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Resilient nations.*

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 May 2013

Country:	Vietnam
Description of the assignment:	National Consultant for coordinating a Participatory Governance Assessment on REDD+,
Project name:	The UN-REDD Viet Nam Programme
Period of assignment/services	Full time as soon as possible to 31 December 2013

Submission should be sent by email to le.tuyet.sinh@undp.org no later than: **17.00 hrs, 03 June 2013** (Hanoi time).

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above. Procurement Unit – UNDP Vietnam 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.

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- 1. Background information, Scope of work, responsibilities and description of the proposed analytical work and requirements for experience and qualifications are as attached Terms of Reference (Annex I)**
 - 2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants are invited to submit the following documents/information **in PDF files with signature and maximum size per email less than 7 MB** to demonstrate their qualifications

- Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP.

- Technical Proposal:**

- (i) Letter of Interest explaining briefly why they are the most suitable for the work and how they will approach and conduct the work

(iii) Personal CV including past experience in similar projects and at least 3 references (Maximum 03 pages)

(iv) Copy of one writing sample to prove the proficiency in the English language, especially technical English writing;

- **Financial proposal**

Interested individual consultants with experience and qualification can make their own estimate of the time taken to complete the assignment in line with the TOR and use this estimate as the basis of the financial proposals to be submitted. All costs will be quoted in Vietnam Dong (Otherwise, costs will be converted to Vietnam Dong at UN Exchange Rate the time of contract signing.)

The lumpsum offer covers all associated costs for the required service (fee, daily cost for accommodation and meals, travel cost, medical examination if required, visa fee, taxes etc) until satisfactory acceptance of the final outputs in the TOR as below breakdown table:

Format of breakdown financial offer

Description	Unit cost	No of days/missions	Total amount
<i>Consultant fee</i>			
<i>Tax and other costs</i>			
<i>Full medical examination from an UN-approved doctor (required for consultants over 62 years old with travel)</i>			
TOTAL:			

If travel outside the Duty Station is required by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

3. EVALUATION

- Technical Criteria weight: 1000 points
- Financial Criteria weight: 1000 points

Technical Evaluation will base on the following criteria:

Consultant(s)' experiences/qualification related to the services	Comments		Points
Technical experience on democratic governance	CV/Letter/Sample	Interview	

1.1	Minimum 2 years of relevant experience at the national or provincial level in providing management advisory services, hands-on experience in design and coordination of development projects, preferably on issues related to participation, transparency, accountability and anti-corruption			250
1.2	Knowledge about participatory processes involving different groups of stakeholders, such as civil society, communities and government authorities. Experience with the PGA process is an asset.			150
Experience working with government institutions in Vietnam				
2.1	Experience working with government institutions in Viet Nam, preferably at national level as well as provincial levels. Experience from Lam Dong is an asset.			100
2.2	Relevant experience working with forestry institutions			100
Academic background				
3.1	Master's Degree or equivalent in Environment, Law, Political Science or related field.			200
Communication				
4.1	English comprehension, in writing and talking			200

Interested candidates will be assessed against CV, letter of interest and writing samples. Candidates obtaining a minimum of 500 points upon the desk review will be invited for an interview.

Only candidates obtaining a minimum of 70% of Technical weight would be considered for the Financial Evaluation

Maximum 1000 points will be given to the lowest financial 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 proposal under consideration.

The weight of technical points is 70% and financial points is 30% of the obtainable points

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

4. CONTRACT

“Lump-sum” Individual Contract will be issued for Individual consultant

“Lump-sum” RLA will be issued for consultant assigned by firm/institution/organization

Documents required before contract signing:

- Personal History
- 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.

5. ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS by visiting
http://www.undp.org.vn/digitalAssets/23/23724_General_Conditions_-_IC.pdf



TERMS OF REFERENCE

National Consultant for coordinating a Participatory Governance Assessment

1) GENERAL BACKGROUND

The UN-REDD Viet Nam Programme started in 2009 with the aim to assist Viet Nam becoming REDD ready and able to contribute to reducing emissions from deforestation and forest degradation nationally and in the Mekong region. Efforts under the Programme are influenced by outcomes under the international climate change negotiations led by United Nations Framework Convention on Climate Change (UNFCCC). The Cancun Agreement from UNFCCC's COP 16 in 2010 presented a list of safeguards that any country involved in REDD action should comply with. Furthermore, the text clarifies that countries should start the development of "*national systems providing relevant information on how safeguards are promoted, addressed and respected.*"

Building on the safeguards included in the Cancun Agreement, the UN-REDD Global Programme is currently developing a set of Social and Environmental Principles and Criteria (SEPC) to ensure that the Programme's activities promote social and environmental benefits and reduce any potential risk from REDD+ implementation. The UN-REDD Vietnam Programme has initiated a **Participatory Governance Assessment (PGA)** on REDD+, which is an operational tool to facilitate the application of the SEPC in national REDD+ strategies.

