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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 October 2012

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<b>Country:</b>	<b>Vietnam</b>
<b>Description of the assignment:</b>	<b>One Gender and REDD+ Team Leader (international or national) to conduct a Gender Analysis for the UN-REDD Viet Nam Programme</b>
<b>Project name:</b>	<b>UN-REDD in Vietnam</b>
<b>Period of assignment/services:</b>	<b>In November and December 2012 (including 10 days field travel to Lam Dong)</b>

Submission should be sent by email to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) no later than: **17.00 hrs, 22 October 2012** (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 must submit the following documents/information 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.

- Proposal:
  - (i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work

(iii) Tentative Work plan and number of working days

- Personal CV including past experience in similar projects and at least 3 references
- Copy of 02 writing/report samples
- Financial proposal with detailed cost break down using the below format

### 3. 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.

- For international consultant: All costs will be quoted in US dollars.
- For local consultant: 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>Daily cost for accommodation, meals . . .in Hanoi (if applicable)</i>			
<i>Daily cost for accommodation, meals . . .in Lam dong</i>			
<i>Travel cost to Hanoi ,visa fee, tax and misc (if applicable)</i>			
<i>Travel cost to Lam dong</i>			
<i>Full medical examination from an UN-approved doctor (required for consultants over 62 years old with travel)</i>			
<b>TOTAL:</b>			

### 4. EVALUATION

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

Technical Evaluation will base on the following criteria:

Evaluation Criteria	Maximum Points
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<b>TECHNICAL PROPOSAL EVALUATION</b>		
1	To what degree does the Offeror understand the task?	20
2	Have the important aspects of the task been addressed in sufficient detail?	40
3	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	70
4	Is the conceptual and methodological framework adopted appropriate for the task?	100
5	Is the scope of task well defined and does it correspond to the TOR?	100
6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	170
<b>EXPERTISE AND QUALIFICATIONS</b>		
1	Proven track record conducting research on gender issues in Viet Nam; knowledge of gender issues and gender policy frameworks in Viet Nam; conceptual understanding of gender and analytical skills	140
2	Knowledge of environmental and livelihood issues in Viet Nam, especially related to natural resources and forestry	140
3	Extensive experience in conducting literature reviews and qualitative research including familiarity with participatory research methods	130
4	University degree	40
5	Language Qualifications	50
<b>Total</b>		<b>1000</b>

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.

## **5. CONTRACT**

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

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

When the selected consultant is international and travelling to Vietnam is required, he/she is compulsorily required to complete the course (approximately 3-4 hours) on Basic Security on the link <https://dss.un.org>. Certificate obtained upon the course completion will be submitted to UNDP before the contract is issued.

## **6. 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](http://www.undp.org.vn/digitalAssets/23/23724_General_Conditions_-_IC.pdf)



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## TERMS OF REFERENCE

Service	Three individual consultants including: <ul style="list-style-type: none"><li>- One Gender and REDD+ Team Leader (international or national)</li><li>- One Senior Researcher (international or national)</li><li>- One national Field Researcher</li></ul> to conduct a Gender Analysis for the UN-REDD Viet Nam Programme
Duty station:	Hanoi, Vietnam and field travel to Lam Dong
Expected Duration	In November - December 2012 (including 10 day field travel to Lam Dong).

### 1) GENERAL BACKGROUND:

#### About UN-REDD in Vietnam

The UN-REDD Programme in Viet Nam seeks to address deforestation and forest degradation through capacity building at national and local levels. Phase 1 of the Programme started in 2009 and aimed to build capacity at the national level to permit the Government of Viet Nam, and especially the REDD+ focal point in the Department of Forestry (VNForest) of the Ministry of Agriculture and Rural Development (MARD), to coordinate and manage the process of establishing tools to implement the National REDD+ Action Programme (NRAP)<sup>1</sup>. Secondly, Phase 1 also aimed to build capacity at local levels (provincial, district and commune) through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions from deforestation and forest degradation. Regional displacement of emissions is known to be a significant problem in the lower Mekong Basin. If REDD+ is to be implemented effectively so as to reduce emissions from deforestation and forest degradation within the Lower Mekong Basin, as a contribution to global efforts in this regard, there will be a need for coordinated regional actions. Such efforts constituted the third element of Phase 1.

