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Date: 23 March 2012

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for team of individual consultants and consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	<u>A team of national consultants</u> on An estimation of GHG reduction potential for the forestry sector in Viet Nam
Project name:	“Sustainable Development and Climate Planning” project – ID: 00057013
Period of assignment/services (if applicable):	April – May 2012

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **17.00 hrs., 4 April 2012 (Hanoi time)**.

With subject line: **A team of national consultants on An estimation of GHG reduction potential**

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

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.

Eligible bidders:

- (i) An individual consultant: He/she is expected to engage other team members as specified in the Terms of Reference to work with him/her to deliver the final outputs. In this case, the consultant will:
 - remain fully responsible for and accountable to UNDP for the timeliness and quality of all the outputs to be delivered.
 - submit a proposal. The team member(s) must work under the supervision and task assignments by the Team Leader.
 - submit a financial proposal with an all inclusive price that will be incurred in order to deliver the final output(s) with detailed break-down of costs for each team member.
 - (ii) Consulting firms, institutions, organizations are expected to submit proposals (both technical and financial) with CVS of the proposed team.
2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Contract for professional service](#) for consultant team from firms/institutions..... (Annex III)
- [Insurance Coverage Table](#)..... (Annex IV)
- [Vendor Form](#) (Annex V)

- [Guidelines for CV preparation](#)..... (Annex VI)
- [Format of financial proposal](#)..... (Annex VII)

3. Bidders must submit the following documents/information to demonstrate their qualifications:

a. *Technical component:*

- Curriculum vitas of the team
- Expression of interest, explaining why they are the most suitable for the work.
- Copy of publications, if any
- Letter of confirmation signed by all team members to join the team, in which role of each team member is specified.

b. *Financial component:*

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** for each team member 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.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultants for this service**, not the experience and information of **YOUR firm**.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant team’s experiences/qualification related to the services		
	Criteria	Maximum Points
1	Team Leader	
1.1	Demonstrated experience in forest inventory and research, including publications or reports. Experience working with international organizations is desirable.	200
1.2	Demonstrated knowledge and a post graduate degree in forestry, forest inventory or related discipline. Strong conceptual understanding of REDD+ and the relationship between forestry and climate change and its effects on development in Vietnam.	200
1.3	Knowledge of climate change issues and UNFCCC/IPCC methodologies and processes relevant to the project	100
1.4	Good communication and teamwork skills; writing, presentation and reporting skills; good written and spoken English and Vietnamese.	100
2	Team Members	
2.1	Demonstrated experience in developing and analyzing MACC curves and economic analysis of GHG abatement options in the forestry sector.	200
2.2	Proven skills and experience in GHG data collection, data set development and data analysis.	100
2.3	Strong conceptual understanding of REDD+ and the relationship between forestry and climate change and its effects on development in Viet Nam.	50
2.4	Good writing, presentation and reporting skills.	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.

An interview with the team given the highest combined score may be held before contract awarding, if deemed necessary.

8. Contract

“Lump-sum” Individual Contracts will be applied for team including freelance consultants (Annex II)

“Lump-sum” Contract for professional service will be applied for firms/institutions/organization (Annex III)

9. Payment

UNDP shall effect payments to the consultants (by bank transfer to the consultant’s bank account provided in the vendor form (annex VI) upon acceptance by UNDP of the deliverables specified the TOR.

1st payment: 20% of total contract value will be paid upon submission the work plan and research outlines

2nd payment: 40% of total contract value will be paid upon submission the draft report, with satisfactory acceptance by UNDP.

3rd & final payment: 40% of total contract value will be paid upon satisfactory completion of final products under the contract.

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)

A team of national consultants on An estimation of GHG reduction potential for the forestry sector in Viet Nam

Duty Station:	Hanoi
Duration and Study Period:	A total of up to 70 working days for the study team from April-May 2012
Project ID and title:	UNDP/MPI - "Sustainable Development and Climate Planning" project – ID: 00057013
Reporting:	Reports to the Technical Specialist, Sustainable Development, MPI; and UNDP Country Office, Sustainable Development Cluster.

1) BACKGROUND

The Department of Science, Education, Natural Resources and Environment/ Ministry of Planning and Investment's (DSENRE/MPI) is implementing the UNDP project "Sustainable Development and Climate Planning" over the period from 2009 - 2014. One of the key activities during the calendar year is the support to MPI to develop a so-called "Green Growth Strategy". This strategy is an essential component of the next steps in Vietnam's response to climate change.

MPI has been tasked by the Prime Minister to formulate and submit a Green Growth Strategy.¹ The Green Growth Strategy will include a low carbon strategic direction and underlying targets. This direction will outline the anticipated emission reductions to which Vietnam will commit itself. It should be noted however, that Vietnam as a non-Annex 1 country under the Kyoto Protocol is not obliged to reduce its greenhouse gas (GHG) emissions, however, developing countries are urged under the COP 16/UNFCCC Cancun agreement to reduce emission and develop National Appropriate Mitigation Action (NAMAs) based on shared but differentiated responsibilities. The Durban Platform, agreed at COP 17, has now set the stage for all countries to negotiate targets for GHG emissions by 2015.

This will demand a change in development trajectories. Successful low carbon development aims to delink social economic growth from GHG emissions (not only CO₂ but also others)². To develop effective emission reduction efforts, social economic analysis of reduction options are required for each of the key GHG emissions producing sectors in Viet Nam's economy, including energy, agriculture and forests.

Forest related emissions, triggered through deforestation and forest degradation are a significant source of Green House gas emissions globally and account for 17% of total global Green House Gas emissions³ Viet Nam, however, differs from other developing countries with large tropical forest areas that has seen a positive change in forest cover and recently in estimated GHG emissions.

The forestry sectors plays an important role in Vietnamese land use, over 40% of the total land is allocated to forests. Viet Nam has seen a dramatic change in land use since the 1970's. After rapid deforestation in the 80's, Viet Nam embarked on a policy of forest restoration and since 1990's forest cover has increased from 24% to around 40% in 2010. While this is an impressive result and shows that the Vietnamese forest sector has the ability to conduct large scale land rehabilitation efforts. it has to be seen against significant displacement of forest extraction in adjacent countries. Forest play an important social-economic role, the remain a key source of livelihoods of the poor, mostly ethnic minorities and provide key ecological services such as water supply and biodiversity conservation which is crucial for sustainable human development in Viet Nam

¹ Notice No. 38/TB-VPCP of 3rd March 2011 and recently Notice No. 151/TB-VPCP of 30th June 2011 and Official letter No. 5684/VPCP-KTN of Government Office of 8 Aug 2011.

² UNDP "How-to Guide: Low-emission Development Strategies and Nationally Appropriate Mitigation Actions: Eastern Europe and CIS", 2010 for further details

³ Denman KL, et al. (2007) IPCC Climate Change 2007: The Physical Science Basis, eds Solomon S, et al. (Cambridge Univ Press), pp 499–587.

The Second National Communication of Viet Nam to the United Nations Framework Convention on Climate Change (UNFCCC) reports that forestry is anticipated to be a net carbon sink by 2010⁴. The overall carbon sequestration is estimated around 9.7 MT CO₂e while overall emissions reported for 2000 were estimated at around 15.1 MT CO₂e. This change is mainly through reforestation and reduced logging activities (logging was brought under control and the country embarked on a series of reasonable successful reforestation programs). This coincided with a reform in forest management which has given forest managers (communities) more secured access of forest resources. However, the country still posses significant potential to enhance carbon sequestration through rehabilitation of degraded forests and land, improving management of wet- and peat lands, mangrove rehabilitation and improved protection of the remaining natural forests. Within the framework of a low carbon strategy, forestry plays a key role⁵. It acts as net source carbon store and potentially could buffer some of the rapid increases in other sectors. Hence it is important for the development of the green growth strategy to better understand and assess these possibilities. However given its importance in land use and its role as a raw material supplier for the wood processing and pulp industries, an assessment on how forestry management can best contribute to a green economy. Figure 1 provides a conceptual framework on how REDD is linked into the green economy .

