approval. PMU will assist to send and collect all comment letters.
- Combine all comments from related organizations in a matrix based on format provided by PMU
- Do revision of draft circular according to comments
- Prepare letter for approval and other required documents to submit to MONRE and MOF leaders
- Revise and complete the draft as required of appraisal organizations of MONRE and MOF
- Have responsible until the draft completed and approved by MONRE and MOF leaders

To implement above - mentioned tasks; team leader will have overall responsibility for the work and operation of the study team, including the coordination of inputs from national team member. The Team Leader is responsible and overall accountable for the production of the agreed outputs.

In addition to the above, the Team Leader is responsible for the following:

- Desk research of existing documents.
- Develop detail work plan of assignment with clear responsible of each team consultant
- Conduct interview and consultation with centrally and local agencies in PA financing
- Make a presentation of key findings highlighting achievements, constraints, and make practical recommendations to decision makers and stakeholders.

The Biodiversity consultant and Financing consultant as team members would be responsible for assisting and collaborating as requested by the Team Leader, including literature review, questionnaire development, fieldwork and report writing as agreed with Team Leader. He/she is also responsible for conducting interview and consultation with provincially authority agencies to generate inputs for Team Leaders to compile and finalized the products.

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

The total effort for conducting this study has been estimated to 50 working days for team leader and 30 working days for each team member. Working days are all necessary days to complete task, including time to collect data, questionnaire and communication with PAs (travelling will covered by project if needed). Based on the indicated scope of work and expected outputs, applicants to this consultancy must make their own estimate of the time taken to complete the assignment in line with this TOR and use this estimate as the basis of the financial proposals.

The assignment, based in Hanoi, travelling possibly is planned for the period from Apr to Jul 2014. The report shall be submitted to the BCA/PMU and UNDP Viet Nam office. Prior to approval of the final report, a draft version shall be circulated for comments to government counterparts, project team and UNDP Country Office. If any discrepancies have emerged between findings of the evaluation team and information available at the aforementioned parties, these should be explained in an annex attached to the final report.

5) FINAL PRODUCTS

The deliverables include:

- Draft inter-ministerial circular on biodiversity financing and all required documents for approval by MONRE and MOF leaders
- Meeting minutes, presentation files of the meetings

The deliverables should be submitted to UNDP and BCA/PMU in Vietnamese.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultants, represented by team leader, should submit the assignment work plan to UNDP and PMU within a week after signing the contract. Implementation of the service's activities will be supervised by the UNDP representative and PMU.

The UNDP will require regular meetings or updating on progress as necessary. Consultant's outputs/reports will be reviewed by the UNDP and the PMU within 10 days from the date of report submission.

7) REQUIRED DEGREE OF EXPERTISE, AND QUALIFICATIONS

The individual consultants **must not** have participated in the project preparation and/or implementation and must not have conflict of interest with project related activities. They should have the following competencies and qualifications:

Team leader:

- At least Master degree on biodiversity and/or finance, environmental economics;
- Recognized expertise in the field of biodiversity conservation and/or PA management for at least 15 years;
- Experienced in developing legal documents in field of biodiversity;
- Experienced in team leader;
- Knowledge of and experience or familiarity in GEF/UN project implementation and approaches.

Biodiversity consultant:

- At least Master degree on biodiversity, forestry or relevant;
- Recognized expertise in the field of biodiversity conservation and/or PA management for at least 10 years;
- Understand on legal documents on biodiversity
- Experienced in working group;
- Knowledge of and experience or familiarity in GEF/UN project implementation and approaches.

Financing consultant:

- At least Master degree on finance, environmental/forestry/agricultural economics;
- Recognized expertise in the field of finance/economics for at least 10 years;
- Understand on legal documents on biodiversity financing
- Experienced in working group;
- Knowledge of and experience or familiarity in GEF/UN project implementation and approaches.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Administrative support will be provided by the Project Management Unit (PMU). The consultant will be provided following supports:

- Work station: Working places will be provided to the consultants at the Project Office;
- Logistical arrangements including domestic travel for site visits located outside of Hanoi, contacting to local authorities, meetings with government/ other officials, local people, etc.
- Support to obtaining necessary project documents and reference documents which include (but not limited to):
 - Project document
 - Project inception report
 - Harmonized Project & Program Management Guidelines (HPPMG 2010)
 - Etc.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

All payment will only be authorized upon the UNDP approval of the deliverables. Proposed payments are indicated below:

- 20% of the contract amount is paid upon the submission and approval of the assignment work plan, which will also authorize the schedule of the field mission.
- 50% of the contract amount is paid upon the submission and approval of the mission report.
- The remaining amount is paid upon the final submission and satisfactory approval of the final evaluation report.

Payments to the team members shall be certified by the Team Leader.

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)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

No.	Description	Number of days	Rate (VND)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature