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Date: **09 May 2014**

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

|                                |   |
|--------------------------------|---|
| Country:                       | Viet Nam  |
| Description of the assignment: | International Access and Benefit Sharing (ABS) expert for preparation phase of the ABS project in Viet Nam                    |
| Project name:                  | “Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Viet Nam”. |
| Period of assignment:          | Estimated 15 working days in total, starting from May 2014 until January 2015   |

1. Submissions should be sent by email to: [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) no later than: **19 May 2014 (Hanoi time)**.

With subject line: **International Expert for preparation phase of the ABS project in Viet Nam**

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

**Note:** Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org). 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 interested consultants and

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:

- Letter of interest demonstrating qualification and experience of the candidate as required in the Evaluation Criteria
- Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service
- Sample of project developed for international assistance on the relevant topics.

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.

**Please note:** 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

4. Evaluation:

The technical component will be evaluated using the following criteria:

| <b>Consultant(s)' experiences/qualification related to the services</b> |   |     |
|---|---|-----|
| <b>1</b>  | Postgraduate degree in biodiversity conservation, natural resources management, environment or relevant fields;   | 200 |
| <b>2</b>  | At least ten (10) years of relevant work experience; especially in biodiversity and natural resources policies or policies relating to ABS, genetic resources use in developing countries   | 300 |
| <b>3</b>  | A very good understanding of GEF and UNDP project formulation process and requirements; with demonstrable knowledge and skills on drafting, reviewing and finalizing UNDP and GEF documents | 200 |
| <b>4</b>  | Extensive international experience in developing ABS framework/policy/agreement, including policy and legal analysis required;  | 100 |
| <b>5</b>  | Excellent interpersonal skills to lead a small group with strong client and results orientation   | 100 |

|          |   |             |
|----------|---|-------------|
| <b>6</b> | Demonstrated command over writing professional reports/ project documents in English with evidence by submission of sample reports. | 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).

Technically qualified consultants may be invited for an interview before financial evaluation.

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%.

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.

## 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).

## Annex I

### TERMS OF REFERENCE

|                                |  |
|--------------------------------|--|
| <b>TITLE:</b>                  | International Access and Benefit Sharing (ABS) expert for preparation phase of the ABS project in Viet Nam |
| <b>Duty Station:</b>           | Hanoi and provinces (Lao Cai, Ha Giang, Kon Tum, Thai Nguyen) in Viet Nam                                  |
| <b>Duration of Appointment</b> | 15 days total from April 2014 to January 2015  |
| <b>Reporting:</b>              | UNDP   |

#### **1. GENERAL BACKGROUND**

The Biodiversity Conservation Agency of the Ministry of Natural Resources & Environment (MONRE) has requested GEF assistance through UNDP for the preparation a project proposal for a medium sized project: **“Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Viet Nam”**. The project aims to strengthen national capacities on access and benefit sharing of genetic resources to facilitate the implementation of the Nagoya Protocol on Access and Benefit Sharing (ABS). The project will support the establishment of a comprehensive legal, regulatory and administrative framework in full compliance with the Nagoya Protocol in Viet Nam. Capacity at different levels of government will be strengthened to improve understanding and implementation of the national ABS regime. Specific experiences and demonstrations at the local level will be conducted to guide the application of ABS principles in Viet Nam and support sustainable use of genetic resources.

The Project Preparation Grant (PPG) has been requested to formulate the medium-sized project through appropriate situation analysis and stakeholder consultations. The preparatory phase will include the collection of information and gathering of data for the project design and establish baseline context for the project; identifying implementing partners and implementation arrangements; develop results framework that has optimal resource allocation from GEF and other stakeholders to meet the project objective. The activities of the PPG include: baseline and capacity needs assessment of ABS for Viet Nam; project sites and socio-economic assessment; conduct logical framework analysis (LFA) and define project goal, objectives, outcomes, outputs and activities. The outcome of the PPG will be Project Document and Request for CEO Endorsement.

The overall objective of the consultant is to ensure that international standards and practices for ABS of the Nagoya Protocol are reflected in the preparation of the medium-size Project Document and GEF CEO Endorsement Request Form for project **“Capacity Building for the Ratification and Implementation of the Nagoya Protocol on Access and Benefit Sharing in Viet Nam”** for approval by the Global Environment Facility.

