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Date: 4 July 2014

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant for Project Formulation on Biodiversity Conservation and Marine Protected Areas in Vietnam
Project name:	UNDP Sustainable Development Cluster (SDC)
Period of assignment/services (if applicable):	July – Sep 2014

1. Submissions should be sent by email to: [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) no later than: **15 July 2014 (Hanoi time)**.

**With subject line: International Consultant for Project Formulation on Biodiversity Conservation and Marine Protected Areas in Vietnam**

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 English, 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 US Dollar 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	Master's Degree or Ph.D. in biodiversity conservation, marine biological resources or environmental management.	100
2	10 years on-the-ground experience of biodiversity conservation projects for international organizations such as UNDP, World Bank	300
3	Proven track record in formulation and implementation of complex and comprehensive projects, especially for GEF funding (PIF, PPG, ProDoc) in the relevant areas	200
4	Relevant knowledge of biodiversity conservation institutional frameworks, conventions and standards both at global level and in Vietnam.	100
5	Experience in project implementation on biodiversity conservation and marine protected areas fields	100
6	Knowledge of biodiversity conservation institutional frameworks, conventions and standards both at global level and in Vietnam.	100
7	Evidence of excellent written/presentation skills in 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
- 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.

- First payment of 30% of total contract amount shall be paid upon acceptance of the draft PIF.
- Last payment of 70% of total contract amount shall be paid upon UNDP satisfaction acceptance of the Final PIF and PPG.

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)

<b>Post title:</b>	International Consultant for Project Formulation on Biodiversity Conservation and Marine Protected Areas in Vietnam
<b>Agency:</b>	UNDP
<b>Reporting to:</b>	Head, Sustainable development cluster
<b>Duty Station:</b>	Home-based and Hanoi, Vietnam
<b>Contract Type:</b>	Individual Contract (IC)
<b>Duration:</b>	Output based consultancy, 10 working days within the period, including one 4-day mission to Hanoi From July 2014 to September 2014

#### 1) GENERAL BACKGROUND

Viet Nam is one of the world's ten most biologically diverse countries - it contains about ten percent of the worldwide species. Ecological systems together with their biodiversity are very important in Vietnam for sustainably local development for the wide array of goods and services they provide. However, biodiversity are under threat from different sources – including climate change. The unsustainable practices of economic development, rapid urbanization, shifting cultivation or expansion of arable land by encroaching into forest lands are, for example, among the most important causes leading to biodiversity loss.

Recognizing the importance of biodiversity conservation, the country has ratified/acceded to RAMSAR convention in 1989, UN Convention on Biodiversity in 1994, CITES in 1994, and Cartagena Protocol on Bio-safety in 2004. It aims at protection and sustainable use of natural resources and its biodiversity.

Viet Nam is host of a rich variety of marine ecosystems along its coastal territory. Up to 20 typical tropical marine ecosystems have been identified, distributed in 9 areas with different types of marine biodiversity, including three Mong Cai-So Son, Hai Van-Dai Lanh and Dai Lanh-Vung Tau with highest levels of biodiversity. According to MONRE, marine ecosystems are the habitats of 11,000 marine species and there is approximately 40,000 hectare of coral reef spreading along the coastal area such as in Ha Long Bay, Cat Ba Island, Son Tra – Hai Van. Viet Nam's marine biodiversity is of global significance as it represents 10 % of the world's marine species.

However marine biodiversity, ecosystems and habitats are being degraded and threatened by growing population, man-made pollution, overexploitation and harmful fishing techniques. 83 marine species are listed in the Viet Nam Red Book (2007) of Endangered, Rare and Threatened Species. Coral reefs coverage is on the decline and undergoing degradation as seven key coral reefs in Viet Nam shown that from 2004 to 2007 only 2.9% of coral reefs were in very good condition, 11.6% in good condition, 44.9% in bad and very bad (Institute of Marine Environment and Resources).

The government of Viet Nam has established a system for marine protected areas with the Fisheries Law in 2003 and the "Master Plan 2010 and orientation towards 2020" for MPAs. The Master Plan (2010) targets the establishment of 16 MPAs covering 0, 24% of Viet Nam sea area and 30% of MPAs under strict protection. Currently, 5 MPAs are in place: Nha Trang Bay, Cu Lao Cham, Phu Quoc, Con Co, Cu Lao Cau representing 1, 7 % of the total surface area in Viet Nam.

To assist the Government of Vietnam strengthening its MPAs network and sustainable fisheries management, UNDP Vietnam Country Office, Sustainable Development Cluster (SDC) is looking a qualified international consultant to prepare a Project Identification Form (PIF) and support the Project Preparation Grant (PPG).

The project's main objective will be to support capacity for the development and management of the MPA system in Viet Nam. It is expected to be structured around i) institutional structure for the MPA network, ii)

policy framework to support the establishment and management of MPA for conservation and iii) strengthening institutional and stakeholders' capacities. The PIF and PPG will be developed for eventual submission to the GEF Trust Fund.

