



Empowered lives.  
Resilient nations.

Date: 21 April 2014

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Technical Officer (NTO) (Local consultant)
Project name:	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from Deforestation and Forest Degradation (REDD)
Period of assignment/services (if applicable):	Estimated 180 days, spread over 12 months (1 June 2014 – 31 May 2015). The assignment may be reviewed and renewed during the project cycle upon satisfactory completion of the first 12 month period and requirements from the UNDP and the project.

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than **4 May 2014 (Hanoi time)**.

**With subject line: National Technical Officer (NTO)**

Submission received after that date or submission not in conformity with the requirements specified in 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 **Viet Nam Dong** 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	Postgraduate degree (MSc. or Ph.D.) in forestry	200
2	At least 15 years of working experiences in the areas of forestry	250
3	Profound experience in legislative and policy development of forest sector	250
4	Outstanding experience in undertaking policy analysis/ research	100
5	Strong inter-personal skills of leadership	100
6	Proficiency in both spoken and written English	100
	<b>TOTAL</b>	<b>1000</b>

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

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

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

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

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

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
- 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 payments will be made at the end of every calendar month, upon receipt and approval of (i) monthly progress/technical report on the work-done and results produced, and (ii) a work-timesheet for that month based on required outputs and number of working days indicated in the monthly workplan agreed by UNDP, PMU and the contractor.

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)

Consultancy service:	National Technical Officer(NTO)
<b>Project name/ID:</b>	UN-REDD Viet Nam Phase II Programme/Reducing Emissions from Deforestation and Forest Degradation (REDD)
<b>Duty Station:</b>	UNDP Country Office, Viet Nam
<b>Duration of Appointment</b>	Estimated 180 days, spread over 12 months ( 1 <sup>st</sup> June 2014- May 31 <sup>st</sup> 2015)
<b>Working arrangement/ Conditions:</b>	Individual contract

### 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 CO<sub>2</sub> 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 and National Target Programme to Respond to Climate Change. Viet Nam also takes an active approach to climate change mitigation through approval of the national Green Growth Strategy which sets some clear green house gas emission targets, including a reduction of the intensity of greenhouse gas emissions by 8-10% in 2020 as compared to the 2010 level. 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 Reducing Emissions from Deforestation and Forest Degradation (REDD+). The support is mainly provided through the implementation of six inter-linked and complementary projects/joint programmes: (i) Capacity building on Climate Change with the Ministry of Natural Resources and Environment and the Ministry of Agriculture and Rural Development (MARD). The project supports the implementation of the National Climate Change Strategy, including the development of a national "MRV" mechanism in Viet Nam; (ii) Capacity building for Policy Research, Training, and Advancement of Green Growth Development, with the University of Economics and Business/ Vietnam National University; (iii) Promoting Climate Resilient Infrastructure in Northern Mountain Provinces of Viet Nam, aiming 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; (iv) Strengthening capacity on climate change initiatives in the Industry and Trade sectors (MOIT CCIT). The MOIT CCIT project aims to strengthen the capacity of policy makers and stakeholders in the industry sector to reduce GHG emissions, enhance climate resilience and exploit associated green trade opportunities; (v) Sustainable Development and Climate Planning with the Ministry of Planning and Investment (SD&C Planning). The project focuses on the implementation of the Green Growth Strategy, including monitoring and reporting on greenhouse gas mitigation targets; and (vi) the UN-REDD Viet Nam Phase II Programme with the Ministry of Agriculture and Rural Development, with participation of FAO, UNDP and UNEP. 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; and has the 6 major Outcomes:

- Outcome 1: Capacities for an operational National REDD+ Action Programme (NRAP) are in place
- Outcome 2: The six pilot provinces are enabled to plan and implement REDD+ actions
- Outcome 3: National Forest Monitoring System (NFMS) for Monitoring and Measurement, Reporting and Verification and National REDD+ Information System (NRIS) on Safeguards are operational
- Outcome 4: Stakeholders at different levels are able to receive positive incentives
- Outcome 5: Mechanisms to address the social and environmental safeguards under the Cancun Agreement are established
- Outcome 6: Regional cooperation enhances progress on REDD+ implementation in the Lower Mekong Sub-Region

