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Date: 27 Feb 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (PN-N-190203)

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

Country:	Viet Nam
Description of the assignment:	National consultant – Livelihood Technical Consultant for GCF Project
Project name:	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Period of assignment/services (if applicable):	From March - December 2019, with possible extension to 2020
Tender reference:	PN-N-190203

1. Submissions should be sent by email to: nguyen.thuy.nga@undp.org no later than: **08 March 2019 (Hanoi time)**.

With subject line: PN-N-190203: Livelihood Technical Consultant for GCF Project

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.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female 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).....(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)(Annex IV)
- [Format of financial proposal](#).....(Annex V)

1. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND** including consultancy fees and all associated costs i.e. taxes, insurance etc. – see format of financial offer in Annex V.
- 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 the above currency at UN Exchange Rate at the submission deadline.

3. Evaluation:

The consultants will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

#	Evaluation criteria	Max. points
1	Bachelor's degree (Master's degree preferable) in a relevant area such as natural resource management, agricultural development, socio-economic, climatology/meteorology, water resources management, environmental sciences, disaster management, development studies, and/or related fields	100
2	At least 5 years of practical working experience in agriculture, livelihood, natural resources management and rural development project at sub-national and local level;	300
3	Proven experience in conducting assessment and analysis of agriculture and livelihood related options/activities	200
4	Strong knowledge and understanding sub-national institutional contexts in Vietnam are an advantage	100

5	Good coordination and conflict resolution skills to manage inter-group dynamics and mediate conflicting interests of varied actors <i>(to be assessed via interview)</i>	150
6	Excellent English and Vietnamese written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports <i>(to be assessed via interview)</i>	150
	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. 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 (following UNDP form)
- International consultant whose work involves travel is required to complete the courses on Basic Security in the Field and Advanced Security in the Field and submit certificates to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
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.

The contract will be performance – based. Payments will be made against the following deliverables:

- First 50% of total payment will be made upon acceptance of the output 1 and 2
- The remaining 50% of total payment will be made upon acceptance of achieved output 3, 4, 5 as indicated in below TOR

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.



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ANNEX I - TERMS OF REFERENCE

I. GENERAL INFORMATION

Services Required	Lead and provide technical support for the implementation of Livelihoods programme of the project <i>“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”</i>
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Post Title	Livelihoods Technical Consultant
Type of Contract	National Consultant
Duty Station	Ha Noi with frequent travel to 05 provinces, including: Nam Dinh, Thanh Hoa, Quang Nam and Ca Mau.
Duration	Estimated 200 working days from March to 31 st December 2019 with possible extension to 2020.
Reports to	UNDP Viet Nam, Programme Management Specialist with technical oversight from the Senior Technical Advisor on DRR & CCA

II. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries’ climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI), UNDP serving as the GCF Accredited Entity for an Adaptation project *“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”* that was approved by the GCF in June 2017. As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “to contribute to increased climate-resilient sustainable development through employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves and improve planning through the integration of climate risk information. The project aims to rebuild 4000 houses and to regenerate 4000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. Increased resilience of infrastructure and the built environment to climate change (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. Improved management of land or forest areas contributing to emissions reductions (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions)
3. Increased generation and use of climate information in decision making (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

By providing technical assistance to replicate successful approaches, specifically natural generation, GCF funds will support regeneration of approximately 4,000 hectares of mangroves, in coastal areas vulnerable to climate change impacts. GCF resources will enable scale up of good practices from various pilots and integrate field proven best practices. Supplementary funds will allow for the application of improved planting and maintenance technologies outlined above and implement the measures to ensure that livelihoods are maintained (such as relocating communal shrimp ponds to where the pressures on the mangrove stands will be minimized and the shrimp production can be well maintained).

The project also aims to support communities to better understand the value of mangrove buffer zones, and to support community based, gender sensitive approaches to help create long term sustainability of investments and to contribute to transformative impacts. Activity 2.1.6 highlights that in areas where aquaculture poses a threat to mangroves, the project should support in the design and relocation of ponds, and provide temporary livelihoods support where need. Activity 2.1.7 highlights that based on community-based disaster risk management plans developed by the project, consultations with communities and ensuring the engagement of women in rehabilitation, maintenance and monitoring of mangrove areas is essential.

