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Date: 29 August 2012

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant on National Biodiversity Strategy and Action Plan
Project name:	Project 00080525 - Developing National Biodiversity Strategy and Action Plan (NBSAP) and Mainstreaming Biodiversity Conservation into Provincial Planning.
Period of assignment/services (if applicable):	9 working weeks, during period in September - December 2012

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **17.00 hrs., 10 September 2012 (Hanoi time)**.

**With subject line: International Consultant - NBSAP**

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

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 to demonstrate their qualifications:

a. Technical component:

- Curriculum vitae
- Expression of interest, explaining why they are the most suitable for the work.
- Copy of maximum **3 (three)** publications

b. Financial proposal:

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to US Dollar at UN Exchange Rate at the submission deadline.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm**. The documents must be submitted by the assigned consultant.

#### 4. Evaluation:

The technical component will be evaluated using the following criteria:

<b>Consultant's experiences/qualification related to the services</b>		
	<b>Criteria</b>	<b>Maximum Points</b>
1	Post graduate degree in biodiversity, biology, zoology, environment management or related fields	200
2	Ten (10) years of experience in the preparation of NBSAPs or similar strategic planning frameworks, assessment of biodiversity data and information, and training	300
3	Experience with the IUCN Red List and plant and animal taxonomy in either Viet Nam , Asia or the region	250
4	In-depth familiarity with the provisions and processes of the CBD	150
5	English Proficiency (by provision of writing samples)	100
	<b>TOTAL</b>	<b>1000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

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.

An interview with the candidate given the highest combined score may be held before contract awarding, if deemed necessary.

#### 8. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

The international consultant 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: <http://dss.un.org/bsitf/> . The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

## 9. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (annex VI) upon acceptance by UNDP of the deliverables specified the TOR.

- First payment of 20% of the total contract amount will be made upon submission and UNDP's approval of the work plan.
- Second payment of 20% of the total contract amount will be paid upon satisfactory completion of Section 1 of the NBSAP (background, status of biodiversity, threats).
- Third payment of 40% of the total contract amount will be paid upon submission the draft NBSAP, with satisfactory acceptance by UNDP
- Last payment of 20% of total contract amount will be paid upon completion and UNPD's satisfactory acceptance of final products under the contract. The final draft report will be provided to BCA/UNDP CO for review two weeks prior to the end of the contract period.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

10. Your proposals are received on the basis that you fully understand and accept these terms and conditions.



## TERMS OF REFERENCE (TOR)

<b>Position Title</b>	<b>International Consultant on National Biodiversity Strategy and Action Plan</b>
<b>Duration</b>	<b>9 working weeks, during period in September - December 2012</b>
<b>Location of Assignment</b>	<b>Home based and Hanoi</b>
<b>Project ID and titles</b>	<b>00080525 - Developing National Biodiversity Strategy and Action Plan (NBSAP) and Mainstreaming Biodiversity Conservation into Provincial Planning.</b>

### 1) GENERAL BACKGROUND

The Government of Vietnam has made a strong commitment to environmental conservation. Since 2006, Vietnam's Government has started to allocate 1% of the national budget for environmental protection. The national budget allocated to biodiversity conservation appears in two forms: central budget and provincial budget. The average spending for biodiversity conservation constitutes about 0.4% of the total national budget. However, it has been noted that much of the "investment for biodiversity is limited and untargeted; usually focusing on infrastructure construction rather than for scientific research, management and protection activities"<sup>1</sup>. It further notes that "investment in biodiversity conservation is also insufficient, when little funding is allocated to management, strategic development and legislative formulation, capacity building, and public awareness raising as well as baseline biodiversity investigation. It is estimated that nearly 90% of the biodiversity fund were spent for infrastructure construction, and only 10% was directly costed for biodiversity conservation and management. New and complex issues in biodiversity protection such as genetic access and benefit-sharing, ecosystem-based approach adoption, and terrestrial and marine biodiversity conservation have not received sufficient attention."

Vietnam's first national biodiversity strategy and action plan (NBSAP) was developed in 1995, and updated in 2007, but this was only done for the period up to 2010. In 2008, the Law on Biodiversity was enacted which specifies the roles of MONRE and the provincial authorities in biodiversity conservation. The Law highlights the importance of biodiversity conservation planning both at national and sub-national level, conservation and sustainable development of natural ecosystems, species and genetic resources, and requires having mechanisms and resources for biodiversity conservation and sustainable development. The project "Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning" is designed to strengthen capacity both at national and provincial levels for implementation and monitoring of the NBSAP, and pilot mainstreaming biodiversity priorities into land-use planning in two provinces; the project will, therefore, provide many lesson for future biodiversity conservation planning in Vietnam.

