



Empowered lives.
Resilient nations.

Date: 16 August 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant to assist with mainstreaming biodiversity conservation priorities into land use planning
Project name:	“Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning” project – ID: 00080525
Period of assignment/services (if applicable):	September 2013 – September 2014

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **17.00 hrs., 28 August 2013 (Hanoi time).**

With subject line: International consultant - biodiversity conservation

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
 - 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Post graduate degree in biodiversity, biology, zoology, environment management or related fields;	200
2	At least ten (10) years of experience in the biodiversity conservation or policy planning	300
3	Familiar with land use planning procedures	250
4	Work experience with in monitoring and evaluation of ODA projects in Vietnam and/or in countries have similar situation.	150
5	English Proficiency (by provision of writing samples)	100
	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 80% 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.

8. 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.

9. 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.

1st payment: 10% of total contract value will be paid upon receipt and acceptance by UNDP/BCA on the work plan;

2nd payment: 40% of total contract value will be paid upon submission of draft report on overview of international experience, approach/methodology, and suggestions for mainstreaming biodiversity into sectors (focusing land use planning).

3rd payment: 20% of total contract value will be paid upon submission with satisfactory acceptance by UNDP/BCA of the field visits report.

4th and final payment: 30% of total contract value will be paid upon satisfactory completion of all tasks. The final draft reports will be provided to BCA (MONRE) and UNDP CO for review 10 days prior to the end of the contract period.

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)

Title:	<i>International Consultant to assist with mainstreaming biodiversity conservation priorities into land use planning</i>
Duty Station:	Home base and at the two project pilot provinces.
Duration:	6 working weeks, during period from September 2013 to September 2014
Project ID and title:	UNDP/MONRE – “Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning” project – ID: 00080525
Reporting:	Reports to the BCA (MONRE) and UNDP Country Office

1) BACKGROUND

The Government of Vietnam has made a strong commitment to environmental conservation. Since 2006, Vietnam’s Government has started to allocate 1% of the national budget for environmental protection. The national budget allocated to biodiversity conservation appears in two forms: central budget and provincial budget. The average spending for biodiversity conservation constitutes about 0.4% of the total national budget. However, it has been noted that much of the “investment for biodiversity is limited and untargeted; usually focusing on infrastructure construction rather than for scientific research, management and protection activities”¹. It further notes that “investment in biodiversity conservation is also insufficient, when little funding is allocated to management, strategic development and legislative formulation, capacity building, and public awareness raising as well as baseline biodiversity investigation. It is estimated that nearly 90% of the biodiversity fund were spent for infrastructure construction, and only 10% was directly cost for biodiversity conservation and management. New and complex issues in biodiversity protection such as genetic access and benefit-sharing, ecosystem-based approach adoption, and terrestrial and marine biodiversity conservation have not received sufficient attention.”

Vietnam’s first national biodiversity strategy and action plan (NBSAP) was developed in 1995, and updated in 2007, but this was only done for the period up to 2010. In 2008, the Law on Biodiversity was enacted which specifies the roles of MONRE and the provincial authorities in biodiversity conservation. The Law highlights the importance of biodiversity conservation planning both at national and sub-national level, conservation and sustainable development of natural ecosystems, species and genetic resources, and requires having mechanisms and resources for biodiversity conservation and sustainable development. The GEF/UNDP funded project “Developing National Biodiversity Strategy and Action Plan and Mainstreaming Biodiversity Conservation into Provincial Planning” is designed to strengthen capacity both at national and provincial levels for implementation and monitoring of the NBSAP, and pilot mainstreaming biodiversity priorities into land-use planning in two provinces; the project will, therefore, provide many lesson for future biodiversity conservation planning in Vietnam.

The new NBSAP has been prepared and submitted to the government in the second quarter of 2013. In order to support the Government implement the NBSAP at national and provincial level, the project is seeking for an international consultant to assist with BCA to (i) provide an overview of international experience on mainstreaming biodiversity into sectors (focusing land use planning) and propose suggestion for mainstreaming biodiversity into land use planning in the case of Vietnam; (ii) conduct assessment of mainstreaming biodiversity conservation into land use planning and lessons learnt.