A PGA is a participatory approach to collect governance data that is measurable over a period of time, and aims to ensure that the information and analysis generated from the data is used both by civil society and government, for decision-making, and provide increased accountability. The process will include a diverse range of key stakeholders as owners of the process. The difference between a PGA and other more externally driven assessments is that it is fully initiated, implemented, and sustained by national and sub-national actors.

A national kick-off workshop marked the start of the PGA in Hanoi 6 March 2012. Participants agreed that the PGA methodology should first be tested in one single province. Lam Dong Province agreed to be a pilot province. A team of three NGOs presented a stakeholder analysis and an institutional and context analysis at a provincial workshop in Lam Dong in March 2013. As a result of discussions, the workshop agreed to a prioritized set of challenges that would direct the work of the PGA. Participants met again in April to agree on a list of indicators drawn from the challenges. A follow-up workshop in June will conclude the indicator set, before the indicators will be subject to field testing in the course of the 2013 summer.

2) OBJECTIVES OF THE ASSIGNMENT

The main responsibility of the National Consultant is to coordinate the activities and planning of the PGA, and be responsible for the communication to and between key stakeholders. The National Consultant will need to work closely with the UNDP Country Office to plan for further steps and inputs as provided by the REDD+ stakeholders, but will also liaise with other relevant colleagues from the UN-REDD Programme, including FAO in Vietnam, UNDP and FAO at the global level.

3) FUNCTIONS / KEY RESULTS EXPECTED. SUMMARY OF KEY FUNCTIONS:

- Overall responsibility for the implementation of the agreed PGA Viet Nam work plan (next steps agreed in Dalat workshop March 2013 and the concept note)
- Facilitate multi-stakeholder dialogue, to blend the PGA process with the start up of Phase 2 in Vietnam and to facilitate communication between relevant stakeholders, groups and committees relevant for the PGA in Viet Nam
- Prepare, organize and convene meetings as required
- Responsible for minutes, reports and other relevant documents resulting from workshops and meetings
- Communicate with the UN-REDD Global Programme on a regular basis for updates on progress, clarifications and technical assistance
- Update the larger PGA Community of Practice by maintaining the UN-REDD workspace with relevant updates and documents
- Reporting on progress for 2013 to the UN-REDD Global Programme

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

Duty station:	Hanoi and possible travel when required
Duration:	The selected consultant will start as soon as possible on full time basic. Contract will end 31 December 2013, but includes possibility of extension.
Travel:	Will be covered by UNDP according to EU-UN cost norms for national consultants.

5) FINAL PRODUCTS

The National Consultant is expected to deliver the following products:

1. Monthly progress report and updated work plan of the remaining activities of the PGA, the first to be delivered one month after contract initiation

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The National Consultant will be jointly supervised by the Programme Officer for UN-REDD in the UNDP Country Office in Viet Nam and the Global PGA Coordinator in UNDP's UN-REDD team in BDP (remotely).

The National Consultant might be required to submit weekly updates on the progress of the work plan and the expected outputs, and also meet in person with the Programme Officer in UNDP as requested.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualification and Work Experience

- Master's Degree or equivalent in Environment, Law, Political Science or related field.
- Experience working with REDD+ safeguards, and especially Governance Assessments is preferable
- Minimum 2 years of relevant experiences at the national or provincial level in providing management advisory services, hands-on experience in design and coordination of development projects, preferably on issues related to democratic governance and closely involving diverse stakeholder groups.
- Experience working with government institutions in Viet Nam, preferably at national level as well as provincial levels, and specifically forestry institutions.

- Proficiency in both spoken and written English. Study or work abroad in an English speaking environment is an asset.
- Willingness and ability to travel to remote locations.

8) Admin support and reference documents

UNDP will provide the contractor with a working station in the PMU office for the UN-REDD Phase 2 Programme.

Detailed information on PGA for REDD+ in Vietnam available on the National REDD+ website:

<http://vietnam-redd.org/Web/Default.aspx?tab=project&zoneid=110&itemid=548&lang=en-US>

9) REVIEW TIME REQUIRED AND PAYMENT TERM

UNDP will require two weeks to review/approve outputs prior to authorizing payments.

The contracted lump-sum amount will be disbursed equally in monthly portions in the course of the contract period. After approval of each monthly progress report, the payment will be issued. First report will be one month after contract initiation. All identified deliverables must be attached to the last monthly progress report, if not agreed otherwise.

Payments for field travel shall be paid upon mutual agreement between UNDP and the consultant on the travel cost and the written amendment supplemented to the contract.