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Date: 11 July 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Senior International Technical Expert
Project name:	Project “Promoting Climate Resilient Infrastructure in Northern Mountain Provinces of Viet Nam
Period of assignment/services (if applicable):	4.5 months over 2013-2016. Expected starting date is Sep 2013

1. Submissions should be sent by email to: procurement.vn@undp.org no later than: **COB, 26 July 2013 (Hanoi time)**.

With subject line: Senior International Technical Expert (Project 75992)

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

Note: 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)
- Confirmation of Interest and Submission of Financial Proposal (Annex VIII)

3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

- a. Technical component:
 - Signed Curriculum vitae
 - Confirmation of Interest and Submission of Financial Proposal
 - 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 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:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Postgraduate degree (MSc. or Ph.D.) in natural resources management, climate change economics, environmental sciences, or a related field	200
2	At least 10 years experience working with rural development or natural resources management projects in South east Asia, preferably Vietnam;	300
3	Experiences of working in Vietnam for development projects	50
4	Verified excellent project management, results driven, team leadership, and facilitation skills; ability to work under pressure and to meet strict deadlines	200
5	Experience in conducting climate change studies and strategy development / advice is essential.	150
6	Proficiency in written English is a must, including excellent writing skills by provisions of 1-2 writing samples. Proven Strong networking skill.	100
	TOTAL	1000

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

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

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

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

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

Interviews 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.

Payment of the agreed cost will be made in two instalments annually upon PMU and UNDP approval of all the deliverables in the agreed annual work plan:

- First instalment upon completion of annual mission and UNDP & PMU acceptance of annual mission report and required deliverables for the mission as reflected in the agreed annual work plan. The instalment amount will be calculated per actual workdays and deliverables during the annual mission based on the agreed and approved annual work plan;
- Second instalment upon completion of the annual assignment, which include an annual performance report and all deliverables in the agreed annual work plan with approval by NPD and UNDP, but no later than 15 Dec. The instalment amount will be calculated per actual workdays and deliverables as agreed and approved work plan.

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)

FOR SENIOR INTERNATIONAL TECHNICAL EXPERT

Duty Station:	Project Office, Agricultural Projects Management Board (APMB) under Ministry of Agriculture and Rural Development (MARD), No 16 & 20 Thuy Khue St, Ha Noi, Viet Nam
Report:	UNDP Sustainable Development Cluster Head and National Project Director in APMB, MARD
Duration of Appointment	4.5 months over 2013-2016. Expected starting date is Sep 2013
Working Conditions:	Contracted by UNDP (Long-Term Agreement) for intermittent periods as agreed by UNDP and NPD.
Country of Assignment:	Viet Nam

1) GENERAL BACKGROUND

UNDP is supporting the Ministry of Agriculture and Rural Development (MARD) in Vietnam a project to promote climate change resilient rural infrastructure in the Northern mountain provinces from 2013-2016. The objective of the project is to increase the resilience and reduce vulnerability of local, critical economic infrastructure in the northern mountains areas of Vietnam to the adverse impacts of climate change and to create a policy framework conducive to promoting resilient northern mountains zone development.

In order to achieve this Objective, four Outcomes will be delivered:

- **Outcome 1** – Climate Change Adaptation integrated into policy, strategy and planning that relates to rural infrastructure – specifically agriculture, rural water and rural roads (UNDP managed);
- **Outcome 2** – Enhanced capacity to adapt/climate-proof rural infrastructure investments and provincial/local area planning (UNDP managed);
- **Outcome 3** – Effective climate-resilience measures mainstreamed into the MARD rural infrastructure program.(ADB managed) (this Outcome is described in detail in the concerned ADB TA paper, included in Annex 13);
- **Outcome 4** – Lessons learnt and best practices from Outcomes 1, 2 and 3 are disseminated to stakeholders and development partners (UNDP managed).

It is in this context, UNDP and APMB seek a qualified Senior International **Technical Expert** to provide managerial and technical skill to the Agricultural Projects Management Board (MARD) and related project management structures to support in timely realization of all outputs and outcomes as outlined in the approved project document and other work plans developed by the project. The Expert will provide management and planning support for all elements of the project as well as specific technical contributions and oversight to the policy component (Component 2) and the communications, lesson learning and monitoring component (Component 4). The technical lead for Component 2 will be provided by short term consultants managed by APMB, while technical lead for Component 3 will be provided by ADB.

2) OBJECTIVES OF THE ASSIGNMENT

The expert will provide technical support and strategic advisory services to the APMB and project management unit on the followings:

1. Introduces in an effective manner the related best practices from other countries, notably related to

- adaptation of rural infrastructure to climate hazards;
- 2. Advises on the dissemination of project findings, notably to governmental departments and internationally;
- 3. Ensures the coordination of project policy oriented work with related work of partners;
- 4. Helps establish a regular policy dialogue mechanism on adapting to climate change.