After Phase 1 ended 30 June 2012, the GoV is now in the process of designing and moving into a Phase 2 of UN-REDD Programme which expands into six provinces; namely Lam Dong, Ca Mau, Binh Thuan, Ha Tinh, Bac Can and Lao Cai. While specific activities are not determined, Phase 2 will include (but limit to) i) a provincial planning-based approach to REDD+ under the NRAP; ii) piloting benefit distribution system (BDS); iii) developing demonstration models.

#### Gender mainstreaming in REDD+:

The UN-REDD Programme promotes gender equality as part of its commitments to international agreements, and recognises the effectiveness and sustainable impacts of mainstreaming gender into REDD+ interventions. The Cancun Agreement made several references to gender and women, and the 17<sup>th</sup> meeting of the Conference of Parties to the UNFCCC in Durban in 2011 continually reinforced, in various parts of the Decisions, the necessity to take gender considerations. UN-REDD's Social and Environmental Criteria and Principles further emphasise the importance of gender equality. Under Principle 2, "Respect and protect stakeholder rights in accordance with international obligations" criterion 8 specifically states "Promote and enhance gender equality, gender equity and women's empowerment". The rationale for including gender considerations in REDD+ policy, planning and implementation is predicated on the human rights-based approach to development. Gender equality is a human right set forth in the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), as well as addressed in the United Nations Declaration on the Rights of Indigenous People (UNDRIP). Besides the normative reasoning, mainstreaming gender into

<sup>1</sup>[http://vietnam-redd.org/Upload/Download/File/799\\_4301.pdf](http://vietnam-redd.org/Upload/Download/File/799_4301.pdf)

REDD+ can increase efficiency, effectiveness and sustainability<sup>2</sup> of a project.

For example, in Nepal, women's involvement in any REDD+ related project is crucial because in the past the lack of women's participation in forestry has proven to have detrimental effects. For example, reforestation projects in India and Nepal without a gender perspective faced problems when replanting, protecting the forests and implementing rules that protect the reserves<sup>3</sup>.

Findings show that analysing the distinct roles of women and men in areas addressed by REDD+ projects helps to encourage a gender approach from the outset, as well as provide baseline data for monitoring later on. In general, some of the differences within these variables in the rural communities living in and from the forest across the world can be described the following way<sup>4</sup>:

**Roles.** Women's primary roles in forest management are often related to subsistence needs for fuel wood, medicinal products, wild foods, fodder for livestock and selling small quantities of fuel wood in local markets, while men's roles are more likely to be linked to timber and non-timber forest products extraction for commercial purposes.

**Rights.** Women are still often without formal rights to land or forests, despite the fact that the *Red Book* land tenure certificates for households must nowadays be in the name of both husband and wife, although not yet fully implemented. The gendered differences in land tenure has major implications for women's role in decision making regarding forest land and by-products, the selection of species, and forest management.

**Values.** Giving priority to the carbon value of ecosystems over other values may lead to negative impacts on food and water sovereignty, access to traditional medicines and seeds, and other socio-economic, cultural, spiritual and ecological values of forests, which often relate especially to the activities that women undertake in the forest.

Decisions within households do often depend on the ideas and cooperation of the women, e.g. with reference to use of cooking stoves, use of non-forest products to replace use of forest products, biogas systems, or agricultural residue utilization. Women thus play key roles in the household and also at community level, but they do not always have equal say in the household and are not always well represented in positions of responsibility at the community and higher levels.