The Government of Vietnam received support from the Global Environment Facility through UNDP to implement a project in order to develop the National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning. UNDP is seeking for an international short-term consultant is required to assist Biodiversity Conservation Agency (BCA), Vietnam Environmental Administration (VEA) of the Ministry of Natural Resources and Environment (MONRE) in the preparation the National Biodiversity Strategy and Action Plan.

### 2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide technical assistance to Biodiversity Conservation Agency (BCA), which is the implementing agency under Vietnam Environment Administration, in preparation of the National Biodiversity Strategy and Action Plan (NBSAP), to be submitted to the Government of Vietnam in 2012. The international consultant brings international expertise to ensure that the revised NBSAP is a relevant policy instrument, effectively integrated into development plans, development finance, as well as

<sup>1</sup> Vietnam's 4th National Report to the CBD

plans, strategies and policies aimed at managing climate risk, with technical quality.

### **3) SCOPE OF WORK**

The international consultant is to support BCA and its drafting team in the preparation of the NBSAP, focusing on the following tasks:

Work closely with BCA and national experts to develop detailed workplan for NBSAP development and NBSAP outline;

Cooperate with national experts to undertake an assessment of the causes and consequences of biodiversity loss, highlighting the value of biodiversity and ecosystem services and their contribution to human well-being including rapid stocktaking and review of relevant plans, policies and reports;

Coordinate with IUCN to access the latest species status assessments and identify major information gaps. Liaise with local and international NGOs to capture the latest information and insights on biodiversity conditions and trends.

Review and synthesize key points from the thematic papers, prepared by the national consultants. Draft the NBSAP, ensuring it is of high quality and consistent with the CBD and national policies and legislation related to biodiversity conservation.

Advise on the design of, and participate in, a national consultation process to receive recommendations/suggestions and comments from stakeholders.

Provide specific policy recommendations and advice for use in the NBSAP.

Advise BCA and key stakeholders preparing the NBSAP on mainstreaming at provincial level.

Advise BCA in the development of guidelines and tools/techniques for mainstreaming of biodiversity priorities into development and land-use planning.

Guide overall development of implementation plans and related activities.

Prepare and submit the final version of the NBSAP and Executive Summary, incorporating the feedback received from BCA, the national consultative workshop and other stakeholders.

Ensure the quality of the final NBSAP, both in terms of its technical contents and the use of English.

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

The assignment covers nine weeks from September to December 2012, task to be conducted in Hanoi, Vietnam and home based.

The consultant needs to make 4 missions to Hanoi (around 5 days for each mission) during the process of NBSAP development to attend three consultation workshops (one day for each workshop) and work with the project.

### **5) FINAL PRODUCTS**

Final products to be submitted in stages:

- (1) Full draft of Section I of the NBSAP incorporating outputs from the reports of the Thematic Working Groups: Background, status of biodiversity, threats, ready by 30 September 2012;
- (2) Full draft of the NBSAP with agreed goals/targets and actions, ready by 30 October 2012;
- (3) Final NBSAP and Executive Summary, incorporating comments from all sources, ready by 31 December 2012.

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

The consultant will be supervised by Project Director/Deputy Project Director and Project Manager, and the UNDP Programme Analyst at Sustainable Development team. A team of national consultants and BCA working group will cooperate with the consultant in the process of NBSAP development/finalization.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Post graduate degree in biodiversity, biology, zoology, environment management or related fields;
- Ten (10) years of experience in the preparation of NBSAPs or similar strategic planning frameworks, assessment of biodiversity data and information, and training
- Experience with the IUCN Red List and plant and animal taxonomy in Viet Nam, Asian or the region is desirable
- In-depth familiarity with the provisions and processes of the CBD
- Excellent written English required. Good computer skills (writing sample must be provided for assessment)

## 8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

BCA and the project team will assist the consultant in contacting partners when carrying out interviews and meetings; organize the consultation workshops with stakeholders; and provide administrative support to the selected consultant.

## 9) REVIEW TIME REQUIRED AND PAYMENT TERM

- First payment of 20% of the total contract amount will be made upon submission and UNDP's approval of the work plan.
- Second payment of 20% of the total contract amount will be paid upon satisfactory completion of Section 1 of the NBSAP (background, status of biodiversity, threats).
- Third payment of 40% of the total contract amount will be paid upon submission the draft NBSAP, with satisfactory acceptance by UNDP
- Last payment of 20% of total contract amount will be paid upon completion and UNPD's satisfactory acceptance of final products under the contract. The final draft report will be provided to BCA/UNDP CO for review two weeks prior to the end of the contract period.

## 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)