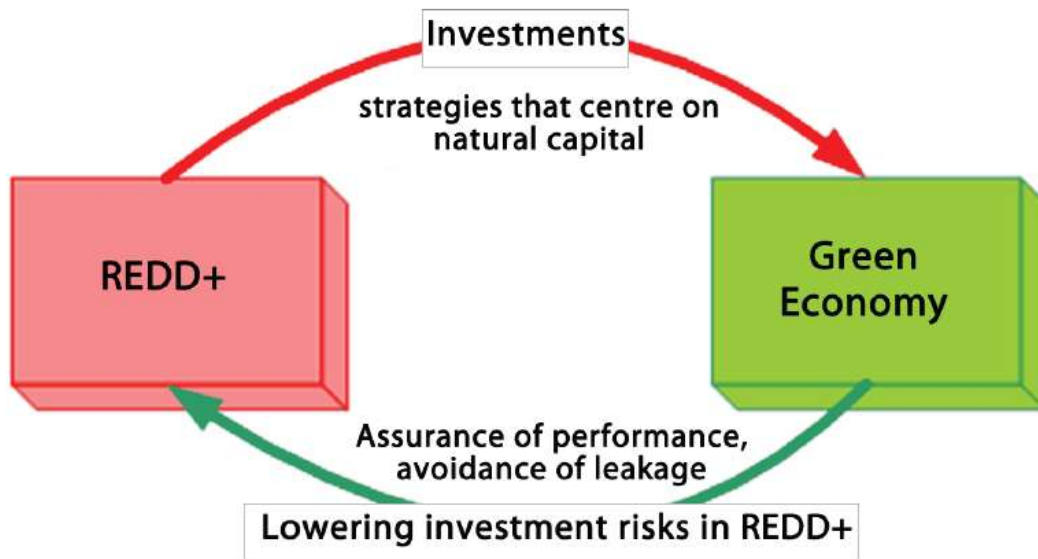


Fig 1: Linkages between REDD and the Green economy.

This is further underlined as one of the key lessons of a recent review of national REDD programs in the Asia Pacific, underlines the importance of developing clear linkages between REDD strategies and green growth strategies, underlining that to effectively address drivers of deforestation and forest degradation⁶ Marginal abatement cost curves (MACC) have been used in a number of leading developing countries to scope and identify possible reductions of GHG emissions, both at the macro and micro level. Firms use MACC to seek the most efficient options for emission reduction while at country level MACCs are used to identify emission reduction targets. Comparing both could help to identify those options that are finically sound and deliver the best societal impact.

Experiences elsewhere have demonstrated that despite their shortfall, MACC curves are strong tools to communicate low carbon development and enable policy makers to assess if green growth is feasible as a policy option. Hence, the Government of Viet Nam has decided to undertake an assessment of potential options for emission reductions using MACC curves, starting with the energy, agriculture and forests sectors. This exercise is explorative and broad in scope and will be executed by national entities to ensure national ownership. The work will feed in directly into the development of the green growth strategy, which MPI is mandated to develop.

Improved forest management leading to reduce forest degradation and deforestation is a key element of a green growth strategy. Viet Nam is committed to low carbon growth. Enhanced sequestration of carbon in forest can be one of the enabling factors to contribute to broader emission reduction efforts as well as contribute to meet wider green development goals.

⁴ Government of Viet Nam, 2012. Viet Nam's second national communication to the UNFCCC, Hanoi: Ministry of Natural Resources and the Environment

⁵ P. Sukhdevb, R. Prabhua, P. Kumara, A. Bassic, W. Patwa-Shaha, T. Entersa, G. Labbatea, J. Greenwalta. **POLICY BRIEF: REDD+ and a Green Economy: Opportunities for a mutually supportive relationship** UN-REDD PolicyBrief Issue #01 UN-REDD Programme.

⁶ FCPF, 2010. FMT Working Paper #1: Harvesting Knowledge. Revised November 19, 2010

To better understand the drivers of low carbon development and ensure Viet Nam optimizes the use of resources to meet its social economic development objectives, MPI, with support of UNDP is conducting a series of studies into key GHG emissions-producing sectors. The studies will analyse the energy, agriculture and forestry sectors through Marginal Abatement Cost Curves, based on existing data to develop feasible GHG abatement options and emissions reduction targets.

The focus of this study is to analyse the cost and benefits of the Green Growth Strategy in the forestry sector. Initial estimates show that forestry in Viet Nam is a net source of sequestering carbon. This study is to support the development of the Green Growth Strategy as well as enable MPI to assess the cost and benefits of green growth to the country

A MACC approach was chosen because it is a well established and widely applied tool to communicate low carbon development and enable policy makers to assess if green growth is feasible as a policy option.

2) OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to undertake the MACC analyses for the forestry sector, alongside studies in the energy and agriculture sectors, to inform and provide evidence to policy makers and planners to establish achievable initial GHG reduction targets under Viet Nam's Green Growth Strategy.

3) SCOPE OF WORK

Expert-based approach

This study is designed to be a rapid, expert-based assessment aiming at verifying the economic implications of low carbon development options in the forestry sector, rather than a more detailed system-based approach through the use of models.⁷ Under the expert-based approach, a MACC curve is developed which is based on individual expert assessment of different abatement options. These options are then compiled into one graph. The disadvantage is that each option is assessed in isolation and cross sector changes are not detected.

