



REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Formulation of priority Policies and Measures to support the revision of NRAP**.

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, June 14, 2016** (Hanoi time) by the following methods:

<u>By email: For green environment, this is preferred submission method</u>	<u>By hard copy: (within working hours only)</u>
E-mail address for proposal submission: nguyen.thi.hoang.yen@undp.org	Proposals should be addressed to:
Separate emails for technical and financial proposal.	Ms. Nguyen Thi Hoang Yen Procurement Associate UNDP Vietnam 304 Kim Ma, Hanoi Tel: +84-4-38500200
With subject: (Name of bidder) RFP for Formulation of priority Policies and Measures to support the revision of NRAP (Email ... of ... emails)	Technical and Financial Proposals are to be submitted in separate envelop.
Maximum size per email: 7 MB . Bidders can split proposal into several emails if the file size is large)	With envelop/email subject: (Name of company) RFP for Formulation of priority Policies and Measures to support the revision of NRAP

Note:

- *For both submission methods, please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).*
- *UNDP will acknowledge receipt of the proposals within 3 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 5 working days after submission deadline.*

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline

indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
5/31/2016

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	Formulation of priority Policies and Measures to support the revision of NRAP
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	UNDP and National Programme Director of UN-REDD phase II
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Hanoi
Expected duration of work	June – August 2016
Target start date	June 2016
Latest completion date	31 August 2016
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the

	validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP and National Programme Director of UN-REDD phase II
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. See detailed evaluation criteria in the below table.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) ¹ <input checked="" type="checkbox"/> Institutional contract for service (Annex 4)

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<p>Contact Person for Inquiries (Written inquiries only)²</p>	<p>Ms. Nguyen Thi Hoang Yen Procurement Associate, UNDP Vietnam Email: nguyen.thi.hoang.yen@undp.org</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other information</p>	

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION CRITERIA:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	30%	300					
2.	Proposed Work Plan and Approach	30%	300					
3.	Personnel	40%	400					
Total			1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organization Submitting Proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organization submitting proposal							
1.1	Litigation and Arbitration history	10					
1.2	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm/ organization, strength of project management support e.g. project financing capacity and project management controls)	30					
1.3	Team Composition: <ul style="list-style-type: none"> - Extent to which the team has a sufficient number of qualified members that reflect the major focus of the exercise with good required expertise, competence and experience. - Proven experience of team management supervision and delivery of good quality products for international development projects 	70					
1.4	Relevant knowledge and expertise of the organization <ul style="list-style-type: none"> - Proven records of similar assignments relating to strategy and policy development at the national level or related national policies/targeted programmes on natural resource management; 	70					

	particularly in the formulation of the policies and measures in 3 areas: forest land tenure, community forestry and forest law enforcement. - Adequate knowledge on UNFCCC requirements, particularly as regards to national REDD+ strategy/plan.						
1.5	Relevant experience: - Extensive experience of engaging national stakeholders on natural resource management issues, in designing, implementing or managing similar mechanisms/systems on forest management, social development, forest law enforcement and in community forestry. - Proven experience of delivery of good quality products for international development projects	90					
1.6	- Quality assurance procedures, warranty - Clear structure is proposed on how to control the quality of the assignment.	30					
Total Form 1		300					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	20					
2.2	Is the scope of task well defined and does it correspond to the TOR?	80					
2.3	Have the important aspects of the task been addressed in sufficient detail?	30					
2.4	Is the proposal based on the preliminary information and analysis made in the 1st phase of the NRAP revision process and was this input properly used in the preparation of the proposal?	20					
2.5	Does the detailed work plan identify specific timeframe with plans for travels, needed meetings, events, deliverables and other key points that need to be co-ordinated.	100					
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30					
2.7	Does the proposal include a detailed list of relevant materials, reports and policy documents that will be referenced?	10					
2.8	Does the proposal include a detailed list of stakeholders that will be engaged during the consultation process?	10					
Total Form 2		300					

Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
3.1	National expert, with special expertise on forest land tenure		140					
		Sub-Score						
	General Education Qualification: Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines		30					
	Suitability for the Project		100					
	At least 5 years experiences in strategy and policy development at the national level and policy review.	40						
	Strong knowledge of the institutional and legal framework of Viet Nam in relation to their respective priority area	20						
	Strong experience providing strategic advice and dealing with the government and development partners	20						
	Understanding of REDD+	10						
	Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project;	10						
	Fluent English	10						
		140						
3.2	National expert, with special expertise on Community Forestry		130					
		Sub-Score						
	General Education Qualification Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines		30					
	Suitability for the Project		90					
	At least 5 years experiences in strategy and policy development at the national level and policy review.	30						
	Strong knowledge of the institutional and legal framework of Viet Nam in relation to community forestry	20						

	Strong experience providing strategic advice and dealing with the government and development partners	20							
	Understanding of REDD+	10							
	Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project;	10							
	Fluent English is strongly recommended.	10							
		130							
3.3	National expert, with special expertise on the forest law enforcement		130						
		Sub-Score							
	General Education Qualification Graduate university degree in Forestry, Natural Resource Management or related discipline with strong background in forestry and Natural Resource Management	30							
	Suitability for the Project	90							
	At least 5 years experiences in strategy and policy development at the national level and policy review.	30							
	Strong knowledge of the institutional and legal framework of Viet Nam in relation to community forestry	20							
	Strong experience providing strategic advice and dealing with the government and development partners	20							
	Understanding of REDD+	10							
	Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project;	10							
	Fluent English is strongly recommended.	10							
		130							
	Total Form 3		400						

*Note: In case the assigned team composes of more than one expert in each area of expertise, the assessment will be done for all proposed members in that area of expertise and the score for each criterion will be the average score of the team members.

ANNEX 1: TERMS OF REFERENCE (TOR)

TITLE:	Formulation of priority Policies and Measures to support the revision of NRAP
Duty Station:	Ha Noi
Duration of Appointment	3 months (over June – August 2016)
Reporting Project code	UNDP and National Programme Director of UN-REDD phase II 00085319

1. BACKGROUND

Vietnam is one of the first Asian countries engaged in REDD+, with early support from the UN-REDD Programme, the World Bank FCPF, and various other initiatives. Vietnam is preparing to benefit from the REDD+ result-based payment mechanism as defined under UNFCCC, which requires a set of 4 major elements including a national strategy or action plan.

In June 2012, Vietnam was among the first countries in the world to formulate and adopt its National REDD+ Action Programme (NRAP), covering the 2012-2020 period. The first phase of the NRAP was implemented between 2012 and 2015, and assessed independently in late 2015. The evaluation recommended revising the NRAP to build on updated UNFCCC guidance, as well as international, national and subnational experiences. Main recommendations for the revised NRAP include:

- To be developed through a more participatory process, providing the basis for a shared vision for REDD+ in the country
- Needs to clearly fit and support the wider context of sustainable development in the country
- Provides clarity on key REDD+ design elements and focus more on priority elements for REDD+ implementation
- Needs to better define how REDD+ will be implemented: scope and scale
- Needs to define appropriate policies and measures based on a strong analytical base, understanding the costs and benefits of the choices
- Needs to more clearly build upon current policies and practices and identify additional activities which need to be introduced and funded
- Needs for clear monitoring and evaluation system for the NRAP
- Needs to review, streamline and strengthen institutional arrangements

There are various challenges for Vietnam to credibly and convincingly revise its NRAP, so as to strengthen trustful relationship with financial partners, mobilize all relevant stakeholders, and eventually secure and deploy investments and achieve expected results. A key challenge consists in effectively engaging inter-sectoral dialogue and mobilizing other sectors, at technical and political levels, to address direct and indirect drivers of deforestation and forest degradation in a comprehensive manner, and participate fully in the national REDD+ endeavor.

Policies and measures (PAMs) are a central part of the NRAP, precisely presenting what Vietnam will do to address drivers and implement REDD+. They can encompass specific sectors, like forestry, agriculture, energy etc. They can also deal with enabling conditions for REDD+, usually targeting underlying drivers. As largely demonstrated from international literature to the Vietnamese experience of Province REDD+ Action Programme at subnational level, tenure rights and forest land allocation are expected to be a major area for policies and measures under the revised NRAP.