#### **Gender mainstreaming in UN-REDD in Vietnam**

Several activities in Phase 1 addressed the gender dimension. For example, the pilot on Free, Prior and Informed Consent (FPIC) emphasized the need to secure equal participation (in practice, 51% of the participants were women); and the work on designing a BDS recommended how to address gender.

In the course of Phase 1, the Programme identified potential interventions where gender equality could be tailored further, particularly at grass root level:

- The design of stakeholder participation processes (FPIC and others) should ensure inclusion of women and women's organizations (such as the Women's Union and other civil society and women-led community organisations);

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<sup>2</sup> The Business Case for mainstreaming gender in REDD+, Working Draft, UN-REDD Programme

<sup>3</sup> Agarwal, Bina. 2002. Participatory Exclusions, Community Forestry, and Gender: An Analysis for South Asia and a Conceptual Framework. *World Development* 29: 1623-48

<sup>4</sup> Gender Differentiated Impacts of REDD to be Addressed in REDD Social Standards; May, 2009. Jeannette Gurung and Andrea Quesada. Women Organizing for Change in Agriculture and Natural Resource Management (WOCAN).

- Women’s participation in local discussions and decision making processes regarding the implementation of demonstration activities should be ensured;
- Building women’s capacity on REDD+ related issues;
- Awareness rising, education and training on gender challenges, also of men and male officials;

Phase 2 will adopt a more vigorous gender mainstreaming approach to ensure safeguards such as gender equality, gender equity and women’s empowerment are respected. Particularly at local level, Phase 2 will aim to involve both men and women in the planning and implementation of the demonstration activities at commune and village level in the 6 provinces.

## **2) OBJECTIVES OF THE ASSIGNMENT**

UNDP is seeking 03 individual consultants to conduct a gender analysis for the UN-REDD Programme. The gender analysis will include a review of the outcomes of Phase 1 from a gender perspective, and identify gender issues in land/forest management and gender power dynamics in social, economic and political spheres that might reinforce and/or result in unequal status, opportunities, benefits and risks faced by women and men in Lam Dong Province. Based on this, the analysis will set out prioritized and concrete objectives of addressing gender equality in REDD+ in Lam Dong, inform the design of gender-sensitive processes and activities in Phase 2, as well as provide baseline data for monitoring gender safeguards throughout Phase 2.<sup>5</sup>

The objectives of the assignment are:

- to conduct a gender review of the process and outcomes of Phase 1 (at provincial level in Lam Dong) in order to improve the design and implementation of Phase 2;
- to conduct a gender analysis in the area of forestry management and rural development in Lam Dong to inform the design and the M&E of Phase 2 that ensures and promotes gender equity, gender equality and women’s empowerment

Specifically, the following list of research questions will be answered (others might be identified later):

### Baseline data:

- What is the gender division of labour related to forestry and forest products, and patterns of decision making in the communes?
- Who has access to and control over forest resources, assets and benefits?

### The impact of Phase 2:

- How will UN-REDD Phase 2 benefit women and men differently?
- What are possible barriers and constraints that will keep women and men from participating and benefitting equally in UN-REDD Phase 2?
- How would any adverse impacts of UN-REDD Phase 2 affect men and women?

## **3) CONCEPTUAL CONSIDERATION IN THE GENDER ANALYSIS**

The gender analysis and planning framework should provide conceptual clarification of the key concepts i.e. gender equity, gender equality and women’s empowerment vis-a-vis forestry and natural resource management, and discuss the potential gender implications in the practices of REDD+ interventions in Phase 2. Subsequently, the gender analysis and planning framework should also suggest key indicators to measure changes and impacts associated.

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<sup>5</sup>CIDA 2011. “Gender Analysis as a Tool”. Available at <http://www.acdi-cida.gc.ca/acdi-cida/acdi-cida.nsf/eng/EMA-218123616-NN9#a3>. Additional resources and guidance on conducting a gender analysis can be found at <http://info.worldbank.org/etools/docs/library/192862/Module2/Module2-index.html>.