While this approach does not deliver a detailed and calibrated overview of a large number of low carbon options, it does provide an overview of current abatement options, a best estimate of their costs and identify what are the most feasible directions for low carbon growth. This study is implemented in close coordination with two other studies currently being implemented on energy and agriculture.

Other activities and data requirements

This study is meant as an assessment based on existing knowledge and available data. Other development partners are working on an in-depth study that will deliver detailed input in the development of low carbon development options in Viet Nam.

This study is not to replace any work on reference emission levels or on national communications to the UNFCCC. The Second National Communication of Viet Nam to the United Nations Framework Convention on Climate Change (UNFCCC) is to be used as a key reference document with additional estimates made in terms of new science as well as in terms of new agricultural development trends that are likely to change GHG emissions data or projections.

The following data are required:

- Land cover (ha) and changes in land cover over the last 10 years and analysis on land use change. This can be based on existing classification as currently being used in Vietnamese forestry. Periods include: 2000; 2005; 2010 (or 2008);
- Carbon stock (in MT/Ha) for these major land classifications, ideally this should include mangrove and peat lands and emission factors for different land use change patterns;
- Net present value for different land use systems (20 years time frame) for different land use options (agricultural options are already provided by the Institute of Environmental Agriculture);
- Discount rates: two discount rates are set both based on social-economic opportunity costs and for investment cost. This is currently being dealt with for the other studies; and
- Data on below ground emissions such as those from peat lands.

Methodology and consultation

⁷ Systems based approaches can be divided in two sub categories: "Bottom up", starting with a sector or sub sector based model, calibrating the model through surveys and then upscale to higher levels; and "Top-down": in this type of studies, a macro-economic model is used such as a computable general equilibrium model, which focuses on broad based economic wide interventions options. The "Bottom up-top down" is the most extensive approach which is combination of the two approaches above and delivers most detailed.

The study will use REDD ABACUS⁸, a program which is developed by ICRAF and currently in use by the World Bank to estimate opportunity costs of REDD projects globally⁹. ABACUS has been applied at different levels and is easy to interpret with relative low data requirements while being internationally accepted. The study must use IPCC guidelines to enable Vietnam to set appropriate voluntary GHG emissions reduction targets and develop nationally appropriate mitigation actions (NAMAs). Consultation with UNDP and MPI is to be undertaken regularly during the study. All data sources, analysis methodology and calculations must be made available to UNDP.

Study team

The study team will consist of Vietnamese national staff, comprising a team leader, who will drive the project and take responsibility for study outputs, and a team of up to three technically qualified national consultants to support the Team Leader. Please see Section 7 (Degree of Expertise and Qualifications) for more details.

3) STUDY ACTIVITIES AND EXPECTED OUTPUTS

The proposed process includes the following steps:

1. Assess data quality and compile data necessary for the assessment. Identify key gaps on data availability and propose these for further research.
2. Based on initial forest cover and forest carbon analysis, assess and identify key drivers of forest degradation and deforestation. The proposed tool is the Policy matrix approach of Monke and Pearson, which allows the profitability to be assessed at farm and firm level as well as societal level.
3. Analyze the costs and benefits of land use change options, including:
 - a. Assessing the sensitivity of changes in commodity prices, changes in land use policies and valuing ecological services
 - b. Developing a reference GHG emissions scenario
 - c. Developing MACC curves
4. Presenting results to stakeholders and incorporating their input.
5. Develop macro-level policy recommendations
 - a. Based on the initial analysis and in comparison with findings from other sectors, assess the best options for Viet Nam to reduce green house gas emissions, and the role forestry can play to contribute to a low carbon growth
 - b. Identify any key gaps and the need for further work.

Expected outputs include:

- A reference GHG emission scenario for the forestry sector for 2020 (with calculations to 2030) within a 90% reliability margin (ie. emissions are estimated within a range of +/- 10% of the average value);
- Two MACC curves for the forestry sector
 - Financial curve on the commercially viable return on investment
 - Social-economic curve to internalize social and environmental costs

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

The study is expected to commence from April 2011 and GHG major outputs and reports finalised by May 2012 in order to inform policy development. The time allocated for the assignment is a total of up to 70 days, including up to 20 days for the Team Leader and up to a total of 50 days for the Study Team, comprising up to three staff.

Duty Station: Ha Noi.

