



## Terms of Reference

### INITIATIVE FOR SUSTAINABLE LANDSCAPE PROGRAM GREEN GROWTH ACTION PLAN FOR LAM DONG PROVINCE

November 24, 2017

#### 1. Introduction

IDH Sustainable Trade Initiative (“IDH”) accelerates and up-scales sustainable trade by building impact oriented coalitions of front running companies, civil society, governments, knowledge institutions and other stakeholders in several commodity sectors. We jointly formulate strategic intervention plans with public and private partners and we co-invest with partners in activities that generate public goods. In Vietnam, IDH’s Initiative for Sustainable Landscape (ISLA) and three of its commodity supply chain programs (the Tea, Spices, and Coffee programs) work in the Central Highlands region, with a focus on Lam Dong and Dak Lak provinces. The Central Highlands region is the agricultural power house of Vietnam and a key producer of coffee, pepper, tea, fruits & vegetables, flowers, rubber, and cashew. The agricultural success in the region is dependent on a number of important natural resources. The highly fertile land, a quarter of which is basalt, is ideal for growing perennial crops. To achieve economic growth based on the agricultural sector while protecting the natural resources on which this growth is dependent, ISLA convenes the public and private sector and co-invests in the development, implementation, and scaling up of sustainable agriculture and natural resource management concepts.

The Vietnam National Green Growth Strategy has been approved in Vietnam since 2012, targeting to a low carbon economy and to enrich natural capital. Based on this national Green Growth Strategy, some provinces have developed their own provincial Green Growth Action Plan (GGAP) to provide the overall framework for green growth, low emissions development and sustainable agriculture production and forest management. For Central Highlands, so far only Dak Lak and Kon Tum provinces have already developed a GGAP. Recognizing the importance of a GGAP in shaping the green pathway including how to achieve optimal growth of the agricultural sector while safeguarding natural resources such as water, forest, and soils for sustainable economic development in the next 10-20 years for public and private stakeholders, Lam Dong province has requested IDH to support the development of its provincial GGAP for 2018 -2020 with vision to 2030. Therefore, IDH is seeking a consultancy team to support province in development of Provincial Green Growth Action Plan. It is expected that the consultant will complete this assignment latest by the end of Oct 2018, with total budget for both consultancy fee service and field activities is about EUR 100,000 (including VAT if applicable<sup>1</sup>). The selected consultants are encouraged to start as soon as possible.

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Terms of Reference, this tender, or any decision with regard to the selection or contract award. IDH is not

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<sup>1</sup> The consultant will be contracted by IDH headquarters in the Netherlands.



obliged in this tender procedure to make a contract award decision or to conclude a contract with a participant. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time.

Participants cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur.

By handing in a proposal, participants accept all terms and reservations made in these Terms of Reference, and subsequent information and documentation in this tender procedure.

## 2. Objectives

The overall objective of this assignment is to support the Lam Dong People's Committee and IDH in developing a Green Growth Action Plan for Lam Dong province for the period 2018 -2020, vision to 2030.

## 3. Deliverables

The deliverables of this assigned are described in the table below

**Deliverables of project**  
The consultants are requested to submit the followings during the assignment:

1. A concise Green Growth Action Plan following the Government's format, aligned with National Strategy on Green Growth and agreed with key stakeholders in the province is developed and submitted to Lam Dong Provincial People's Committee for approval.
2. The plan is based on baseline data and/or a Business as Usual scenario which is compared with the ex-ante impact of the Green Growth scenario (visualized by maps and graphical representations where relevant).
3. A set of key target indicators for green growth of different sectors (including carbon emission, deforestation/forest restoration rate, water use, etc) in Lam Dong are set in a participatory process with relevant stakeholders.
4. Solutions to ensure the plan is properly implemented. Propose the list of priority investment projects, with a focus on sustainable agriculture, forestry, and water management.
5. A map and report which show the spatial focus of each intervention strategy. This map should cover the entire Province;
6. A map and report which show the existing/on-going investment plans of different stakeholders in each spatial and thematic intervention area. This map should cover the entire Province;
7. A map and report which show the implications for changes in the current government master or land-use plans if the green growth strategies would be followed. This map is only required for Di Linh and Bao Loc Districts. In Di Linh district, the consultant group will work closely with VnSAT at national and provincial level to integrate with the landscape planning exercise supported by VnSAT;
8. Relating minutes, photos, media of consultation workshops;
9. All raw data from the assignment.