Targeted Consultancy to Support the Revision of the NRAP

The revision of the NRAP falls under the responsibility of MARD. It will be guided by the National REDD+ Steering Committee, supervised by an inter-ministerial drafting committee, and technically led by the

Vietnam REDD+ Office with support from the UN-REDD Programme. It will follow a core process composed of three steps:

- March-July 2016: Consolidation of all data, studies and experiences into an “Issues and Options Paper”, as the robust technical and analytical background and framework to revise solutions (policies and measures).
- July-September 2016: Formulation of REDD+ revised policies and measures through intensive consultations.
- September-November 2016: Broader consultations including political level, revisions, finalization and approval of the revised NRAP for the period 2016-2020.

A set of targeted consultancies will support the second step with “formulation of priority policies and measures”. A firm/organization is being recruited as per present terms of reference to gather all relevant experience and expertise and formulate the policies and measures in the fields to be identified by step 1 (currently in progress). These terms of reference determine the objectives, work plan and deliverables of this framework of targeted consultancies.

2. OBJECTIVES

The main objective of the framework of targeted consultancies is to formulate a set of Policies and Measures (PAMs) to address challenges and opportunities related to each priority area, as part of REDD+ implementation in Vietnam for the 2016-2020 period.

By mid-June 2016, a set of REDD+ PAMs priority areas will be developed and agreed by national authority. For the time being, the PAMs priority areas are anticipated to include (but not limited to):

- ***Forest Land Tenure***
- ***Forest law enforcement***
- ***Community forestry***

As part of these terms of reference, the firm/organization will formulate the related and detailed PAMs to fit into the technical annex of the revised NRAP.

For each priority area, these terms of reference encompass the following specific objectives:

- Foster national leadership on forest and priority areas for REDD+ PAMs
- Improve coordination of stakeholders and partners on forest, REDD+ and priority areas, inside and outside the forestry sector
- Enhance collective understanding of relations between forest, REDD+ and priority areas
- Take advantage of, and build on accumulated experience and expertise at national and sub-national levels
- Review the available experience and knowledge, and formulate comprehensive set of policies and measures for the revised NRAP
- Consult with key experts and practitioners to ensure robustness of proposals
- Prepare consolidated report on Vietnam forest, REDD+ and priority areas to fit into the revised NRAP technical annex.

3. SCOPE OF ASSIGNMENT AND METHODOLOGY

Based on the preliminary information and analysis made in the 1st phase of the NRAP revision process, the role of the consultancy firm will be to (i) detail the initial analysis of the issue in relation to REDD+ and green growth, (ii) propose relevant PAMs, and (iii) provide inputs for the results framework.

Building as much as possible on existing PAMs, complementing them as necessary, the consultant team will analyze options and formulate their main report (fully-fledged policies and measures for the 2016-2020 period, cf. table of content above) according to:

- The nature and scope of existing REDD-relevant PAMs, ;
- Alignment with national (and/or subnational) development priorities and plans;
- Political acceptability and/or support for particular actions;
- The likely costs and benefits of the PAMs (incl. non-carbon benefits), potential for (national/bilateral/multilateral) funding for PAMs implementation;
- The mitigation potential of the PAMs;
- The potential social and environmental benefits and risks;
- The capacity (at national and provincial levels) to implement the PAMs effectively & efficiently;
- The ability to monitor the implementation and, as relevant, the outcome of individual PAMs;
- The ability of the NFMS to measure the outcome of the overall package of PAMs.

At this stage, the assignment only covers the three priority areas as mentioned above. Further consideration may be made to expand the scope of this ToR for inclusion of other priorities depending on the revised NRAP and the performance of the consultants.