In order to support the implementation of the UNDP's responsible portfolio/ components of the UNREDD Viet Nam Phase II Programme, a National Technical Officer (NTO) is sought to provide inputs to overall planning, implementation, and quality assurance/ reviews of the Programme plans, inputs and outputs/products with focuses on Outcome 1, 2 and 5;

The NTO will be based at UNDP Viet Nam Country Office, and will report to the UNDP's Assistant Country Director/Head of Sustainable Development Cluster (SDC). The NTO will team up with the Head of SDC, a Programme Officer, a NTA and a Programme Support Officer at UNDP Country Office in Viet Nam, an International Technical Advisor (at PMU), and liaise with a Regional Technical Advisor at the Asia Pacific Regional Center in Bangkok (APRC), for ensuring the highest possible quality of project outputs.

## **2) OBJECTIVES OF THE ASSIGNMENT**

This assignment is designed to support UNDP in the management implementation of the UNREDD Viet Nam Phase II (the Programme) to achieve the following objectives:

1. Providing technical inputs to the planning, implementation and M&E processes of the Programme, focus on the Outcome 1, 2 and 5;
2. Leading and being responsible for the following specific areas of work:
  - Initiating technical discussions, formulating TORs for the recruitment of experts and service providers under Outcome 1, 2 and 5.
  - Working with PMU, service providers and other partners to ensure outputs/product, in accordance with agreed quality criteria and timeline.

## **3) SCOPE OF WORK AND SPECIFIC TASKS**

### **1. Inputs to the management and implementation**

- Advice and inputs to the planning and implementation: Working closely with UNDP Programme Officer, Programme Support Officer, National Technical Advisor, and International Technical Advisor, to provide inputs to ensure quality annual and quarterly project work-plans.
- Mobilization of quality inputs to the implementation of the Programme's activities: Identify viable modalities to facilitate the engagement necessary expertise and services, smooth implementation, and production of expected outputs/outcomes. Modalities include individual contract, teams of experts, individual service provider or consortiums of service providers, or a combination of these. Working closely with UNDP staff to group activities into viable packages for tendering/ procurement of services, and lead or provide inputs to the formulation of terms of references/ requests for proposals for such packages; support in identifying suitable expertise/ experts, specialists, organizations, services providers, in order to facilitate the procurement of necessary services;
- Monitoring and providing guidance to contracted consultants/service providers: Working in a team with the NTA and International Technical Advisor to provide technical advices and guidance to the contracted technical consultants/services providers, based on agreed TOR, work-plans, and quality criteria and benchmarks, in order to achieve quality results.
- Monitoring and providing guidance to PPMU in technical issues: Working closely with the PPMU to provide technical advices and guidance to the PPMU technical staff, based on agreed PPMU workplans, and quality criteria and benchmarks, in order to achieve quality results.
- Programme Reports: Provide quality inputs to the preparation of technical/progress reports, including reports to and for the meetings of Programme Executive Board (PEB), Programme Executive Group (EG) and UNDP-Multi Partners Trust Fund (MPTF) as required, focusing on capturing results, lessons, and follow up actions.

### **2. Technical review and quality assurance and knowledge management**

- Technical review and quality assurance of inputs: Working closely with the International Technical Advisor, take lead to develop or review, and consolidate comments on, make necessary revisions to the terms of references for project activities/ bidding packages/ requests for proposals, submitted by the PMU and/or contracted consultants on related Outcome;
- Technical review and quality assurance of outputs/products: In close collaboration with the National Technical Advisor and International Technical Advisor, undertaking review and commenting on all

technical reports, materials, outputs/products, publications, and proceedings of workshops/consultation meetings to ensure highest quality before review and approval by the NPD and UNDP;

*Knowledge generation and information:* Working in team with the National Technical Advisor, the International Technical Advisor, PPMU Technical staff, based on policy analysis and research results by the Programme, and experiences and practices elsewhere, provide inputs or lead in producing policy briefs/policy discussion papers, and in documenting Programme lessons learnt, experiences, best practices, and human interest stories.

