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Date: 17 December 2012

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### for individual consultant and consultant assigned by consulting firm/institution

<b>Country:</b>	Viet Nam
<b>Description of the assignment:</b>	01 International consultant - Policy discussion paper on migration, resettlement, and climate change in Viet Nam
<b>Project name:</b>	Policy advisor
<b>Period of assignment/services (if applicable):</b>	January – March 2013

1. Submissions comprising of technical and financial components should be sent **in PDF format** in separate email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **17.00 hrs., 2 January 2013 (Hanoi time)**.

**With subject line: International consultant - Policy discussion paper on migration, resettlement, and climate change**

Submission received after that date or submission not in conformity with the requirements specified 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. Documents to be included in the submission:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a. Technical proposal: The technical proposal shall include:

- Curriculum vitae
- Copy of 1-3 publications/writing samples.
- A brief description of the consultant's past experience on implementing research projects of similar nature to this required research. You should also provide any other information that will facilitate our

evaluation of your reliability and capacity to meet the TOR requirements. Explanation on why you consider yourself the most suitable for the work (maximum 2 pages);

- A detailed description of 'Approach and Methodology' on how the consultant will respond to the TOR, describing the consultant's understanding of the objectives of the assignment, the methodology for carrying out the activities and obtaining the expected outputs. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them (maximum 3 pages).
- Implementation plan of detailing activities and timelines
- Contact reference of past 4 clients for whom you have rendered preferably the similar service

a. 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**.

6. Evaluation:

Your technical proposals will be evaluated using the following criteria:

<b>1</b>	<b>Consultant(s)' experiences/qualification related to the services</b>	<b>Max points</b>
1.1	Experience in migration, adaptation to climate change	350
1.2	Research experience and analytical skills	200
1.3	Demonstrated experience in writing policy documents	150
1.4	Background in gender and / or Mekong Delta experience	100
<b>2</b>	<b>Technical proposal</b>	
2.1	Understanding of the objectives of the assignment. Suitability of proposed approach, methodology to implement the assignment and obtain the expected outputs	100
2.2	Proposed draft work-plan to complete the assignment to ensure timely delivery of high-quality outputs	100
	<b>TOTAL</b>	<b>1000</b>

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals 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 proposals.

The technical proposal 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 proposal under consideration.

The weight of technical points is 70% and financial points is 30%.

Proposal 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)

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: <http://training.dss.un.org>. 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.

## **Financial Proposal**

9. Your 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.

## 10. 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.

Payment of the contract will be paid upon satisfactory completion of the assignment and upon approval of the achieved outputs by the UNDP Viet Nam Policy Advisory Team, i.e. upon submission and approval of a final policy discussion paper and a popular summary(-ies) on migration and resettlement in English with Annexes and relevant supporting documentation.

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

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

You are requested to acknowledge receipt of this Procurement Notice and to indicate whether or not you intend to submit proposals.



## **TERMS OF REFERENCE (TOR)**

### **International consultant - Policy discussion paper on migration, resettlement, and climate change in Viet Nam**

**Country of assignment:** Viet Nam

#### **1) GENERAL BACKGROUND**

##### ***The UN in Viet Nam: migration, resettlement and climate change***

The One UN initiative aims to enhance the efficiency and impact of the UN in Viet Nam. The One Plan for 2012-2016 was signed by the Government of Viet Nam and the United Nations in March 2012. It is the common programmatic framework for UN organizations in Viet Nam and sets out a strategic and focused joint programme that will support Viet Nam in addressing its development priorities over the next five years.

The One Plan for 2012-2016 outlines three focus areas. This includes supporting the Government to achieve inclusive, equitable and sustainable growth<sup>1</sup>; access to quality essential services and social protection; and enhanced governance and participation. Work in these areas responds to Viet Nam's own priorities, as outlined in the 2011-2020 Socio-Economic Development Strategy and the 2011-2015 Socio-Economic Development Plan.

In order to address Outcome 1.3 on climate change<sup>2</sup>, under the first focus area of inclusive, equitable and sustainable growth, several projects have been developed by different UN organisations.