4. EXPECTED OUTPUTS/DELIVERABLES

Each targeted consultancy (on each priority area) is expected to produce:

- **July 18th, 2016:** An initial brief scoping the priority area in the context of REDD+, including a summary review of all background information, and listing preliminary activities and actions of relevance for the NRAP 2016-2020 PAMs, as well as identifying the necessary linkages with other relevant thematic areas;
- **August 15th, 2016:** A draft comprehensive report on proposed policies and measures related to land tenure as part of the revised NRAP, based on existing PAMs and how they would need to be adapted and/or complemented;
- **August 29th, 2016:** Full report, including detailed methodology supporting the PAMs formulation

The full report is expected to contain:

- Executive summary
- Part 1: Summary review of
 - Priority area challenges and opportunities for REDD+ in Vietnam
 - Relevant policies, laws, regulations and their implementation
 - Relevant experiences and lessons learnt at national and sub-national level
- Part 2: Proposed policies and measures for priority area within the revised NRAP
 - Objectives and strategic directions
 - Logical framework (including articulating current priorities, policies and plans with additional REDD+ driven activities)
 - Scope and scale
 - Activities, outputs and budget
 - Stakeholders' engagement and partnerships
 - Cost and multiple benefits analysis (including mitigation potential and non-carbon benefits)
 - Potential for (national/bilateral/multilateral/private) co and parallel funding for PAMs implementation
 - Risk assessment and management: feasibility of implementation (including political, technical, capacity factors), potential socioeconomic and environmental impacts...
 - Monitoring and evaluation framework and arrangements

- Institutional and legal arrangements
- Annex: activity report (reviewed literature, lists of consultations and meetings, methodological tools and matrices...)

5. LOCATION AND LOGISTIC/TECHNICAL SUPERVISION

Duration: Maximum 30 working days per priority area on average between June and August 2016 – With tentative assumption of 3 prioritized area of works, including: Forest Land Tenure, Community forestry and Forest Law Enforcement (to be confirmed/updated when finalizing contractual terms).

Technical supervision: The consultants of the firm/organization (The consultant team) will work under the supervision of the National Programme Director (NPD) and the Deputy NPD who is also the Director of Viet Nam REDD+ Office (VRO). They will work closely with NPD, VRO and the three UN implementing agencies (UNDP – the Lead Facilitating Agency, FAO and UNEP), with the consultants working on the NRAP revision, as well as the governmental NRAP drafting team and other REDD+ stakeholders in Viet Nam, through regular meetings and discussions. The consultant team will be required to regularly report to the responsible staff of UNDP Viet Nam, the PMU, and VRO on the progress of the work.

Location: Hanoi (home based possible). In case travel to provinces is required by the UN-REDD programme, a travel plan need to be approved by UNDP and NPD before the mission. The travel cost shall be calculated based on UN-EU Cost Norms.

6. REQUIREMENTS FOR THE FIRM/ORGANIZATION

A firm or organization with the following qualifications will be hired to conduct this assignment.

Corporate Competencies

- Demonstrates commitment to UNDP’s mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Ability to maintain effective rapport with different kinds of people.

Management and Leadership

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humoured even under pressure;
- Proven ability to work flexibly and independently as part of an interdisciplinary and/or multi-cultural team working across disciplines and stakeholders at all levels, and delivery quality results against tight deadlines; and
- Strong managerial/leadership and decision-making skills.

Knowledge Management and Learning

- Shares knowledge and experience.

Development and Operational Effectiveness

- Strong analytical skills and the ability to master new material quickly;
- Ability to manage priorities in order to meet tight deadlines;
- Good communications, interpersonal and report writing skills;

The firm/organization will have to demonstrate (through internal expert resume and relevant references) capacity to mobilize, through internal capacities or punctual recruitment, the appropriate national experts with recognized qualification to conduct assignments on each of the expected priority areas. It is up to the firm/organization to decide how many national consultants they would recruit to carry the tasks, it however, is expected that the firm/organization will assign 01 team leader (preferably from below

proposed experts) for the co-ordination and providing quality monitoring in the assignment and profile of the proposed national experts for the prioritized tasks should meet the following expertise and qualifications:

<u>Team member 1</u>	National expert, with special expertise on forest land tenure
<u>Education</u>	<ul style="list-style-type: none"> - Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines
<u>Professional experience</u>	<ul style="list-style-type: none"> - At least 5 years experiences in strategy and policy development at the national level and policy review. - Strong knowledge of the institutional and legal framework of Viet Nam in relation to their respective priority area - Strong experience providing strategic advice and dealing with the government and development partners - Understanding of REDD+ - Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project; - Fluent English
<u>Team member #2</u>	National expert, with special expertise on Community Forestry
<u>Education</u>	<ul style="list-style-type: none"> - Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines
<u>Professional experience</u>	<ul style="list-style-type: none"> - At least 5 years experiences in strategy and policy development at the national level and policy review. - Strong knowledge of the institutional and legal framework of Viet Nam in relation to community forestry - Strong experience providing strategic advice and dealing with the government and development partners - Understanding of REDD+ - Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project; - Fluent English is strongly recommended. Cover measures would need to be proposed otherwise.
<u>Team member #3</u>	National expert, with special expertise on the forest law enforcement
<u>Education</u>	<ul style="list-style-type: none"> - Advanced degree in Forestry, Natural Resources Management, Social Science, Economy, or related disciplines
<u>Professional experience</u>	<ul style="list-style-type: none"> - At least 10 years experiences in strategy and policy development at the national level and policy/legislation review. - Strong experience providing strategic advice and dealing with the forest law enforcement progress at all levels. - Strong knowledge of the institutional and legal framework of Viet Nam in relation to the forest law enforcement. - Understanding of REDD+ - Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project; - Fluent English is strongly recommended. Cover measures would need to be proposed otherwise.

7. DELIVERABLES, TIMEFRAME AND PAYMENT SCHEDULE

Outputs	Deadlines for completion	Tentative payment schedule
1. Inception Reports, for all priority areas, in English and Vietnamese, with work plan and timeline, approach and methodology.	Updated and submitted for approval of the programme within 10 days after the date of signing contract.	20% of total contract
2. Initial brief in English, for all priority areas, including summary compilation of relevant datasets, research reports, legal documents and early consultations.	Submitted for approval of the programme within 04 (four) weeks since the approval of the inception report, or no later than July 18th, 2016	30%
3. Draft report for each detailed policies and measures, in English, according to specified table of content.	Submitted for consideration of the programme within 07 (seven) weeks since the approval of the inception report - no later than August 15th, 2016	30%
4. Final report of policies and measures for each priority area	Submitted for approval of the programme no later than August 29th, 2016	20%

8. ADMIN SUPPORT AND REFERENCE DOCUMENTS

8.1. Administration supports:

The firm/organization however needs to make sure that their financial proposal will factor in all costs including those associated with their possibly local travel arrangements. The UN-REDD programme will provide support for the administration procedures for the consultant to have meetings with local partners (if required).

8.2. Reference documents:

Reference documents will be provided to the successful bidder.

- NRAP Report Final Version_EN-V3_15Mar2016
- Inception Report Final 20160504_EN
- ToR of FAO TDC “Second Multi-stakeholder National Policy Dialogue on Strengthening Forest Tenure for Sustaining Livelihoods and Generating Income” (April 2016) and associated material, background study, and outputs from the dialogue: (i) update on the state of forest land tenure and associated policies and legislation, issues and challenges, (ii) overall strategies, approaches and areas of intervention, (iii) concrete action plan to advance forest tenure policies and institutional capacities in Vietnam, (iv) implementation strategies.
- ToR of Regional Land Forum on “Bringing Land Governance into ASEAN economic integration” and associated material (as available)
- ToR of UN-REDD workshop on the forest land tenure assessment in six pilot provinces (April 2016), and associated material, notably the assessment report including analysis of PLR, assessment of current practices, identification of best practices and proposal for potential policies and measures.

Annex as Illustration - Priority Area #1 - Forest land tenure

As largely demonstrated from international literature to the Vietnamese experience of Province REDD+ Action Programme at subnational level, tenure rights and forest land allocation are expected to be a major area for policies and measures under the revised NRAP. It is then anticipated that one of the key priority policies and measures to develop will address “forest land tenure”. As an illustration for other PAMs to be formulated based on the priorities identified in June 2016, below is the rationale for piloting PAMs formulation with the case of forest land tenure.