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

The assignment is designed with estimated **180 work-days**, spread over a 12 months (15 days per month on average – about 75% of time), starting from 1<sup>st</sup> June 2014 until 31<sup>st</sup> May 2015. The assignment may be reviewed and renewed during the project cycle upon satisfactorily completion of the first 12 month period and requirements from the UNDP and the project.

The NTO can work from home or come to UNDP Viet Nam Office. The NTO is expected to travel to the project sites from time to time. In this case, separate financial support and travel arrangement will be made.

#### **5) FINAL PRODUCTS\*\*\***

*The expected outputs from this assignment during the 12-month period include:*

1. Quality inputs to the program quarterly and annual work-plans and reports;
2. Quality inputs to the development/ or reviews of terms of references of project activities/ service packages;
3. Quality review and inputs to the project technical reports, outputs/ products, and policy briefs/ discussion papers;
4. Quality contributions to the development and implementation of the Capacity building Plan;
5. Active contribution and quality inputs to the policy research, consultations, documentation of program results including policy briefs/discussion papers, lesson learnt, best practices and human interest stories and relevant knowledge networks;
6. Inputs on relevant substantive issues that have emerged and that would require further assistance from UNDP or coordination with other related projects or stakeholders;
7. Monthly workplan with required outputs and number of working days agreed by UNDP, PMU and the contractor;
8. Monthly progress/technical reports on work done and results produced against the agreed monthly workplan.
9. Annual technical and performance report including a summary of technical advice and inputs provided; associated achieved results and key lesson learnt; and follow-up actions.

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

- The NTO will report to the Assistant Country Director/ Head of the Sustainable Development Cluster.
- A detailed work plan for the assignment shall be prepared and agreed with UNDP, with reference to the Programme work-plans.
- A detailed monthly workplan with number of required deliverables by the project and number of days required by the consultant to deliver these deliverables must be prepared, discussed and agreed between UNDP and the consultant before the services provided by the consultant. This will be the basis for the monthly payment to the consultant.
- Monthly briefing and updates on new progress and results conducted for review and monthly report
- Annual technical and performance report including a summary of technical advice and inputs provided; associated achieved results and key lesson learnt; and follow-up actions.

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

- Postgraduate degree (MSc. or Ph.D.) in forestry, natural resources, economics or related fields;
- At least 15 years of working experiences in the areas of forestry, or rural development;
- Profound experience in legislative and policy development of forest sector, and dealing with the government and development partners at senior level;
- Outstanding experience in undertaking policy analysis/ research, and in facilitating and chairing consultations;

- Proven strong inter-personal skills of leadership, networking, communication, facilitation, and working in multi-cultural team;
- Proven Proficiency in both spoken and written English, including writing skills

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

### **Logistical support:**

- Arrangement of Contract and payments will be provided and supported by UNDP.
- The project PMU will provide necessary logistical support for implementation of the work.

### **Documentation/secondary information**

All relevant project documents, publications, and materials available at UNDP relating to the work will be made available to the contractor for reference

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

- The payments will be made at the end of every calendar month, upon receipt and approval of (i) monthly progress/technical report on the work-done and results produced, and (ii) a work-timesheet for that month based on required outputs and number of working days indicated in the monthly workplan agreed by UNDP, PMU and the contractor .

## **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 VND .....

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, 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 proposal, and use this estimate as the basis for financial proposal.

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Number of days</b>	<b>Rate (VND)</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			
2.5	Others (pls. specify).....			
	<b>TOTAL</b>			

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