The analysis could discuss gender equity, gender equality and women's empowerment in cross-cutting dimensions such as roles, rights and values (which have been discussed in literatures on gender and natural resource management), as one option, although the consultants could suggest another approach. The analytical framework is expected to allow robust power analysis at family and public domains, how formal policies/programs/actors related to natural resource management interact with customary norms and influence roles, status, distribution of benefits and risks to women and men.

#### **4) SCOPE OF WORK FOR THE INDIVIDUAL CONSULTANTS**

Main tasks for the **Gender and REDD+ Team Leader** (International or national)

- Develop a gender analytical framework and propose additional research questions for the analysis, develop a methodology and tools accordingly that would preferably include a PRA or RRA;
- Conduct a gender analysis by using the proposed analytical framework for this assignment which is informed by vigorous literature review and the Phase 2 proposal (specifically output 2.3, 2.4 and 5.3),
- Be the main drafter of the final report
- Manage the overall coordination of the team, and act as the main interlocutor to VNForest and UNDP
- Propose and discuss the plan for field work in Lam Dong with UNDP and VNForest
- Report and present the work progress and findings to UNDP and VNForest

Main tasks for the **Senior Researcher** (International or National)

- Conduct a desk study on gender in the context of natural resource (esp. forest) management, including legal frameworks, related policies and programs, customary laws and practices etc. at national and provincial level, but particularly relevant for Lam Dong Province
- Study the current design of the Phase 2
- Support the Gender and REDD+ Team Leader in conducting a gender analysis by using the proposed analytical framework for this assignment which is informed by vigorous literature review and the Phase 2 proposal (specifically output 2.3, 2.4 and 5.3),
- Collect relevant sex- and age-disaggregated data, and suggest gender baselines for gender equity, gender equality and women's empowerment for Phase 2.
- Conduct a gender review of the process and outcomes of Phase 1, especially the Free Prior and Informed Consent (FPIC) process and the process of preparing the Forest Protection and Development Plan (FPDP) in Lam Dong

Main tasks for the **National Field Researcher**

- Conduct field work in some sample communes (out of 19 priority communes) in Lam Dong. The sample communes will be selected in consultation with UNDP and VNForest
- Support the Senior Researcher in collecting relevant sex- and age-disaggregated data, and suggest gender baselines for gender equity, gender equality and women's empowerment for Phase 2.
- Support the Senior Researcher in conducting a gender review of the process and outcomes of Phase 1, especially the Free Prior and Informed Consent (FPIC) process and the process of preparing the Forest Protection and Development Plan (FPDP) in Lam Dong

#### **5) FINAL PRODUCTS:**

**The Gender and REDD+ Team Leader, in coordination with the other two consultants will be responsible for the delivery of the following products:**

1. Detailed design of the study, including work plan / person (Ganttcharts), analytical research framework, detailed guidance for fieldwork including participatory exercises (PRA) and possibly short questionnaires, choice of field work locations and local partnerships, outline research report.



2. Desk review report including the relevant legal framework, lessons learned from former approached to mainstream gender into natural resource management projects, an analysis of Phase 1 activities from a gender perspective and a mapping of activities in the Phase 2 proposal that demand specific attention to gender
3. A presentation to the Sub-technical Working Group on Governance under the National REDD+ Network on the final results of the research.
4. Final study report (maximum 50 pages including annexes) incorporating key findings from the desk review and field data, and including a baseline situation for REDD+ implementation ex ante Phase 2 start-up, and recommendations targeting the (national and local) Government, mass organisations, and UN organizations. The report should include a 4 page executive summary that presents all the main findings and data and can be used as a stand-alone discussion paper.

## **6) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The Gender Analysis Assignment is in November - December 2012 (including field travel).

The duty station will be Hanoi, with one travel to selected communes in Lam Dong Province for field work. The field work in Lam Dong should be about 10 days, but the duration can change upon agreement with UNDP.

