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Date: 16 April 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant (Team Leader) and 01 National Consultant (Team member) to conduct Stakeholder Analysis and Stakeholder Engagement (SASE) for the implementation of National REDD Action Plan (NRAP) in Viet Nam.
Project name:	00085319/UN-REDD Vietnam Phase II Programme
Period of assignment/services (if applicable):	30 days per consultant (30 days for Team Leader, 30 days for Team Member) during May 2014-July 2014 period

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **27 April 2014 (Hanoi time)**.

With subject line: 01 International Consultant - Stakeholder analysis
Or 01 National Consultant - Stakeholder analysis

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
- Expression of interest, explaining why he/she is the most suitable for the work.
- 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** (for international consultant) and **Vietnam Dong** (for local consultant) 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 international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

International consultant:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	PhD or Masters in a relevant discipline, such as Political Science, Development Studies, or Sociology	200
2	At least 10 years of relevant working experiences in legal framework analysis, case studies analysis, community-based projects, local development;	250
3	Demonstrate research, analysis and report-writing skills;	100
4	Have a good grasp of Institutional and Context analysis (ICA) ideas;	100
5	Good understanding of UNDP/UN-REDD programming modalities;	100
6	Display comfort working in politically sensitive situations;	50
7	Have strong oral and written skills in English	100
8	Have excellent communication and inter-personal skills, particularly for building networks and partnerships;	50
9	Knowledge and experience of Viet Nam or the region preferred.	50
	TOTAL	1000

National consultant

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Postgraduate Degree in a relevant discipline, such as Political Science, Development Studies, or Sociology	300
2	At least 10 years of relevant working experiences in legal framework analysis, case studies analysis, community-based projects, local development;	300
3	Display comfort working in politically sensitive situations	200
4	Have strong oral and written skills in both Vietnamese and English;	150
5	Have excellent communication and inter-personal skills, particularly for building networks and partnerships	50
	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.

Interview with the candidates may be held if deemed necessary.

5. 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.

6. 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.

- The first installment of 20% of the contract value will be paid upon submission the work-plan and all (PRODUCT 1 specified under the TOR) with satisfactory acceptance by UNDP and the NPD.
- The second installment of 40% of the contract value will be paid upon submission the draft report (PRODUCT 2 specified under the TOR) with satisfactory acceptance by UNDP and the NPD.
- The third and final installment of 40% will be paid upon the completion of final product (PRODUCT 3 specified under the TOR) under the contract, with satisfactory acceptance by UNDP and the NPD.

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

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



TERMS OF REFERENCE (TOR)

TITLE	01 international (Team Leader) and 01 national (Team member) to conduct Stakeholder Analysis and Stakeholder Engagement (SASE) for the implementation of National REDD Action Plan (NRAP) in Viet Nam.
Project ID and title	00085319/UN-REDD Vietnam Phase II Programme
Duty Station	Hanoi with travel to 6 pilot provinces (Lam Dong, Binh Thuan, Ca Mau, Lao Cai, Ha Tinh, and Bac Can)
Duration of Appointment	30 days per consultant (30 days for Team Leader, 30 days for the team member) during May 2014-July 2014 period
Reporting	UNDP Viet Nam and the National Programme Director (NPD)

1) GENERAL BACKGROUND

Viet Nam is among the countries most vulnerable to climate change. Although Viet Nam's greenhouse gas (GHG) emissions are still relatively low, emissions per capita were just 1.46 metric tons CO₂ equivalent in 2008, they are growing at a faster pace than many other countries and will continue to rise rapidly due to rapid economic growth and industrial expansion. The Government has made significant efforts in responding to climate change, including adoption of a National Climate Change Strategy, National Target Programme to Respond to Climate Change, National Green Growth Strategy, and National Action Programme on reducing emission from deforestation and forest degradation, conservation and sustainable management of forest resources and enhancing carbon stock (REDD+), etc. The agriculture and rural development sector, including forestry, pioneered to adopt a plan to reduce emissions by 20% from forecasted levels by 2020.

Under the programme cycle 2012-2016, UN provides substantial support to the Government of Viet Nam to respond to climate change, including REDD+. The support is mainly provided through the UN-REDD Vietnam Programme. The UN-REDD Vietnam Phase I Programme has been completed with some key results regarding capacity building at national and local level in Lam Dong province. The UN-REDD Vietnam Phase II Programme aims to pilot eligible activities and provide positive incentives for local people who are directly involved in REDD+ activities in 6 pilot provinces, including Lam Dong, Ca Mau, Binh Thuan, Ha Tinh, Bac Can and Lao Cai. The programme will build necessary capacity for Viet Nam to benefit from future results-based payments for REDD+ and undertake transformational changes in the forestry sector. In a complementary process, the programme is developing a roadmap for full and effective stakeholder participation to identify locally relevant activities for REDD+ sites to address the main drivers of deforestation and forest degradation, and where relevant, complemented by the working final of the national free, prior and informed consent (FPIC) guidelines.