The UNDP, IOM and UNFPA planned to collaborate on migration, resettlement and climate change adaptation, with internal resources such as the UNDP's Policy Advisory Team, and through some of their projects:

- A three-year UNDP project entitled: "*Strengthening institutional capacity for Disaster Risk Management in Viet Nam, including climate change-related disasters*"<sup>3</sup> is expected to be approved in July 2012. The first phase of this project (2008-2011) under the Ministry of Agriculture and Rural Development (MARD) had a budget of US\$4.25 million (with components in Binh Thuan, Can Tho and Cao Bang provinces, and with universities and institutes). The second phase of the project also supports the objectives of the *National Strategy for Disaster Prevention, Response and Mitigation to 2020*<sup>4</sup>, the *Action Plan Framework for Adaptation to Climate Change in the Agriculture and Rural Development Sector Period 2008-2020*<sup>5</sup>, and the national program: "*Community awareness raising and community-based disaster risk management (CBDRM)*".
- The UNDP climate change capacity building project (since 2009) "*Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions*", with the Ministry of Natural Resources and Environment (MONRE) and including a component with the Standing Office of the Steering Committee for Climate Change Mitigation and Adaptation of the Ministry of Agriculture and Rural Developments (MARD). It supports e.g. the *National Target Program to Respond to Climate Change*<sup>6</sup> (NTP-RCC).

##### ***Climate change and spontaneous migration in Viet Nam***

Viet Nam is particularly vulnerable to the adverse effects of climate change. Climate change affects many social groups, sectors and regions, and presents a major challenge to human development. Effects such as sea level rise and associated flooding and saline water intrusion are critical for Viet Nam. Natural disasters including typhoons, droughts and river floods are expected to become more prevalent and severe. Agro-ecological zones are expected to shift because of changes in temperature and rainfall patterns. Heat waves will

<sup>1</sup> Inclusive, equitable and sustainable growth is aligned to the following SEDP priorities: "*Stabilizing the macro-economy; maintain reasonable growth associated with economic restructuring, innovating growth model towards improving quality, efficiency and competitiveness. Focus on addressing labor issues in relation to employment and income, improving physical and mental life of the people. Protect and improve the environment, take initiative to prevent natural disaster and effectively respond to climate change*";

<sup>2</sup> 1.3: Key national and sub-national agencies, in partnership with the private sector and communities, have established and monitor multi-sectoral strategies, mechanisms and resources to support implementation of relevant international conventions, and effectively address climate change adaptation, mitigation and disaster risk management;

<sup>3</sup> The 'SCDM' project

<sup>4</sup> Decision No. 172/2007/QĐ-TTg, 16<sup>th</sup> November, 2007

<sup>5</sup> Decision No. 2730 /QĐ-BNN-KHCN, 5<sup>th</sup> September, 2008

<sup>6</sup> Decision No: 158/2008/QĐ-TTg, 2<sup>nd</sup> December, 2008

occur more frequently and vectors for diseases such as malaria and dengue fever are expected to increase. Climate change impacts disproportionately on the poor, the elderly, upon certain ethnic minority groups, vulnerable, poor women and children, also in urban areas.

The IPCC suggests that the Mekong Delta in Viet Nam and Cambodia is one of three global hotspots in regard of climate change-enhanced displacement. It has indeed been shown that natural disasters and slow-onset environmental stresses are important causes (among many others) of temporary and permanent out migration from relatively poor rural areas, e.g. in the Central Coast and the Mekong Delta of Viet Nam. Climate change effects are increasingly important stresses on especially rural livelihoods and are becoming an important reason for out migration, with both positive and negative effects on those staying behind. Remittances are often quoted as important for rural development and poverty reduction, but communities and households drained of capable workers can also become less resilient for climate related and other shocks.

Climate change stresses are thus influencing the urbanization processes in Viet Nam. Rapid urbanization is accompanied by increasing poverty density, especially in lowland urban areas, and urban deprivation (low income, low quality housing, high incidence of sex work, etc.) is observed among unregistered migrants and those with temporary migrant status who are limited in their access to services. Indeed, a core issue is the household registration system and to what extent that causes disadvantages of migrants over residents in receiving areas, even if the common situation is that migrants earn better in receiving areas compared to those staying behind in (rural) sending areas.