3) SCOPE OF WORK

Specifically, the expert will provide technical support to the Project Management Unit (PMU) in APMB as following:

1. Assists preparation and updates of the project work planning process and advises of efficient work flows;
2. Reviews all major project reports and provides quality control on all key reports;
3. Assists in the finalisation of methodologies and approaches of project interventions annually base on the annual workplan developed by project management unit;
4. Assist in the finalization of TORs and the identification and selection of national consultants and international consultants for this project ;
5. Supports the National Project Coordinator in providing suitable technical and management briefs to the Project Board
6. Advises and helps coaching the project staff and consultants assigned to project, particularly on policy development and analysis in climate change and rural infrastructures, project monitoring and reporting;
7. Throughout the project, when necessary, provides related technical advice and guidance to the national consultants, to the international experts and to project partners;

The expert shall collaboration on regular basis with the National Project Coordinator and UNDP Programme Officer to:

1. Support development and implementation of communications strategy and the M&E monitoring system, including baseline project assessment;
2. Helps develop working relationships with national and international partners in this sector, and helps mobilise follow-up resources for northern mountain climate resilient infrastructure development

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

The expert will be expected to work intermittently for a maximum of 4.5 months over the period 2013-2016. The expert will be expected to work on average for 1 month annually with one mission to Hanoi at the duty station at project office and home-base unless otherwise required by project. During this mission, the expert might be expected to have some travelling to regional/provincial project offices in northern region of Viet Nam. Field visits (if required) will be arranged and domestic travel costs will be covered by the project.

5) FINAL PRODUCTS***

In general, the outputs to be achieved / produced during the contract period:

1. The expert assists the National Project Coordinator in the providing effective management oversight for all project components and workplan on regular basis. Deliverable: The expert will report a list of recommendations and monitoring by the expert and PMU actions on management annually.
2. Assists in effective implementation of annual work plans and annual reporting on project results to the project board and GEF, through UNDP. Deliverable: a summary of advices on workplans and problem solving solutions in the project
3. Ensure the high advisory quality of inception and progress reports of projects; and a minimum of four high-level policy discussion papers on climate proofed infrastructure policies of UNDP and MARD derived from inputs of contractors/consultants reports. Deliverable: to be specified annually for policy papers; 01 inception and 01 progress report with substantive inputs by the expert
4. Provides coordination with ADB supported consultants with responsibility for Component 3 of the project, including coherence and alignment with all other project Components. Deliverable: 01

documentation of plan of actions, follow-up and recommendation to coordinate with ADB in Component 3 annually

5. Ensure quality delivery of all outputs under Components 1, 2 and 4 of the project. Deliverable: 01 brief report of advice on TORs, peer-reviews of consultant reports and necessary strategic approach changed of the project interventions base on related deliverables by other experts/consultants

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The expert will report to the Head of the Sustainable Development Cluster of UNDP. A detailed work plan for the mission and home based work of the assignment and the proposed step-wise method shall be submitted to and discussed with the PMU and UNDP at the beginning of the assignment. The PMU and UNDP will require 02 progress reports and deliverables, one after the field mission in Hanoi and one by the end of each year.

Besides, briefing meeting in the beginning of each mission and debriefing meeting at the end of each mission with UNDP and PMU will be required.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Appropriate Postgraduate degree (MSc. or Ph.D.) in natural resources management, climate change economics, environmental sciences, or a related field;
- At least 10 years experience working with rural development or natural resources management projects in South east Asia, preferably Vietnam;
- Experience in conducting climate change studies and strategy development / advice is essential.
- Verified excellent project management, results driven, team leadership, and facilitation skills; ability to work under pressure and to meet strict deadlines
- Strong networking skill.
- Proficiency in both spoken and written English is a must, including excellent writing skills
- Experiences of working in Vietnam for development projects

8) Admin support and reference documents

Documentation/secondary information

Copy of the final approved project document by UNDP will be made accessible to the consultant

Logistical support:

Arrangement of Contract and payments to the expert will be provided by UNDP. The APMB/MARD and project team will assist the expert in all necessary logistical arrangements for performance of the work.

Cooperation with international and national experts

The International Senior Technical Expert is expected to cooperate with national technical specialist at the Project Management Units and international team leaders and experts of ADB, UNDP climate change experts in UNDP projects, and with staff of UNDP's Sustainable Development Cluster and Policy Advisory Team.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

The expert is required to discuss and agree with UNDP cluster head and NPD on the annual workplan, required deliverables and time allocated (workdays and detail budgets for two milestones payments annually) before delivering the services during each year.

Mission workplan and required deliverables during each mission are required to be submitted to UNDP and NPD for approval before each mission starts each year.

Payment of the agreed cost will be made in two instalments **annually** upon PMU and UNDP approval of all the deliverables in the agreed annual work plan:

- First instalment upon completion of annual mission and UNDP & PMU acceptance of annual mission report and required deliverables for the mission as reflected in the agreed annual work plan. The instalment amount will be calculated per actual workdays and deliverables during the annual mission based on the agreed and approved annual work plan;
- Second instalment upon completion of the annual assignment, which include an annual performance report and all deliverables in the agreed annual work plan with approval by NPD and UNDP, but no later than 15 Dec. The instalment amount will be calculated per actual workdays and deliverables as agreed and approved work plan.

10) CONSULTANT PRESENECE 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)