In the longer term, the programme aims to engage stakeholders at the national and provincial levels for the successful implementation and results of the National REDD+ Action Plan (NRAP) and the Provincial REDD+ Action Plans (PRAP), under the leadership of VRO. In order to ensure that the NRAP is fully operational, a wide range of capacities are required at all levels and with diverse stakeholders. These capacities cover a range of technical, legal, analytical and participatory issues. The task of establishing all required capacities cannot be handled by UN-REDD alone; contributions from many other Development Partners, including NGOs, are required. These will be coordinated by the GoV, namely by the VRO and upon establishment, the Executive Board (EB) of the NRAP. Thus the programme plans to support and encourage appropriate cooperation between relevant ministries and agencies. In addition, intra-governmental coordination linkages need be enhanced to further strengthen MARD/VNFOREST collaboration, MARD's support to MONRE as the official channel to report to the UNFCCC and collaboration between MARD and MONRE on integrating REDD+ into land use planning. Collaboration with MPI and MOF needs to be strengthened as well for the implementation of the NRAP. Moreover industries such as timber production, coffee in the Central Highlands, shrimp farming in mangroves and rubber production in provinces have a significant impact for REDD+ to be successful. Strategic stakeholder engagement will allow securing a broad endorsement by relevant stakeholders for REDD+ and the implementation of the NRAP and PRAPs in Viet Nam.

Mapping out the stakeholders involved in the REDD+ process, assessing their various interests and influence, and identifying appropriate forms of participation are essential stages of the NRAP implementation, and the PRAPs. In order to do so, the programme will hire a team of consultants, one international expert as team leader and one national expert to conduct a stakeholder analysis at the national and provincial levels, in particular the 6 pilot provinces. The final product will differentiate and recommend strategic types of participation of stakeholders at these 2 levels, as well as options for building coalitions of interest to implement the NRAP and the PRAPs.

The analysis should be conducted in alignment with the principles for effective stakeholder engagement, including FPIC, and PGA principles and application.

The team will work mainly under the supervision of National Project Director (NPD), who takes the overall lead for the UN-REDD phase II programme implementation. The consulting team will be based at PMU, and will report to the NPD and UNDP. The consulting team will work together with other stakeholders, consultants/advisers to ensure the highest possible quality of the outputs.

2) OBJECTIVES OF THE ASSIGNMENT

This assignment has the two following objectives:

1. Conduct analysis of the interests and influence of stakeholders involved in the NRAP (National REDD+ Action Plan), and PRAPs (Provincial REDD+ Action Plan) processes; and
2. Develop recommended proposals for stakeholder engagement to ensure the successful implementation of NRAP and PRAPs.

3) SCOPE OF WORK

The assignment will be done by a team of one International consultant (Team Leader) and one National consultant (Team member).

Joint tasks: During the assignment, the team will jointly undertake the following activities:

- A. Stakeholder analysis
 1. Identification of stakeholders involved in NRAP and PRAPs implementation at the national and local levels, their roles and responsibilities by areas of work interests such as environmental, social; and by types, such as, NGOs, CSOs. Further identification to be conducted within different stakeholder types;
 2. Assessment of interests of stakeholders, conflict of interests with the NRAP and PRAPs;
 3. Assessment of influence and importance of stakeholders to the process and their level of support/incentives to the NRAP and PRAPs, including the capacity to engage in these processes; and
 4. Identify relationships, reporting lines and communications between stakeholders.
- B. Stakeholder engagement
 1. Identification of key stakeholders including those not previously or currently engaged in the process to promote engagement with;
 2. Analysis of different types of participation; entry points, short/medium-term potential for change, assessment of realistic achievements to be made by the programme
 3. Recommendations on types of stakeholder engagement to be promoted based on objectives in the NRAP and PRAPs, on building coalitions and channeling of information and resources for effective collaboration for NRAP and PRAPs implementation.