Floods and other environmental stresses are affecting neighbourhoods with poorer people and comparatively low quality water supply, sanitation and drainage systems. Industries, including the work places of low income groups in urban areas are also affected by climate change. Generally, poor/migrants settle/or live in more disaster prone districts in cities, which are cheaper and more affordable for them.

#### ***Climatic stresses, resettlement and evacuation in Viet Nam***

The Vietnamese Government has a substantial history and experience in resettlement, especially rural to rural resettlement. After reunification in 1975 many “New Economic Zones” in the uplands and the Mekong Delta were created for resettlement. People affected by floods and river bank erosion or under threat of landslides and flash floods in the uplands are currently being relocated under different national and provincial policies and programmes, and there are several examples of relocation of people displaced as a result of hydroelectricity dam construction or other major infrastructural developments.

Dykes in the Mekong Delta, some of the “residential clusters” of raised land there, as well as for example, schools in different parts of Viet Nam have been used as places to evacuate to in the case of floods. Evacuation has been seen as particularly successful when it was undertaken at a large scale just before landfall of some severe typhoons in the central part of Viet Nam in recent years, despite casualties (which were often in upland areas, where evacuation is more difficult and not implemented with the same effectiveness). In some cases evacuation has been the prelude to permanent resettlement of households, for example to raised land along dykes in the Mekong Delta.

In all resettlement there is a challenge in terms of available locations and suitability of land, infrastructure and services in the receiving areas; there are also social and cultural challenges, and there is often a need to shift towards non-agricultural livelihoods. Incentives for resettlement have included cash and food hand-outs and/or (concessional) loans for housing. In for example the case of guided migration to residential clusters and raised land along dykes in the Mekong Delta there has been criticism on the degree of consultation with the targeted population and appropriateness and quality of the new settlements. It has also been observed that some resettled people have reduced their livelihood resilience (in terms of income and food security), because of the small size of homesteads, failure to access fields and ponds, and a lack of employment opportunities.

#### ***Policies and programmes in response to climate related vulnerabilities***

The severity of the climate change challenges has been recognized by the Government. The National Target Program to Respond to Climate Change (NTP-RCC) was approved in December 2008. The NTP-RCC identifies the need to conduct vulnerability assessments at sectoral, regional and community levels, and identifies assessment of vulnerabilities and adaptation measures as vital. Disaster related policies also map vulnerabilities, and address them at different levels, including through a national community based disaster risk reduction programme. Various assessments of climate change vulnerabilities in human settlements and rural areas have been undertaken or have been initiated in Viet Nam. This is in several cases happening with international financial and/or technical support, including the UN.

#### ***Knowledge and policy gaps***

The research on climate change and mobility in Viet Nam so far, both on climate related push factors as well as the relative contributions of migration to resilience of people in both the sending as well as the receiving areas, is based on limited actual field observations and statistics. Viet Nam is quite diverse in geography and as a

result the various climate change effects whilst socio-economic conditions of regions and people vary considerably, meaning that considerable data are required for confidence in conclusions.

There is an increasing literature on resettlement/relocation in Viet Nam, including some analytical work on resettlement programs such as the residential clusters in the Mekong Delta. It is expected that further resettlement of people, in particular away from the most vulnerable rural areas will be very much part of the national adaptation response.

There is also a growing literature on internal migration, but this focuses on registered migrants and less on unregistered migrants and floating urban populations, which is the group most likely affected by climate change. The regular Viet Nam Household and Living Standards Survey (VHLSS) exclude unregistered migrants and has therefore is limited in its relevance for such analysis. A survey of migrants by the General Statistics Office (GSO) and UNFPA in 2004 did not draw out any detail on environmental or climate related factors.

On the other hand, migration as a livelihood strategy in and after the recent financial crisis has been analysed, based on limited sample size in depth interviews with migrants and analysis of administrative data (Action Aid and Oxfam). Research supported by IOM and implemented by the UN University of Bonn has put the spotlight on climatic stresses (and more broadly environmentally-induced migration), and showed that it may be important today as well as in the future. This is however based on a very small number of in-depth interviews. Other relevant studies are a UNDP urban poverty study, and there is emerging analysis on the (mostly urban, and migrant-related) informal sector.