The full realization of the economic benefits of forests is possible only by instituting strong and clear tenure rights that enable individuals, organizations, communities, companies and other entities to harness benefits from forest management, and thereby contribute to their livelihoods and increase their incomes. The livelihoods of rural inhabitants (67% of Vietnam’s population) are largely dependent on forests and agriculture, therefore land and forests are natural assets of great importance to them.

Most countries in Asia, including Vietnam, face multiple challenges to address issues related to forest tenure. The systems of tenure define how people and communities gain access to land, how they manage and alter it, how they withdraw, extract or exclude others from it, and eventually how they can sell it. These systems determine who can use which resources, for how long, and under what conditions. Studies have revealed that in many parts of Asia, forest tenure systems are weak, unclear, do not function in favor of the poor, and are contested. In such situations, deriving benefits and income from forests is problematic. The Government of Vietnam recognized the need to devolve forest management from the primarily state-owned forest enterprise (SFEs) dominated management to non-state actors, in order to effectively manage resources and also address the needs of its rural population. The 1991 Forest Protection and Development Law provided a legal framework for the management of forest land and resources to non-state actors including individuals and households. Through the 1993 Land Law, long-term renewable land use certificates (so-called Red Books) were introduced. Following the passing of these two laws, a number of government decrees were issued which led to the implementation of forest land allocation and forest management contracts by individuals, households, and organizations including household groups. Community forest management (CFM) has also been explored, and despite its wide recognition, its formalization is constrained by the Civil Code in which communities are not recognized as legal entities, and continues within an extended scope of pilot implementation.

Forest land allocation has been implemented widely in Vietnam with a clear trend of devolution through allocation in the Northern landscape, as compared to management by companies and organizations and devolution through contracts in the central and Southern landscape.

However, problems in the process of implementation have been abound, including inconsistent interpretation of the legal documents, lack of thorough consultation processes with key stakeholders leading to further issues such as elite capture and marginalization of the already poor, lack of accurate data and systematic information archiving leading to conflicts in land use and claims, topped with an institutional issue of weak coordination between related government agencies including the forestry agencies and the land administration agencies. Various initiatives have attempted to analyze and document the processes and issues.

A number of processes have been particularly instrumental in pushing the Government’s policy of land allocation, including the roll out of the Payment for Forest Ecosystem Services (PFES), REDD+ and FLEGT processes. For all of these processes, clear land tenure and security are critical elements that form the basis of implementation. In the case of PFES, the notable challenge during its piloting phase was not the collection of payments, but its distribution to the forest managers (i.e. villagers), due to unclear tenure situations. This in part, has also triggered the implementation of a very costly but critically important process of the delineation of forest boundaries by forest owners through the Governments’ National Forest Inventory and Statistics (NFIS) Program, implemented since 2012.

REDD+ and land tenure

Land tenure has been documented as a major issue for REDD+ responses at international, national and local level. The Government of Vietnam in general, MARD and VNForest in particular, as well as various stakeholders like NGOs and research institutes have implemented programmes to analyze and improve the clarity and security of tenure in the frame of REDD+ and forest protection and development, including with support from international partners like UN-REDD, FAO, GIZ, JICA, World Bank etc. The Government's decision on land allocation as part of the Forest Protection and Development Plan sets a critical milestone. Land tenure legal framework in Vietnam is also evolving substantially, with the Land law being amended in 2013 allowing for improved governance and provision for participatory approach. This framework serves as a basis for multiple pilots and initiatives to build on, for instance:

- World Bank and KfW reforestation projects, promoting land allocation as a pre-condition to their projects
- The Vietnam UN-REDD Phase II Programme pilots activities in six provinces and at site level including improved forest land tenure arrangements and forest land allocation.
- The FCPF carried out a review of issues and opportunities related to land tenure for REDD+ implementation in six other provinces, specifically for strategic social and environmental assessment purpose.
- FAO's Technical Cooperation Programme launched the project "Strengthening Forest Tenure for Sustaining Livelihoods and Generating Income" covering Vietnam, Nepal and Cambodia, and drawing on FAO's Voluntary Guidelines on the Governance of Tenure.
- Project for Sustainable Forest Management in the Northwest Watershed Area (SUSFORM-NOW) funded by JICA (2010-2015) supporting forestland allocation in three communes in Dien Bien Province as a part of its REDD+ implementation support in the province
- The Sustainable Natural Resource Management Project funded by JICA assessed the land and natural resource tenure for Thua Thien-Hue province as a pilot province for FCPF-CF Emission Reduction Programme.
- Land and natural resources tenure assessment for Thanh Hoa, Nghe An, and Quang Binh by VFD, under USAid funding
- Government's community forest management piloting project
- GIZ social forestry project, etc.

Land allocation does not always impact forests positively. In many cases, securing tenure allows a longer term, more sustainable management of natural resources, securing the control over the resource and benefits generated over the longer term. In other cases, land allocation has been seen to encourage and facilitate productive investment resulting in more forest land conversion for other uses, for instance in Vietnam with conversion of degraded natural forests into short rotation plantations. New forest managers are sometimes not able to protect forests, turning into de facto open-access resource.

As secure tenure is and must remain an important goal for improved and secured livelihoods, it is particularly important to explore which coordinated set of accompanying measures will be required to achieve the combined goals of improved tenure security, improved livelihoods, and sustainable natural resources management (e.g. tenure security, land-use planning, sustainable forest management and agriculture).

Background documents/references

A first package of documents will be collected and circulated at an early stage to ensure comprehensive knowledge and understanding. This first package will include, among others:

- NRAP 2012-2020
- NRAP review report and NRAP revision roadmap
- ToR of FAO TDC "Second Multi-stakeholder National Policy Dialogue on Strengthening Forest Tenure for Sustaining Livelihoods and Generating Income" (April 2016) and associated material, background study, and outputs from the dialogue: (i) update on the state of forest land tenure and associated policies and legislation, issues and challenges, (ii) overall strategies, approaches and

- areas of intervention, (iii) concrete action plan to advance forest tenure policies and institutional capacities in Vietnam, (iv) implementation strategies.
- ToR of Regional Land Forum on “Bringing Land Governance into ASEAN economic integration” and associated material (as available)
 - ToR of UN-REDD workshop on the forest land tenure assessment in six pilot provinces (April 2016), and associated material, notably the assessment report including analysis of PLR, assessment of current practices, identification of best practices and proposal for potential policies and measures
 - SUSFORM-NOW/JICA documents related to forestland allocation in Dien Bien Province
 - SNRM/JICA report on Land and Natural Resource Tenure Assessment for Thua Thien-Hue Province, including conflict analysis and potential impacts
 - FCPF assessment of land and resource tenure regimes present in the accounting area of the ER Programme, including the analysis of issues and the recommendations for the design of the Programme
 - VFD report on land and natural resources tenure assessment for Thanh Hoa, Nghe An, and Quang Binh
 - Mayers, J., Morrison, E., Rolington, L., Studd, K. and Turrall, S. 2013. Improving governance of forest tenure: a practical guide. Governance of Tenure Technical Guide No.2, International Institute for Environment and Development, and Food and Agriculture Organization of the United Nations, London and Rome
 - FAO, 2012, Voluntary Guidelines on the responsible governance of tenure of land, fisheries, and forests in the context of national food security. Food and Agriculture Organization of the United Nations, Rome
 - FAO and RECOFTC, 2013, Strengthening Forest Tenure Systems and Governance, Food and Agriculture Organization of the United Nations, Rome

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

that the proposed methodology will be appropriate to the local conditions and context of the work.

(Note: Please refer to Form 2 – Evaluation criteria for UNDP requirements when preparing this section)

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted

(Note: Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Consultancy service				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
II. Other Related Costs				
III. Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 07 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email by **14 June 2016** (Hanoi time).
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
A	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. Business license, CV of proposed expert, track record...			
B	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
C	This duly filled, checked, certified submission checklist (Annex 2-c) to be attached to the submission			
D	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]