Individual responsibilities: Beside the joint task mentioned above, the consultants will fulfill individual responsibilities as follow:

Team leader

The team leader will take lead to ensure the progress of the assignment and the quality of the final products. He/she will:

- Develop a workplan in close collaboration with the team member
- Design all methodologies for the study. This shall include: i) desk review of relevant reports and guidelines produced by the programme and other organizations/projects on REDD+ in Viet Nam such as the working final of the national FPIC guidelines; and ii) interviews with key government personnel at central and local level, local communities, NGOs staff and relevant forestry project staff

- iii) focus group discussions with stakeholders at national and provincial levels.
- Join to collect data as planned
- Analyze data and draft report with inputs from team members.
- Present and finalize the report based on comments of UNDP and NPD

Team member

The team member will work closely with the team leader to provide effective support to the process and to fulfill all assigned tasks. In particular, he/she will:

- Contribute to finalize the workplan for the assignment
- Provide inputs and make sure the methodologies are applicable to national and local context.
- Lead the process to collect data as planned
- Provide inputs for drafting report and write certain sections of the report.
- Facilitate the consultation with UNDP and PMU for gathering comments and finalizing the report.
- Support the team leader in finalization of the report

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

Duration: Estimated 30 days including travel per consultant between May and July 2014

Duty Station: Hanoi and in-country travel to the 6 pilot provinces (Lam Dong, Binh Thuan, Ca Mau, Lao Cai, Ha Tinh, and Bac Can) with about 3 days per province. All travel cost should be included in the consultant's proposal.

5) FINAL PRODUCTS

The expected outputs from this assignment during the consultancy period include:

The team will deliver the final joint products as below:

- PRODUCT 1: Joint workplan
- PRODUCT 2: Draft report on stakeholder analysis at national level and for each pilot province, including summary reports from focus group discussions. The report should include the recommendations for stakeholder engagement and collaboration for NRAP at national level and for PRAPs in each pilot province, including specific recommendations on entry points, risks, and a realistic assessment of actions to be prioritized.
- PRODUCT 3: Final report, with main sections covering: institutional context analysis (formal institutions and informal institutions overview and analysis); stakeholder analysis; stakeholder engagement (entry points for stakeholder engagement and risks, potential for change and adequate responses)

The team will produce one report, including a national stakeholder analysis, short analysis report per pilot province, and recommendations for stakeholder engagement at national level and in each pilot province.

All the outputs shall be in English and Vietnamese.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected team will work with regular meetings and discussions and reporting to the responsible staff of UNDP Viet Nam and the PMU. The team is required to regularly report to UNDP Viet Nam and the Project Management Unit (PMU) on the progress of the work basing on the agreed work-plan and approach. The team will also work closely with selected Provincial PMU for field research in the pilot provinces.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

Team leader - International consultant

- PhD or Masters in a relevant discipline, such as Political Science, Development Studies, or Sociology;
- At least 10 years of relevant working experiences in legal framework analysis, case studies analysis, community-based projects, local development;
- Demonstrate research, analysis and report-writing skills;
- Have a good grasp of Institutional and Context analysis (ICA) ideas;

- Good understanding of UNDP/UN-REDD programming modalities;
- Display comfort working in politically sensitive situations;
- Have strong oral and written skills in English;
- Have excellent communication and inter-personal skills, particularly for building networks and partnerships; and
- Knowledge and experience of Viet Nam or the region preferred.

Team member – National consultant

- Postgraduate Degree in a relevant discipline, such as Political Science, Development Studies, or Sociology
- At least 10 years of relevant working experiences in legal framework analysis, case studies analysis, community-based projects, local development;
- Display comfort working in politically sensitive situations;
- Have strong oral and written skills in both Vietnamese and English;
- Have excellent communication and inter-personal skills, particularly for building networks and partnerships; and

8. ADMIN SUPPORT AND REFERENCE DOCUMENTS

Arrangement of meetings and interviews:

The selected team shall arrange and conduct all relevant meetings and interviews and seek for UNDP/PMU support when it is necessary.

9. REVIEW TIME REQUIRED AND PAYMENT TERM

- The first installment of 20% of the contract value will be paid upon submission the work-plan and all (PRODUCT 1 specified under the TOR) with satisfactory acceptance by UNDP and the NPD
- The second installment of 40% of the contract value will be paid upon submission the draft report (PRODUCT 2 specified under the TOR) with satisfactory acceptance by UNDP and the NPD
- The third and final payment of 40% will be paid upon the completion of final product (PRODUCT 3 specified under the TOR) under the contract, with satisfactory acceptance by UNDP and the NPD

Payments to the Team Member need certification from the Team Leader.

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)