There is still a limited understanding of the transformational nature of migration. The available data show that climatic stresses are important drivers of temporary as well as permanent out migration, but not how important for certain population groups, compared to other “push” as well as “pull factors”. It is generally also not conclusive on changes in resilience of migrants, the receiving communities, or sending communities. However, some global studies have highlighted how migration can enhance long-term resilience of the population.

Research in the Mekong Delta has focused on flooding, saline water intrusion and river bank erosion, but it has not comprehensively considered other climate change stresses, such as drought and the potential spread of disease vectors. In addition, there are a (slowly growing) number of analyses of costs of climate change effects and of adaptation measures, but the role that migration will or could play to *increase resilience* under various future scenarios of climate change and different paths of policy adjustment and investment has not yet been articulated. The latter is important because investments in protective infrastructure in the most vulnerable and remote rural areas will have a very different social and economic return compared to investments in long term protection of highly populated areas.

There is some analysis of the relative success of, for example, the residential clusters for resettlement to safe areas in the Mekong Delta, by An Giang University, CARE as well as others. Furthermore there is also (grey) literature on the New Economic Zones and regarding displacement as a result of dam construction. However, those data have not been systematically and comprehensive analysed. The data have also not yet fed into a comprehensive and public debate on the advantages and pitfalls of resettlement and migration for increasing resilience of especially the most vulnerable rural people in the context of climate change, and which policy options offer the best routes to increased resilience in both the sending and the receiving areas<sup>7</sup>.

The UN in Viet Nam has prioritized assessment of migration and settlement as climate change adaptation strategies. Some projects on climate change and closely related matters were undertaken with different national partners (ministries and local stakeholders); these included two studies undertaken by UNDP in collaboration with Oxfam on gender, migration and climate change.

During the 15<sup>th</sup> Conference of the Parties (COP) to the UN Framework Convention on Climate Change (UNFCCC) in December 2009, the UN High Commissioner for Refugees described climate change as a risk multiplier and an accelerator of human mobility. Changing weather patterns, which include less predictable seasons and increasingly erratic rainfall, were identified as one of the most important but least understood impacts of global warming. Subsequently, CARE International and the UN University (UNU) formed a partnership to explore the differential impacts of changing weather patterns on livelihoods, food security and human mobility. Research was conducted during mid-2011 in eight countries (Guatemala, Peru, Kenya, Tanzania, India, Bangladesh, Thailand and Viet Nam) in the project “*Where the Rain Falls*”<sup>8</sup> the results of which were presented at Rio+20 in June 2012.

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<sup>7</sup> Policy discussion on this topic sometimes relies on false assumptions about empirical realities of environmental migration and concrete policy formulation remains difficult. See for example, the “constructed” links in the discourse on migration and social evils (HIV, sex work, etc.).

<sup>8</sup> The main goals of which were to: 1. Conceptualize the relationship between changing weather patterns (specifically rainfall and shifting seasons), food security, social inequalities (especially regarding gender) and different forms of human mobility. 2. Assess the potential for changing weather patterns to become a major driver of human migration and displacement in coming decades (from the present to 2030 or

## **UN research and policy dialogue on climate change, migration and resettlement in Viet Nam**

Since 2010 though with some delay, the UNDP, IOM and also UNFPA conceived agreed a joint research and policy dialogue process including desk review, field work, technical / expert meetings, and high level policy dialogue based on a draft and final policy discussion paper on climate change, migration and resettlement in Viet Nam<sup>9</sup>. These UN organizations collaborate with several UNDP projects and in particular with the above mentioned “*Strengthening institutional capacity for Disaster Risk Management in Viet Nam*” project.

This research and policy dialogue used the following research hypothesis:

*In order to increase resilience for climate change stresses and to ensure that climate change policies and actions create opportunities for continued poverty reduction and sustained human development in especially the Mekong Delta and Central Coastal regions, Viet Nam must improve resettlement programs especially in terms of popular consultation, and eliminate restrictions on and disincentives for domestic migration.*

The process has included formulation of an analytical framework that shows that mobility can be a critical climate change adaptation strategy<sup>10</sup>. The studies so far undertaken involved policy makers and experts from multiple sectors, including environmental management, construction/urban development; disaster risk reduction; and labour and social affairs.