#### **2. OBJECTIVES OF THE ASSIGNMENT**

The overall objective of the assignment is to assist the team leader and local consultants in the preparation of the medium-size Project Document to provide international perspective on and global technical expertise in Access and Benefit Sharing mechanisms.

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

##### **1. ABS regime in Viet Nam: review and recommendations for project design**

In close collaboration with the national ABS specialist, the consultant will:

- Provide technical support to the policy, legislative, administrative and institutional review for establishing and operationalize an ABS framework in Viet Nam,

- Recommend interventions in the project design based on international best practices – to improve policy decision making and on the ground implementation of conservation, sustainable use and fair and equitable sharing of benefits.
- Provide technical advice on the timeline and process for key project outputs, such as but not limited to: national ABS decree, Traditional Knowledge Guidelines for registry, financial mechanism for benefit sharing, permitting systems, PIC/MAT procedures and national Clearing House Mechanism. The consultant will guide the implementation plan and costs attached to these activities.
- In collaboration with the national consultant on capacity and stakeholders, undertake capacity assessment of project implementers and stakeholders applying the ABS Capacity Scorecard, and identify strategic areas of support for the project intervention. This includes: Capacity assessment of BCA & stakeholders, regulatory framework, policies, traditional knowledge, etc.

## **2. Identification and recommendations for the pilot site for ABS demonstration:**

- Facilitate national level workshop amongst project stakeholders to identify potential national/international partners to pilot ABS agreement that is compliant with the Nagoya Protocol.
- Provide technical support for developing the pilot component, including a preparatory analysis of viable ABS agreements to be established with support of the project and potential ABS agreements and TK registry to be supported by the project. The consultant will provide technical review to the design and implementation plan for the pilot: assessment of ABS potential, costing and implementation plan and ensure effective linkages with the national ABS framework.
- Advice and provide inputs to M&E framework for the pilot site with biodiversity indicators

The consultant will also provide technical review and input to the project document / CEO document, as well as for official response to the GEF Secretariat’s review comments.

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

The assignment is designed with 15 working days in total, starting from May 2014 until January 2015.

The consultant will work from home and come to Hanoi for at least 2 one-week missions during the assignment.

**The financial offer should only include travel costs to Viet Nam and DSA for Hanoi.** Local field trip costs and DSA will be covered by the project.

He/she will work under supervision of the Head of Unit and the programme officer in charge at UNDP Viet Nam Office.

## **5. FINAL PRODUCTS**

In a collaborative manner with the international Project Development Expert and the national consultants’ team, the consultant will deliver the following products:

- Report on “Analysis of ABS practices and barriers to the implementation of the NP in Viet Nam and recommendations for project interventions”, aimed to strengthen the ABS framework with indicative timelines and associated costs.
- Report on “Analysis of potential project pilot sites and recommendations for implementation plan and integration of lessons learned in national regime”.
- Technical inputs on ABS framework outputs to ensure best alignment with international standards

- Capacity assessment with ABS scorecard
- M&E system for pilot and project impacts on biodiversity and Traditional Knowledge with support of national consultant.
- National-level workshop on piloting ABS activities compliant with Nagoya Protocol with support from national consultant

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

- The consultant will report to the Head of SDC and SDC programme officer in UNDP, Viet Nam and MONRE/BCA
- Regular briefing and updates on new progress and results with UNDP team in Viet Nam and with MONRE/BCA
- The consultant will also work closely with BCA and other relevant stakeholders

## 7. DEGREE OF EXPERTISE AND QUALIFICATIONS

- Postgraduate degree in biodiversity conservation, natural resources management, environment or relevant fields;
- At least ten (10) years of relevant work experience; especially in biodiversity and natural resources policies or policies relating to ABS, genetic resources use in developing countries;
- Extensive international experience in developing ABS framework/policy/agreement, including policy and legal analysis required;

## 8. ADMIN SUPPORT AND REFERENCE DOCUMENTS

### Logistical support:

- Arrangement of Contract and payments will be provided by UNDP.
- BCA/MONRE will provide necessary logistical support for implementation of the work.

### Documentation/secondary information

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

## 9. REVIEW TIME REQUIRED AND PAYMENT TERM

The payments for the contract will be divided into two installments:

- The first installment of 30% of the contract value will be paid upon submission the draft work-plan with satisfactory acceptance by UNDP and the BCA
- The final payment of 70% will be paid upon the completion of final products under the contract, with satisfactory acceptance by UNDP and the BCA

## 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)