## **7) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The 03 consultants will work under the overall direction of the Vietnam REDD+ Office and in close collaboration with designated gender focal points in VNForest and the UNDP Programme Officer.

When the time schedule and travel are constrained, at least 02 face-to-face meetings must be arranged between the consultants and the Project Management.

## **8) DEGREE OF EXPERTISE AND QUALIFICATIONS OF THE INDIVIDUAL CONSULTANTS**

### **Gender and REDD+ Team Leader (International or National)**

- Advanced University Degree in related field
- Proven track record conducting research on gender issues in Viet Nam
- Extensive experience in conducting literature reviews and qualitative research including familiarity with participatory research methods
- Sound knowledge of gender issues and gender policy frameworks in Viet Nam
- Strong conceptual understanding of gender and analytical skills
- Sound knowledge of environmental and livelihood issues in Viet Nam, especially related to natural resources and forestry.
- Excellent written English

### **Senior Researcher (International or National)**

- Advanced University Degree in related field
- Proven track record conducting research on gender issues in Viet Nam
- Extensive experience in conducting literature reviews and qualitative research including familiarity with participatory research methods
- Sound knowledge of gender issues and gender policy frameworks in Viet Nam
- Sound knowledge of environmental and livelihood issues in Viet Nam, especially related to natural resources and forestry.

### **National Field Researcher**

- Advanced University Degree in related field
- Proven track record with qualitative, participatory field research on gender issues
- Sound knowledge of gender issues in Viet Nam

- Sound knowledge of environmental and livelihood issues in Viet Nam.
- Basic understanding or higher level English is an advantage
- Direct experience in at least one of the localities where field work will take place

#### 9) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The 03 individual consultants will have access to the UNDP and to the PMU offices but will be expected to operate independently.

Relevant reference documents:

- [The Business Case for mainstreaming gender in REDD+, 1 Working Draft, UN-REDD Programme](#)
- [Gender Issues In The Forestry Sector In Vietnam](#), NT Dzung – 2006
- [Responding to Climate Change in Vietnam: Opportunities for improving gender equality, UNDP and Oxfam, 2009](#)
- [UN-REDD Phase 1 Joint Programme Document](#)
- [National REDD+ Action Programme \(in Vietnamese only\)](#)
- UN-REDD Phase 2 Proposal (will be made available for the Contractor)

#### 10) REVIEW TIME REQUIRED AND PAYMENT TERM

Ten working days is required by UNDP and VRO to review/approve any outputs prior to authorizing payments.

**For Gender and REDD+ Team Leader (International or national):** UNDP shall effect payments to the contractor in three instalments, after completion of each phase and upon acceptance of the outputs/deliverables in the ToR by the VRO and the UNDP Programme Officer, as follows:

- *1<sup>st</sup> payment:* 20% of total contract value upon submission of the study design and others as mentioned under deliverable number 1;
- *2<sup>nd</sup> payment:* 60% of total contract value upon submission of a desk review in English;
- *3<sup>rd</sup> and final payment:* 20% of total contract value upon submission of an approved final report in both English and Vietnamese with Annexes and relevant supporting documentation.

**For the other two consultants:**

UNDP shall effect payments to the contractors in three instalments, after completion of each phase and upon acceptance of the outputs/deliverables in the ToR by the VRO and the UNDP Programme Officer and with Certification for payment signed by the Team Leader, as follows:

- *1<sup>st</sup> payment:* 20% of total contract value upon submission of the study design and others as mentioned under deliverable number 1 with certification for payment signed by the Team Leader;
- *2<sup>nd</sup> payment:* 60% of total contract value upon submission of a desk review in English with certification for payment signed by the Team Leader;
- *3<sup>rd</sup> and final payment:* 20% of total contract value upon submission of an approved final report in both English and Vietnamese with Annexes and relevant supporting documentation with certification for payment signed by the Team Leader.