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Date: 16 August 2013

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant to assist with development of the 5th national report to CBD, Report on Critical Biodiversity Issues to the National Assembly, and Guideline for implementation of the NBSAP
Project name:	“Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning” project – ID: 00080525
Period of assignment/services (if applicable):	September 2013 – May 2014

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., 28 August 2013 (Hanoi time)**.

**With subject line: International consultant - 5th national report**

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

### Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
  - Maximum size per email is **7 MB**.
  - Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
2. Please find attached the relevant documents:
    - [Terms of Reference \(TOR\)](#)..... (Annex I)
    - [Individual Contract & General Conditions](#)..... (Annex II)
    - [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm) & [General Conditions](#) (Annex III)
    - [Insurance Coverage Table](#)..... (Annex IV)
    - [Vendor Form](#) ..... (Annex V)
    - [Guidelines for CV preparation](#)..... (Annex VI)
    - [Format of financial proposal](#)..... (Annex VII)
  3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

- a. Technical component:
  - Signed Curriculum vitae
  - Copy of 1-3 publications/writing samples.
  - Reference contacts of past 4 clients for whom you have rendered preferably the similar service
- b. Financial proposal **(with your signature)**:
  - The financial proposal shall specify a total lump sum amount in **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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

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, implementation of NBSAPs or similar strategic planning frameworks, assessment of biodiversity data and information, and training	300
3	Familiar with CBD reporting system	250
4	Work experience with ODA projects in Vietnam and/or in countries have similar situation is an advantage.	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 80% of the obtainable score of 1000 points in the evaluation of the technical component.

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

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

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

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

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:

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

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 9. Payment

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

1st payment: 10% of total contract value will be paid upon UNDP's receipt and acceptance by UNDP/BCA on the work plan;

2nd payment: 40% of total contract value will be paid upon submission with satisfactory acceptance by UNDP/BCA of the final draft of Implementation guidelines for the NBSAP.

3rd payment: 30% of total contract value will be paid upon submission with satisfactory acceptance by UNDP/BCA of final draft of the fifth national report to CBD.

4th and final payment: 20% of total contract value will be paid upon satisfactory completion of final draft of Report on Critical Biodiversity Issues to the National Assembly. The final draft reports will be provided to BCA (MONRE) and UNDP CO for review 10 days 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>Title:</b>	International Consultant recruited to assist with development of the 5 <sup>th</sup> national report to CBD, Report on Critical Biodiversity Issues to the National Assembly, and Guideline for implementation of the NBSAP.
<b>Duty Station:</b>	Home base and in Hanoi.
<b>Duration and Study Period:</b>	7 working weeks, during period in September 2013 – May 2014
<b>Project ID and title:</b>	UNDP/MONRE – “Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning” project – ID: 00080525
<b>Reporting:</b>	Reports to the BCA (MONRE) and UNDP Country Office

#### 1) 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 cost 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 GEF/UNDP funded 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.

An important component of the project is “***New NBSAP and 5<sup>th</sup> National Report prepared in compliance with Biodiversity Law and CBD Strategic Plan 2011-2020***”. The new NBSAP have been prepared and submitted to the government in the second quarter of 2013. In order to support the Government implement the NBSAP at national and provincial level the project is seeking for an international consultant to prepare a guidelines on implementation of the NBSAP. In addition, the international consultant will support to develop the fifth national report in line with Biodiversity Law and CBD Strategic Plan 2011-2020 as well as Report on Critical Biodiversity Issues to provide analysis of current situation of biodiversity management and its institutional status to the National Assembly.

#### 2) OBJECTIVE OF THE ASSIGNMENT

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

The objective of the assignment is to provide international technical assistance to Biodiversity Conservation Agency (BCA), which is the implementing agency under Vietnam Environment Administration, in preparation of the fifth National Report to be submitted to Biodiversity Convention Secretariat, the guidelines for implementation of the NBSAP, and Report on Critical Biodiversity Issues to the National Assembly.

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

The international consultant is to support BCA and its team in the development and/or review of the Guideline for Implementation of the NBSAP, the 5<sup>th</sup> National Report, and the Report on Critical Biodiversity Issues. Key tasks are as following:

- Work with a team of national consultants recruited by BCA to develop outline of the guidelines for NBSAP implementation; review the draft guidelines prepared by national consultant and finalize the draft incorporating feedbacks and comments from all sources; provide international experiences on performance assessment, propose and include a set of criteria for assessment of effective implementation of biodiversity conservation at provincial level in final document submitted to BCA; (3 weeks)
- Coordinate with national experts to develop the 5<sup>th</sup> National Report on Biodiversity to CBD convention; review draft 5<sup>th</sup> report prepared by national consultants and finalize the Report incorporating feedbacks and comments from all sources ensuring it is of high quality and consistent with the CBD requirements; (3 weeks)
- Review the report on Critical Biodiversity Issues prepared by national consultant that comprises of a comprehensive assessment of gaps/challenges in current policies, legal framework, regulations, institutional mechanism in implementation of Biodiversity Law and other relevant laws, analysis of the situation, key issues and solutions to the issues to be presented to the National Assembly; (1 week)
- Ensure the quality of the final products, 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 seven weeks of work during the period of September 2013 to May 2014. Task to be conducted mainly home-based (6 weeks) and the international consultant is expected to work and have meetings with relevant agencies in Hanoi for total of one week during November 2013.

### **5) FINAL PRODUCTS**

Final product to be submitted in stages:

- (i) Final draft guidelines for NBSAP implementation with inclusion of criteria for assessment of effective implementation of biodiversity conservation at provincial level (due date by 30 November 2013);
- (ii) Final draft of fifth national report reviewed and incorporated with all feedbacks and comments (due date by 30 January 2014);
- (iii) Final draft of Report on Critical Biodiversity Issues to the National Assembly developed and with all feedbacks and comments (due date by 30 Mar 2014).

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

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

### **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- Post graduate degree in biodiversity, biology, zoology, environment management or related fields;
- At least ten (10) years of experience in the preparation, implementation of NBSAPs or similar strategic planning frameworks, assessment of biodiversity data and information and training.
- Familiar with CBD reporting system.
- Work experience with ODA projects in Vietnam and/or in countries have similar situation is an advantage.

- 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

- 1st payment: 10% of total contract value will be paid upon UNDP's receipt and acceptance by UNDP/BCA on the work plan;
- 2nd payment: 40% of total contract value will be paid upon submission with satisfactory acceptance by UNDP/BCA of the final draft of Implementation guidelines for the NBSAP.
- 3rd payment: 30% of total contract value will be paid upon submission with satisfactory acceptance by UNDP/BCA of final draft of the fifth national report to CBD.
- 4th and final payment: 20% of total contract value will be paid upon satisfactory completion of final draft of Report on Critical Biodiversity Issues to the National Assembly. The final draft reports will be provided to BCA (MONRE) and UNDP CO for review 10 days 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)

