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Date: 22 April 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National (local) Consultants (01 Team leader and 01 Team member) on developing PRAP Development Guidelines
Project name:	Project 00085319 - UN-REDD Vietnam Phase II Programme
Period of assignment/services (if applicable):	50 days each consultant spread over 15 months (May – July 2015)

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **6 May 2014 (Hanoi time)**.

With subject line: Team Leader - Developing PRAP Development Guidelines
Or
Team member - Developing PRAP Development Guidelines

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 **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 Leader and the Team Member will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Post graduate in forestry, natural resource management, climate change or related fields.	150
2	Knowledge on legal framework development processes in Viet Nam.	150
3	Knowledge on REDD+ and forestry.	200
4	At least five (5) years of working experience related to government institutions and policy development in Viet Nam.	200
5	Demonstrated previous experience in the preparation of similar guidelines.	100
6	Understanding on local context.	100
7	Good communication skill and experience working with local stakeholders and communities.	50
8	English fluency in both writing and speaking.	50
	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
- 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.

- The first installment of 20% of the contract value will be paid upon submission the PRODUCT 1 of the TOR with satisfactory acceptance by UNDP and the NPD.
- The second payment of 30% will be paid upon the completion of PRODUCT 2 of the TOR, with satisfactory acceptance by UNDP and the NPD.
- The final payment of 50% will be paid upon the completion of final products under the contract, with satisfactory acceptance by UNDP and the NPD.

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:	02 National Consultants (01 Team leader and 01 Team member) on developing PRAP Development Guidelines
Duty Station:	Ha Noi
Duration of Appointment	50 days each consultant spread over 15 months (May – July 2015)
Reporting Project code	UNDP and National Programme Director of UN-REDD phase II 00085319

1. GENERAL BACKGROUND

1. Background

The UN-REDD Viet Nam Phase II Programme is a part of the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (UN-REDD). The Vietnam Administration of Forestry (VNFOREST) under the Ministry of Agriculture and Rural Development (MARD) is the Programme Owner. The Phase II Programme runs from mid-2013 to end-2015 and benefits from the support of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme.

Globally, the Programme will assist Viet Nam to implement the National REDD+ Action Programme (NRAP). The overall Objective of Phase II is “to enhance Viet Nam’s ability to benefit from future results-based payments¹ for REDD+ and undertake transformational changes in the forestry sector”. This Objective will be secured through the following six Outcomes:

- Outcome 1: Capacities for an operational National REDD+ Action Programme (NRAP) are in place
- Outcome 2: The six pilot provinces are enabled to plan and implement REDD+ actions
- Outcome 3: National Forest Monitoring System (NFMS) for Monitoring and Measurement, Reporting and Verification and National REDD+ Information System (NRIS) on Safeguards are operational
- Outcome 4: Stakeholders at different levels are able to receive positive incentives
- Outcome 5: Mechanisms to address the social and environmental safeguards under the Cancun Agreement are established
- Outcome 6: Regional cooperation enhances progress on REDD+ implementation in the Lower Mekong Sub-Region

VNFOREST has established the UN-REDD Programme Management Unit (PMU) to implement the Programme under the leadership of the National Programme Director (NPD), assisted by a deputy NPD, and a National Programme Coordinator.

Pilot activities will notably be focused into six pilot provinces, namely: Lao Cai, Bac Kan, Ha Tinh, Lam Dong, Binh Thuan and Ca Mau.

2. Provincial REDD+ Action Plans

In 2012 the Prime Minister approved the National REDD+ Action Programme (NRAP). As a result, the MARD has the responsibility to implement the NRAP.

A key item under NRAP implementation is the preparation of Provincial REDD+ Action Plans (PRAP). However, capacity to prepare these plans is limited at the provincial level, and there is no guidance or format for preparing these PRAP.

¹Note that the term “results-based payments” refers only to the basis for international transfer of funds to Viet Nam.

With the support of international partners, several Provinces are piloting REDD+ activities. The UN REDD Vietnam Phase II Programme is to pilot activities in six provinces. In most cases, these provincial level activities include the preparation of a PRAP.

In reality, guidelines to prepare PRAP cannot be developed until there is more experience with provincial REDD+ planning, that is: until *after* many of the pilot activities are completed and have provided lessons. In the meantime, some guidance is urgently needed to guide the pilot activities.

The solution to this dilemma is to prepare (i) interim PRAP Development Guidelines that will guide activities in the pilot provinces. (ii) improve the Guidelines, as a part of implementation guidance of NRAP, when they are informed by lessons learnt in the pilot provinces. This assignment may be extended to 2015 for the finalization of the guidelines along with the PRAP formulation process. It is noted that some activities have started in some pilot provinces prior to the drafting of these ToR.

2. OBJECTIVE OF THE ASSIGNMENT

To accelerate and provide support to improve the provincial REDD+ Planning Process in long term as a part of implementation guidance of National REDD+ Action Plan (NRAP).