To undertake the livelihood implementation programme, UNDP plans to recruit a Livelihood Technical Consultant (the consultant) to take lead, co-ordinate and provide technical support for the implementation of livelihood activities all 5 provinces, including Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai and Ca Mau in closely collaboration with local partners, local authorities, forest users and civil society groups to ensure effective implementation. Building on the Livelihoods Framework developed in 2018, and in the line with the activities and results outlined in the agreed GCF Funding Proposal and log-frame, the roles of partners are:

- NGO/ mass organisations will be selected within provinces and hired by UNDP for the implementation of this activity;
- PPMU reviews that the activities are in line with the livelihoods framework and project results and approves the commune livelihood plan and provides regular monitoring and check;
- Communes develop and implement approved livelihood development plans

III. SCOPE OF WORK

Under this assignment, the consultant will perform the following tasks:

- Work with PPMUs and selected local services providers to review suggested livelihoods plans for communes, and provide technical inputs to ensure proper documentation, contracting and workplan development for local level interventions.
- Support communes/ partners to carry out a preliminary costing exercises which will feed into approved Annual Work Plan.
- Support communes/ partners to carry out estimates of potential individuals monitoring and households, considering gender verification of information and socio-economic factors data related to support livelihood under the project monitoring, evaluation and safeguards. requirements
- Identify appropriate partnerships/ delivery mechanisms for the implementation of commune level measures taking into considerations financial and institutional sustainability options.
- Coordinate and consolidate technical inputs by UNDP staff/advisors for the preparation, review, and approval of the Programme work-plans (overall, annual and quarterly) which are prepared and submitted by Programme Management Unit - PMU, Provincial Programme Management Units-PPMUs with regards to mangroves/livelihoods work.
- Provide inputs to or lead the preparation and review of terms of references/ requests for proposals for such packages; support in identifying suitable expertise/ experts, specialists, organizations, services providers, in order to facilitate the procurement of necessary services;
- Contribute technical inputs by UNDP staff/advisors for or lead (as appropriate) the preparation of Programme technical and progress reports, including annual review reports and reports for the meetings of Project Steering Committee (PSC).

- Work closely with PMU component 2 and PPMUs to ensure PPMUs have a full livelihood plans regarding their cooperation with the project and to ensure that actions implemented through the project are scalable and can potentially be replicated within the provinces.
- Provide technical inputs to ensure effective planning and coordination with the mangrove component so that livelihoods actions are integral to an effective, synchronized implementation plan and execution.
- Work with other project staff, and particularly the CBDRM component of the project to promote awareness raising, training and outreach for community group representatives on the benefits and means of regenerating mangroves and of livelihoods approaches tailored to the local contexts.
- Work with other project staff and particularly the project M&E officer to ensure effective monitoring of mangrove and livelihoods work.
- Work closely with other project staff and experts to ensure alignment with Environment and Social Safeguards and Livelihoods plan of the project.
- Review and suggest improvements to support effective gender equity and full implementation of the project's gender action plan in livelihoods activities.
- Perform other tasks as required by the Programme Management Specialist and Senior Technical Advisor from UNDP.

IV. EXPECTED OUTPUTS AND DELIVERABLES

- Livelihood implementation plans agreed and initiated including: costing, potential beneficiaries (individuals or households), which will feed into approved Annual Work Plans in 05 project provinces.
- Livelihood implementation guidelines for the GCF project.
- M&E system in place for livelihoods activities in line with the project's framework and gender and socio-economic reporting requirements
- Collation of regular information and data to track the progress of livelihood models and mangrove regeneration activities in the provinces.
- Documentation of the facilitation of stakeholder consultations and dialogue to formalize partnership agreements and contributions to project implementation.
- Final report capturing implementation process of livelihoods programme under the GCF project support with lesson learnt and recommendation of livelihood adaptation measures, delivery mechanism for further upscaling in the provinces.