¹ Vietnam’s 4th National Report to the CBD

2) OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide international expertise to Biodiversity Conservation Agency (BCA), which is the implementing agency under Vietnam Environment Administration, on mainstreaming biodiversity into land use planning at provincial level.

3) SCOPE OF WORK

The international consultant is to support BCA and its drafting team with the following tasks in two periods:

Year 2013 (3 weeks consultancy in September – October 2013):

- Prepare a draft Report on overview of international experience in and methodology for mainstreaming biodiversity into sectors (focusing land use planning),
- Propose suggestion for mainstreaming biodiversity into land use planning at provincial level (updated land use planning procedures and revised land use maps...) based upon report on assessment of current land use situation prepared by the national consultants,
- Incorporate feedbacks/comments, review and submit final report to BCA for publication.

Year 2014 (3 weeks consultancy in July – September 2014):

- Work as the team leader, cooperate with other national consultants to prepare interview questions, field surveys, visits at sites of demonstration (if necessary) to assess mainstreaming biodiversity conservation into land use planning;
- Develop the **“Report on Assessment of Mainstreaming Biodiversity Conservation into Land use Planning and Lesson learnt”** from field visits to project demonstration sites;
- Review and finalize report before submission to BCA.

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

The time allocated for this assignment is total six weeks, cover two periods of work. Task to be conducted home-based and in the two selected project pilot provinces: Son La and Quang Tri (to be confirmed in September 2013).

The first period comprises of three weeks consultancy, starting from September to October 2013. During this period, the consultant is expected to travel to and work in total of 10 days at the two project pilot provinces.

The second period comprises of three weeks consultancy starting from July to September 2014. During this 2nd period of work, the consultant is expected to travel and work in total 10 days at the two project pilot provinces.

5) FINAL PRODUCTS

Final product to be submitted in stages:

- Report on overview of international experience and approach/methodology for mainstreaming biodiversity into sectors (focusing land use planning) and propose suggestion for mainstreaming biodiversity into land use planning at provincial level in Vietnam, due date by 30 October 2013 (3 working weeks);
- “Report on Assessment of Mainstreaming Biodiversity Conservation into Land use Planning and Lesson learnt”, due date by 30 September 2014 (3 weeks)

6) PROVISION OF MONITORING AND PROGRESS CONTROL

The international consultants will be supervised by Project Director/Deputy Project Director and Project Manager, and the UNDP Programme Analyst at Sustainable Development team. A team of national consultants and BCA working group will cooperate with the international consultants in the process of the reports and guideline development.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Post graduate degree in biodiversity, biology, zoology, environment management or related fields:
- At least ten (10) years of experience in the biodiversity conservation or policy planning,
- Familiar with land use planning procedures
- Work experience with in monitoring and evaluation of ODA projects in Vietnam and/or in countries have similar situation.
- Excellent written English required. Good computer skills (writing sample must be provided for assessment)

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

BCA and the project team will assist the consultant in contacting partners when carrying out interviews and meetings; organize the consultation workshops with stakeholders; and provide administrative support to the selected consultant.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- The first installment of 10% of the total contract will be paid after agreement with UNDP/BCA on the work plan and tentative visiting programme.
- The second installment of 40% of the contract amount will be paid upon submission of draft report on overview of international experience, approach/methodology, and suggestions for mainstreaming biodiversity into sectors (focusing land use planning).
- The third installment of 20% of the contract amount will be paid upon submission with satisfactory acceptance by UNDP/BCA of the field visits report.
- The remaining 30% will be paid on satisfactory completion of all tasks. The final draft reports will be provided to BCA (MONRE) and UNDP CO for review 10 days prior to the end of the contract period.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

x NONE PARTIAL INTERMITTENT FULL-TIME

Draft Workplan for Provision Technical Assistance from International Expert

	Tasks (All tasks to be carried out in discussion and collaboration with BCA and national experts)	Time Commitment of International Expert
1.	Develop a report on overview of international experience and approach/methodology for mainstreaming biodiversity into sectors (focusing land use planning) and propose suggestion for mainstreaming biodiversity into land use planning at provincial level in Vietnam.	3 weeks (2013)
2.	Report on Assessment of Mainstreaming Biodiversity Conservation into Land use Planning and Lesson learnt	3 weeks (2014)
	TOTAL INPUT FROM INTERNATIONAL EXPERT	6 weeks

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)