The desk review of the legal framework regarding resettlement and spontaneous migration is nearly completed<sup>11</sup>.

Detailed primary data was collected from an extensive quantitative and qualitative research was undertaken in Dong Thap, Long An and Ho Chi Minh City in the first quarters of 2012. This data collection and analysis with a focus on the Mekong Delta is nearly completed, and it is happening under the above mentioned MARD project. The methodology of the fieldwork was discussed in a first technical/ expert workshop with support from the UNDP climate change capacity project (MARD component), and the draft findings were presented and discussed in the second technical/ expert in June 2012 organised by IOM with partners in the Mekong Delta, specifically Can Tho University.

The research work was primarily undertaken to understand how climate change action can be integrated in a range of policy areas and action, especially migration and resettlement related policies and investments. In turn, this will lead to better informed policy discussion on migration and resettlement programmes.

The final steps of the research and policy dialogue process are planned to be the formulation of a draft policy discussion paper which will be followed by a senior level policy dialogue, and subsequently the finalisation of the policy discussion paper as well as popular summaries. The analytical framework and those final components are supported by and managed under UNDP’s Policy Advisory Team (Climate Change).

## **2) AIM**

On the basis of the above, the UNDP is seeking a **Researcher/Writer to develop a policy discussion paper on: ‘Migration, resettlement, and climate change in Viet Nam’.**

Specifically, the Researcher/Writer (the “contractor”) will:

*Develop a policy discussion paper on migration, resettlement and climate change in Viet Nam, aimed at Government and non-government decision makers at the central and provincial level in particular.*

The policy discussion paper must

- a) outline the main lessons on migration and resettlement for Viet Nam in relation to past and present climatic and other stresses
- b) recommend policy directions to strengthen resilience in both sending and receiving areas and population groups that are vulnerable to the effects of climate change and other stresses

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2040) and 3. Enable a range of stakeholders, including southern civil society organizations, to influence policies, plans and practical interventions in processes such as the UNFCCC climate talks; the work of UN humanitarian and development organizations; and specific committees such as the Economic and Financial Committee of the United Nations General Assembly; and regional discussions about human mobility.

<sup>9</sup> See: “Concept Note for a small program of research and policy dialogue on Climate Change, Migration & Resettlement in Viet Nam” 13 May 2010

<sup>10</sup> Valerie Nelson (July, 2010) *Climate Change and Migration: A framework for analysis*, Natural Resources Institute, University of Greenwich

<sup>11</sup> Informal communication with Jane Chun and Le Thanh Sang, June 2012. NB. IOM undertook this initially in 2010; UNFPA also planned to do so but it was incorporated into the UNDP/IOM study conducted by Chun, *et al* (unpublished, 2012)

- c) include different but realistic climate change and adaptation policy and investment scenarios for the coming years and decades.

### 3) SCOPE OF WORK

This assessment will include update of desk reviews, use recent field research studies in the Mekong Delta and elsewhere in the country and of all other relevant data on migration, resettlement and climate change in Viet Nam, as well as some international policy discussions papers (additional to what has been accessed already in earlier stages of the research and is for example reflected in the analytical framework); and some key informant interviews at the outset of the work. A 15-20 page main text is envisaged, excluding annexes, plus popular summary(-ies) of the main findings and recommendations on resettlement, migration and climate change.

### 4) SPECIFIC TASKS AND OUTPUTS

The policy discussion paper is based on several types of information. The contractor should:

- Review the analytical framework and update the secondary sources on migration, resettlement programmes in Viet Nam in relation to environmental and other stresses, as well as international literature on migration and resettlement.
- Analyse the data and conclusions of the review of the legal framework, including spontaneous migration and resettlement and national as well as provincial policies and regulations regarding migration and resettlement, and specifically relocation from areas vulnerable to natural hazards<sup>12</sup>.
- Review general data on climate change and specifically ascertain the consequences of updated climate change projections for Viet Nam<sup>13</sup> in terms of environmental stresses under different social-economic scenarios, and how they might possibly translate into additional mobility over the coming years and decades.
- Review the report on the recent field research study in the Mekong Delta, including some of the primary data collected in Dong Thap, Long An and Ho Chi Minh City in the first quarters of 2012, as well as recent data from elsewhere in the country.