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

The objective of this assignment is to finalize a PIF and a PPG that focuses on strengthening the institutional structure, the policy framework to support the establishment and management of MPA for conservation and institutional and stakeholders' capacities for ecosystem-based marine biodiversity conservation and sustainable fisheries management.

The PIF and PPG should meet the requirements of GEF, UNDP and Government of Vietnam and related regulations/guidelines.

## **3) SCOPE OF WORK**

The consultant will have the functions of team leader and will be responsible for the final delivery of the products (PIF and PPG) with the expected quality by UNDP and MARD.

The consultant will work very closely with MARD, Fisheries Department, Institute of Marine Resources and other experts to draft the PIF.

Based on the concept note developed by UNDP CO, specific tasks are as follows:

### **1. Leading technical oversight and guidance on PIF development:**

- Review the relevant policy, regulations and programmes relating to biodiversity conservation, MPAs and fisheries management.
- Review GEF strategic policies/operational programmes relating to biodiversity conservation and marine biodiversity resources.
- Review and synthesize baseline information associated to MPAs and sustainable fisheries management in Vietnam in collaboration with the national consultant.
- Discuss with UNDP SDC team and MARD to determine the scope, scale, and feasible implementation arrangement of the project. Taking into accounts all these aspect into a PIF.

### **2. Leading on project design in the PIF:**

- Liaise with UNDP SDC team, GEF Vietnam (Operational Focal Point) and MARD/Fisheries Department to assess the status of marine biological resources, of the MPA system and enforcement in Vietnam and identify the options to reinforce the existing framework and build capacities for policy enforcement in the country.
- Refine and assess sustainability of the suggested project objectives, outcomes and outputs to meet with the GEF and UNDP criteria.
- Incorporate comments from all relevant national stakeholders, UNDP and GEF Secretariat into the final PIF for submission to GEF for approval.

### **3. PPG request**

- Lead on the developing the PPG document with specific activities, budget and financing and tasks and consultants needed for PPG implementation.

Draft PIF and guidelines will be provided to the consultant upon signing the contract. During the period of PIF preparation, if technical discussions are required the consultant must be responsible for both organizing and facilitating the discussions.

The consultant must remain available for discussion and clarifications up to the final approval stage of the cycle.

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

Time effort for this assignment is about 10 working days, including a 4-day mission to Hanoi. More details of work and detailed schedule will be developed and discussed with the Sustainable Development Cluster (SDC) in charge at the UNDP Country Office.

The consultant will be provided with all technical documents available on the subject as requested (if available).

The consultant will work from home, and s/he will make one visit of 4 days to Hanoi.

#### 5) FINAL PRODUCTS

The key deliverables of the **Project Formulation Expert** will be a final PIF and a PPG which need to be technically cleared by MARD and UNDP Principal Technical Adviser for Biodiversity and Ecosystems.

Preparation of the PIF deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant PIF document:

1. Project Framework : Components, Outcomes, Outputs And Budget Estimates
2. Indicative Co-Financing
3. Project Justification:
4. Project Consistency
5. Project Overview: Baseline And Problem Analysis; Incremental Costs And Global Environment Benefits; Components, Socio-Economic Benefits, Risks,

For the PPG request, the outline is as follows:

1. Project preparation timeframe
2. Proposed project preparation activities
3. Financing plan summary for project preparation grant:
4. PPG budget
5. Annex on consultants tasks and estimated workdays

These sections are indicative as templates may be subject to change. The Project Formulation Expert will be required to obtain guidance from the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

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

The consultant will report directly to the Head of the Sustainable Development Cluster (SDC) and the Programme Officer in UNDP Country Office.

The assignment will be monitored against:

- Compliance to most updated standard format and guidelines
- Responsiveness to comments and feedback from SDC Team, and GEF advisors

#### 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master's Degree or Ph.D. in biodiversity conservation, marine biological resources or environmental management.
- 10 years on-the-ground experience of biodiversity conservation projects for international

organization

- Proven track record in formulation and implementation of complex and comprehensive project, especially for GEF funding (PIF, PPG, ProDoc) in the relevant areas.
- Experience in project implementation on biodiversity conservation and marine protected areas field.
- Knowledge of biodiversity conservation institutional frameworks, conventions and standards both at global level and in Vietnam is essential.
- Background in socio-economic studies and research methods is a bonus.
- Knowledge of capacity development, innovative financing mechanisms for conservation and community-based conservation is required
- Familiarity with UNDP Programme frameworks and the role of UNDP in Viet Nam would be beneficial.
- Working experience in the Asia-Pacific region – and especially in Vietnam is a must.
- Strong written and verbal presentation skills in English.

## **8) ADMINISTRATIVE REVIEW TIME REQUIRED AND PAYMENT TERM**

Payments shall be settled upon acceptance of outputs by UNDP, as follows:

- First payment of 30% of total contract amount shall be paid upon acceptance of the draft PIF.
- Last payment of 70% of total contract amount shall be paid upon UNDP satisfaction acceptance of the Final PIF and PPG.

## **9) 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 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:

No.	Description	Number of days	Rate (USD)	Total
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