#### **4. Proposal guidelines**

In the submitted proposal, please provide at least the followings:

- a) A succinct, well-documented approach and methodology demonstrating how the consultant(s) intends to conduct the assignment, along with likely sources of data. This part of the proposal shall not be longer than 5 pages in Word or 10 slides in Power Point.
- b) The workplan that outlines detailed activities and deliveries with clear timelines.
- c) Inclusion of a budget with a break-down of man days/rate per consultant with list of consultants who will jointly work on the assignment
- d) Statement of experience (only experience from the suggested team members is relevant). The consultant is requested to list the most relevant references, to maximum of 10 in total (for all team members together). The reference text shall not be longer than 0.5 page in Word or 1 slide in Power Point.
- e) Clear description of the project team relevant experience of team members and time allocation, day rate, home base and person working days for each member if the consultancy team. CV of each members should be included as annexes.

#### **5. Selection criteria & procedure**

##### **Grounds for exclusion**

1. Tenderers shall be excluded from participation in a procurement procedure if:
  - a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
  - c) they have been guilty of grave professional misconduct proven by any means which the IDH can justify;
  - d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the Netherlands or those of the country where the contract is to be performed;
  - e) they or persons having powers of representation, decision making of control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such illegal activity is detrimental to the MFA's financial interests.Tenderers must confirm in writing that they are not in one of the situations as listed above.
2. Tenderers shall not make use of child labor or forced labor and/or practice discrimination and they shall respect the right to freedom of association and the right to organize and engage in collective bargaining, in accordance with the core conventions of the International Labor Organization (ILO).



**Consultant/Consultancy profile**

The consultant will be selected based on the following criteria:

- suitable and workable approach and methodology;
- clear and feasible workplan;
- proven experience in development of GGAP or equivalent plans;
- demonstrated experience and network in Lam Dong;
- demonstrated consideration of cost effectiveness.

**Procedure**

The procedure will be as follows:

- TOR for the GGAP development has been developed by IDH in close consultation with Lam Dong province;
- TOR has been advertised and circulated to potential consultancy companies or individuals;
- interested parties submit a proposal to IDH;
- evaluation of the proposals by an evaluation committee including representatives of IDH (ISLA manager and IDH Vietnam country director) and Lam Dong Working Group of Lam Dong Province for GGAP led by Lam Dong Department of Planning and Investment. The evaluation committee will shortlist the proposals based on the selection, criteria and exclusion as stated in this Terms of Reference;
- potential candidates will be invited for interview within 2 weeks after the submission deadline;
- the potential candidate might be required to revise the Proposal before decision on selection of consultancy is made;
- inception meeting with the selected consultancy company to discuss and finalize the proposal before the contract signed.

Tender process	Timeline
Terms of Reference published	24 <sup>th</sup> November 2017
Deadline for submission of proposals*	15 <sup>th</sup> December 2017
Interview	Within 3 weeks after the deadline for submission
Awarding of contract to successful consultant	Maximum 2 weeks after the interview

\* Proposals submitted after the deadline will be returned and will not be considered in the tender procedure.

IDH will reject offers if any illegal or corrupt practices have been taken place in connection with the award or the tender procedure.



## **6. Evaluation Method**

All the applications received will be reviewed by IDH Vietnam. The short-listed candidates will be invited for interview and after that the potential candidates might be requested to submit the revised proposal. A final decision will be made after maximum 2 week to award the contract to the tenderer who best meets all the criteria specified.

## **7. Confidentiality**

The Tenderer will ensure that all its contacts with IDH, with regards to the Tender, during the tender procedure take place exclusively in writing by e-mail to IDH Vietnam via [vietnam@idhtrade.org](mailto:vietnam@idhtrade.org). The Tenderer is thus explicitly prohibited, to prevent discrimination of the other Tenderers and to ensure the diligence of the procedure, to have any contact whatsoever regarding the tender with any other persons of IDH than the person stated in the first sentence of this paragraph.

The documents provided by or on behalf of IDH will be handled with confidentiality. The Tenderer will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Tenderer or its engaged third parties will give IDH grounds for exclusion of the Tenderer, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the Tenderers will be handled with due care and confidentiality by IDH. The provided information will after evaluation by IDH be filed as confidential. The provided information will not be returned to the Tenderer.

## **8. Contact information**

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