⁸ See: van Noordwijk, M., Dewi S., Suyanto, Minang P., White D., Robiglio V., Hoang MH., Ekadinata A, Mulia R., and Harja D. 2011. Abatement cost curves relating past greenhouse gas emissions to the economic gains they allowed. Project Report. Bogor, Indonesia. World Agroforestry Centre - ICRAF, SEA Regional Office.

⁹ White, D., Minang, P., Agus, F., Borner, J., Hairiah, K., Gockowski, J., Hy-man, G., Robiglia, V., Swallow, B., Velarde, S. and van Noordwijk, M., 2010. Estimating the opportunity costs of REDD+, a training manual. World Bank, Washington (D.C.), USA.

The assignment will be home-based over the period from April 2012 until May 2012 with one field trip nearby Ha Noi for 5 days to provide technical assistance to the study teams. If required, a workspace can be provided for the consultant at the MPI/UNDP Project Management Unit Office.

5) FINAL PRODUCTS

The following products are to be delivered:

- A reference GHG emission scenario for 2020 (with calculations to 2030) within a 90% reliability margin (ie. emissions are estimated within a range of +/- 10% of the average value);
- Two MACC curves for the forestry sector
 - Financial curve on the commercially viable return on investment
 - Socio-economic curve to internalize social and environmental costs
- A report on recommended targets for GHG emission reductions by 2020 in the forestry sector and viable GHG emission abatement measures to achieve them.
- A report **in both Vietnamese and English** on a stakeholder consultation of the findings **and Finalized Report ready for dissemination**.

6) PROVISION OF MONITORING AND PROGRESS CONTROL

Regular meeting and discussion with the CBCC/MARD Project PMU, UNDP/SDC technical specialist and UNDP responsible staff to agree on the work plan, methodology and format of the report. Technical consultation workshop will be organised with the support from the project PMU to receive comments from stakeholders on the study and its products. The proposed project schedule is below.

Date	Activities
April 2012	Award contract
April 2012	Work plan
April 2012	Technical consultation workshop
April 2012	Draft Reference GHG Scenario
May 2012	MACC curves and targets for GHG
May 2012	Draft reports
May 2012	Final reports

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The study team will consist of a team leader, who will drive the project, liaise with UNDP and MPI and take responsibility for study outputs, and a small team of technically qualified project staff to support the team leader.

The Team Leader will be a Vietnamese national consultant and shall have the following expertise and qualifications:

- At least 8 years experience and post graduate degree in forestry, forest inventory or related discipline
- A proven track record in forest inventory and research, including publications or reports
- Sound knowledge of climate change issues and UNFCCC/IPCC methodologies and processes relevant to the project
- Strong conceptual understanding of REDD+ and the relationship between forestry and climate change and its effects on development in Viet Nam. Good communication and teamwork skills; writing, presentation and reporting skills; good written and spoken English and Vietnamese.

The Project Team will comprise up to three Vietnamese national consultants who, as a team, have the following technical expertise:

- Demonstrated experience in developing and analyzing MACC curves in the forestry sector
- Demonstrated experience in economic analysis of GHG abatement options in the forestry sector
- Proven skills and experience in GHG data collection, data set development and data analysis

- Strong conceptual understanding of REDD+ and the relationship between forestry and climate change and its effects on development in Viet Nam
- Good writing, presentation and reporting skills

8) PROJECT SUPPORT AND REFERENCE DOCUMENTS

UNDP will recruit an international expert, with a proven track record in developing marginal abatement cost curves, to provide technical assistance and quality control support to the three studies being undertaken in the energy, agriculture and forestry sectors. The role of the international expert will be to support the Project Team by reviewing study methodology, assessing data analysis and evaluating proposed GHG abatement measures. UNDP and the CBCC Project Management unit will deliver the following documents:

- Inception report Sustainable Development and Climate Planning project and Capacity Building in Climate Change projects
- Initial framework of the Green Growth Strategy
- Relevant planning documents such as the SEDP 2011-2015
- Agricultural Development Planning until 2020 and Vision toward 2030
- TOR for the development of MACC curves in the energy and agriculture sectors

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment shall be paid following the below milestones:

1st payment: 20% of total contract value will be paid upon submission the work plan and research outlines

2nd payment: 40% of total contract value will be paid upon submission the draft report, with satisfactory acceptance by UNDP.

3rd & final payment: 40% of total contract value will be paid upon satisfactory completion of final products under the contract.

The final draft reports will be provided to MPI and UNDP CO for review three weeks prior to the end of the contract period.

Payments to the team members shall need certification from the team leader.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE x 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)

