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Date: 15 February 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Three (03) national consultants for Assessing POPs, PTS monitoring capacity in Vietnam (Activity code: 2.1.1.1 and 2.1.2.1)
Project name:	Vietnam POPs and Sound Harmful Chemicals Management (Project ID 91381)
Period of assignment/services (if applicable):	During period Jan 2017 – July 2017
Tender reference:	(1-170106-NC)

1. Submissions should be sent by email to: ngo.thi.bich.thuy@undp.org no later than: **16 January 2017 (Hanoi time)**.

EXTENSION TO: 8 MARCH 2017

With subject line:

(03) national consultants for Assessing POPs, PTS monitoring capacity

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) - **attached to this Notice**..... (Annex I)
 - [Individual Contract](#) & [General Conditions](#)..... (Annex II)

- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
 - [Guidelines for CV preparation](#)..... (Annex IV)
 - [Format of financial proposal](#)..... (Annex V)
3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:
- a. Technical component:**
- Signed Curriculum vitae
 - 2 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 **VND** 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 the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

For NC 1: *Team Leader*

Consultant(s)' experiences/qualification related to the services		
1	Minimum Master degree in the field of chemical, chemical management, chemical engineer, environmental management, environmental science and/or related field; Study in abroad in these subjects are preference	100
2	-At least 10 years of working experience in the field of research, assessment, synthesis and analysis of data with special focus on chemicals and waste management; -Proven track-record experiences in develop and review the policies/ legal framework and specific regulation related to POPs/PTS and POP/PTS monitoring in Vietnam;	250
3	-Previous assignments on capacity assessment -Previous assignment related to POPs/PTS and POPs/PTS monitoring in Vietnam; -Working experience in laboratories will be an asset	300
4	-Proven knowledge and understanding on the Stockholm Convention and management of POPs in Vietnam;	100
5	-Track-record assignment in the position of team leader or similar position; - Working experience in with MONRE, DONREs, and associated laboratories will be preference;	100
6	Fluently English skills and report writing skill (Example of similar written reports must be provided for assessment)	150
Total		1000

For NC 2

Consultant(s)' experiences/qualification related to the services		
1	Master degree in the field of Chemical, chemical management, Chemical engineer and/or related field; Specific trainings on laboratory practitioner and POP/PTS monitoring would be preference	100
2	-At least 5 year practical working experience in a laboratory -Track –record assignment on POP/PTS analysis and environmental monitoring will be preferable	150
	- Practical experience on lab skills and regulations, including taking samples, sample analysis, reporting and verifying of sample analysis results; Skill and knowledge on sampling, analysis, reporting and verifying of environmental elements (water, air, soil, ..). Specific lab skills for POP/PTS assignment will be advantage	200
3	-Proven experience on lab capacity assessment -Practical experience on developing questionnaire, questionnaire to collect information from labs will be an asset	200
4	Proven knowledge of Stockholm Convention, current status and management of POPs/ PTS in Vietnam.	100
5	-Track-record assignment in the position of consultancy members -Working experience in with MONRE, DONREs, and associated laboratories will be preference;	100
6	Fluently English skills and report writing skill (Example of similar written reports must be provided for assessment)	150
Total		1000

For NC 3

Consultant(s)' experiences/qualification related to the services		
1	Bachelor degree in IT with specific experience on GIS and mapping skill. A degree on environmental/chemical subject with additional IT/GIS certificate/degree will be considered as relevant candidate.	200
2	At least three to five years of working experience Track-record working experience on mapping assignment. Previous assignment on POP/PTSs, hazardous waste management mapping would be an advantage .	400
3	Experience in working with MONRE, DONREs, and associated laboratories will be preference;	100
4	Knowledge of the POPs, PTS, Stockholm Convention would be an advantage .	100
6	Proficient in English to carry out the work and make English remark in the map	200
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
- 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.

6. Payment terms:

The first installment of 20% contract amount will be paid upon submission of the work plan agreed by UNDP and NPD/PMU;

The second installment of 40% contract amount will be paid upon submission the draft reports with satisfactory acceptance by NPD/PMU and UNDP;

The final payment of 40% contract amount will be paid upon the completion of the final report under the contract with satisfactory acceptance by UNPD and NDP/PMU.

Your proposals are received on the basis that you fully understand and accept these terms and conditions.

Annex IV

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)

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, travel, taxes etc).

Cost breakdown:

No.	Description	Number of days	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 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 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