3. SCOPE OF WORK AND SPECIFIC TASKS

Joint activities

The two consultants will jointly undertake the following tasks:

a. For the development of the Interim PRAP Development Guidelines (focus on legislation requirements on PRAP)

- Review existing documents related to PRAP, such as NRAP (issued under Decision 799/QĐ-TTg), Handbook of PRAP development developed by Dien Bien REDD+ Project (funded by JICA), Draft PRAP of Dien Bien, Draft PRAP of Lam Dong (funded by LEAF) and all other relevant legal regulations relating to the key elements of NRAP;
- Consult with national and international stakeholders;
- Considering local and legislation context, provide strategic and practical advices on how PRAP should be placed: Whether it should be integrated in to FPDP, SEDP or it should be established separately (of course in close collaboration with the related plans)
- Propose a scope and an outline for Interim PRAP Development Guidelines. The scope/outline should be in line with related government regulations on legal document development and should cover key issues of REDD+, such as capacity building, policy and institutional development, MRV, REL/FRL, BDS, Safeguards, etc. and the priority programmes/projects and the logframe; Organize a consultation workshop with representatives of Lao Cai, Bac Kan, Ha Tinh, Lam Dong, Binh Thuan and Ca Mau provinces;
- Finalize the interim Guidelines.

b. For the development and finalization of PRAP Development Guidelines

- Draft guidelines for PRAP development, including steps, consultation process, stakeholder involvement;
- Facilitate the consultation process to obtain comments on the draft guidelines;
- Improve the guidelines for PRAP development based on the lessons learnt and where the lessons are not yet generated, the local contexts of all 6 pilot provinces, concerning procedural steps, consultation process, stakeholder engagement and participation methods, decision-making, roles and responsibilities, performance measurement, monitoring modalities etc.
- Draft outlines for the PRAPs based on government's regulations on legal document development and to cover key aspects of a PRAP such as capacity building, policy and institutional development, eligible interventions linked with MRV, REL/FRL, BDS, safeguards, financial and technical support, etc. The outline will also cover sections for detailed activities, methods, approaches and measures.

Individual responsibilities:

Special tasks for the Team Leader

The Team Leader will be responsible for the overall progress and quality of the all products produced by the assignment, distribution of tasks under "Joint activities" between the Team Leader and the Team member.

Beside the joint activities, the Team Leader will be responsible for the consultation processes in 03 Northern provinces (Lao Cai, Bac Can and Ha Tinh) to ensure that the PRAP guidelines could be well adopted into the local economic and social development conditions of these three provinces.

Special tasks for the Team Member

The Team Member will be responsible for cooperating with the Team Leader on joint activities, provide inputs and expertise required by the Team Leader to deliver all outputs in the TOR. Beside the joint activities, the Team member is responsible for the consultation processes in 03 Southern provinces (Binh Thuan, Ca Mau and Lam Dong) to ensure that the PRAP guidelines could be well adopted into the local economic and social development conditions of these three provinces.

More detailed on work division should be developed by the selected consultants through their workplan.

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

The assignment is designed with 50 days per each consultant spread over 15 months, from May till July 2015.

The consultants will work from home and, when necessary, may come to PMU and/or UNDP office for meetings. Both consultants are requested to travel to 6 pilot provinces, with an estimation of about 5 days per province.

He/she will work under supervision Head of Unit at UNDP Viet Nam Office and NPD of the programme.

5. FINAL PRODUCTS

The expected outputs from this assignment include:

- PRODUCT 1: A proposal including workplan submitted for the assignment by one week after the contract signed
- PRODUCT 2: Interim PRAP Development Guidelines by 2 months after the contract signed
- PRODUCT 3: Final PRAP Development Guidelines by July 2015.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

- The consultant will report to UN-REDD UNDP team and the NPD of the programme.
- Regular briefing and updates on new progress and results with PMU, NPD and UNDP.
- The consultant will also interact with Provincial PMU in the pilot provinces.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

Both consultants are expected to have:

- Post graduate in forestry, natural resource management, climate change or related fields.
- Knowledge on legal framework development processes in Viet Nam.
- Knowledge on REDD+ and forestry.
- At least five (5) years of working experience related to government institutions and policy development in Viet Nam.
- Demonstrated previous experience in the preparation of similar guidelines.
- Understanding on local context.
- Good communication skill and experience working with local stakeholders and communities.
- English fluency in both writing and speaking.

8. ADMIN SUPPORT AND REFERENCE DOCUMENTS

Logistical support:

- Arrangement of Contract and payments will be provided by UNDP.
- The project PMU will provide necessary logistical support for implementation of the work.

Documentation/secondary information

- All relevant project documents, publications, and materials available at PMU 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 20% of the contract value will be paid upon submission the PRODUCT 1 under the TOR with satisfactory acceptance by UNDP and the NPD.
- The second payment of 30% will be paid upon the completion of PRODUCT 2 under the TOR, with satisfactory acceptance by UNDP and the NPD.
- The final payment of 50% will be paid upon the completion of final products under the contract, with satisfactory acceptance by UNDP and the NPD.

Payments to the Team member need certification by the Team Leader.

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)

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