The following are the **main expected outputs**:

1. Detailed **design of the work plan** as well as draft **outline of the policy discussion paper**.
2. Formulation of a **draft policy discussion paper** (15-20 pages of main text)
3. **Finalisation of policy discussion paper with Annexes**, relevant supporting documentation and full referencing
4. Formulation of **popular summary(-ies) of the main findings and recommendations** (notably for migration and resettlement) in English (4-5 pages in total).

Support during the first part of the work and upon receiving the draft paper will be provided by the UNDP Policy Advisory Team (Climate Change) and a group of international and national experts.

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

The total allocation of time by a Researcher/Writer is estimated to be 20 working days, to be allocated over the period of January 2013 to March 2013. .

The contractor should be present in Hanoi for consultations / key informant interviews with the main partners and stakeholders (minimum 2 days). The contractor can do the rest of the work from home base.

### 6) EXPECTED EXPERTISE AND QUALIFICATIONS

The contractor should have the following minimum qualifications and experience:

- a. Advanced university degree (Master's or higher) in either natural or social sciences, natural resources management, in environment management, land use planning, development economics, sustainable development, or a related field.
- b. At least 3 years of relevant experience in migration, adaptation to climate change, environment management and sustainable development, disaster risk management, or a related field.
- c. Demonstrated experience in applied research and excellent analytical skills

<sup>12</sup> Including national, as well as municipal policies and regulations, particularly with regards to household registration and legal and practical access to services and land and housing markets by different groups of migrants

<sup>13</sup> MoNRE (2011). *Climate change, sea level rise scenarios for Viet Nam*, Ministry of Natural Resources and Environment, Hanoi, Viet Nam [in Vietnamese]



- d. The contractor should be fluent in English, and have demonstrated experience in writing policy documents.
- e. A background or experience in gender and gender analysis as well as experience in the Mekong Delta are distinct advantages.

## **7) SUPERVISION AND MONITORING**

The overall research process will be managed by the Policy Advisory Team (PAT) of UNDP, specifically the Policy Advisor Climate Change, UNDP, Viet Nam.

The PAT Policy Advisor on Climate Change and PAT Policy Support Officer will seek additional advice on this assignment from:

- Technical Specialist (Disaster Risk Management, DRM) under the UNDP project on Disaster Risk Reduction in MARD
- Senior Programme Development Officer, IOM-Viet Nam.
- Programme Officer (DRM), UNDP-Viet Nam
- Department of Science and Technology, Department of Environment and Climate Change, Ministry of Agriculture and Rural Development (MARD)
- Department on Resettlement and Migration, MARD
- Disaster Management Centre, MARD
- relevant academic/research institutions
- INGOs involved in disaster risk management.

The draft report by the contractor will be reviewed by PAT and the above collaborators, for comments to be incorporated in the final versions by the contractor.

## **8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS**

Administrative support will be provided by UNDP-Viet Nam (PAT), including for potential travel to locations outside Hanoi and meetings with officials. The contractor will have access to the UNDP and IOM offices for discussions and data access, but will be expected to operate independently.

The contractor will have access to all reports related to migration, resettlement and climate change adaptation available in PAT, including relevant policy documents. PAT and the above collaborators will provide all available data under the wider migration and resettlement policy research and dialogue to the contractor. The analytical framework developed for that undertaking is attached.

PAT will facilitate various meetings with national and international stakeholders should those be needed.

## **9) REVIEW TIME REQUIRED AND PAYMENT TERMS**

Payment of the contract will be paid upon satisfactory completion of the assignment and upon approval of the achieved outputs by the UNDP Viet Nam Policy Advisory Team, i.e. upon submission and approval of a final policy discussion paper and a popular summary(-ies) on migration and resettlement in English with Annexes and relevant supporting documentation.

## **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 USD.....

This is a lumpsum offer covering all associated costs for the required service (fee, meal, accommodation, travel, visa, 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 technical proposal, and use this estimate as the basis of financial proposal to be submitted.

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Number of days</b>	<b>Rate (USD)</b>	<b>Total</b>
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).....			
	<b>TOTAL</b>			

*\* 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