V. INSTITUTIONAL ARRANGEMENT

The consultant will report and work under the direct supervision of the Programme Management Specialist of the UNDP Vietnam and the deputy director of Vnforest Project management Unit (component 2). During the assignment, the consultant will also liaise and work in close cooperation with Central Project Management Unit (CPMU), PMU component 2 and all 05 PPMUs.

VI. DURATION

The estimated duration of the consultancy service will be 10 months from March – December 2019 with possible extension until 2020 based on (i) satisfactory performance and (ii) project requirement, (iii) same daily consultancy rate for 2020.

VII. QUALIFICATION AND SELECTION CRITERIA

- Bachelor's degree (Master's degree preferable) in a relevant area such as natural resource

management, agricultural development, socio-economic, climatology/meteorology, water resources management, environmental sciences, disaster management, development studies, and/or related fields.

- At least 5 years of practical working experience in agriculture, livelihood, natural resources management and rural development project at sub-national and local level;
- Proven experience in conducting assessment and analysis of agriculture and livelihood related options/activities
- Strong knowledge and understanding sub-national institutional contexts in Vietnam is an advantage
- Experience in working with local government or NGOs on agriculture/livelihood related activities in Vietnam
- Good coordination and conflict resolution skills to manage inter-group dynamics and mediate conflicting interests of varied actors;
- Excellent English and Vietnamese written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports;
- Ability to speak, read and write technical and conversational English;

VIII. EVALUATION CRITERIA

#	Evaluation criteria	Max. points
1	Bachelor's degree (Master's degree preferable) in a relevant area such as natural resource management, agricultural development, socio-economic, climatology/meteorology, water resources management, environmental sciences, disaster management, development studies, and/or related fields	100
2	At least 5 years of practical working experience in agriculture, livelihood, natural resources management and rural development project at sub-national and local level;	300
3	Proven experience in conducting assessment and analysis of agriculture and livelihood related options/activities	200
4	Strong knowledge and understanding sub-national institutional contexts in Vietnam are an advantage	100
5	Good coordination and conflict resolution skills to manage inter-group dynamics and mediate conflicting interests of varied actors (<i>to be assessed via interview</i>)	150
6	Excellent English and Vietnamese written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports (<i>to be assessed via interview</i>)	150
	TOTAL	1000

IX. PAYMENT MILESTONES AND AUTHORITY

- The daily rate is in compliance with UN-EU cost norm. The selected consultant shall be paid on monthly basis based on (i) accepted outputs in the agreed monthly workplan with required number of worked days in the payment month and (ii) daily consultancy rate. It is estimated that minimum

number of working days per month is 15 days and total estimated number of working days for 2019 is 200 days.

- Outside province travel costs and daily allowance cost will be provided separately by UNDP in compliance with UN-EU cost norm 2017.

VIII. ADMIN SUPPORT AND REFERENCE DOCUMENTS

- UNDP will provide necessary administrative support to the consultant.
- [UN-EU Cost norm 2017](#)
- Links to livelihood reports of 5 provinces:

Cà Mau:

https://drive.google.com/open?id=1kbO3yvAq8-GGqLEPvSG_4cSErR5fUcyR

Nam Định:

<https://drive.google.com/open?id=1bZYIEWBy6S7vMpiqkMYSOCpTQjK8MEHd>

Quảng Nam:

https://drive.google.com/open?id=1Hp3uBNryj0Igv_eZ-4mhFAGkGAT66z2B

Quảng Ngãi:

<https://drive.google.com/open?id=1519kFJ2mrAWR5SxqlllkwggfnFwtKy7m>

Thanh Hóa:

<https://drive.google.com/open?id=1CzECxclWpVGF0484mCl8cS6INxsWbT6F>

OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
- An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
- A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) or your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V; F
- G) recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures; I
- H) his offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline; T

I) confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) hereby confirm that *[check all that applies]:*

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) ***f you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O)

A

Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES NO If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES NO If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES NO If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, taxes etc).

Cost breakdown:

No.	Description	Quantity	Unit rate (VND)	Total
1	Consultancy fee			
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 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 65 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