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Date: 07 June 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultants (NC 3) – Data Collection and Mapping specialist (Team member) - 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):	20 working days during June – December 2017
Tender reference:	

- 1.** Submissions should be sent by email to: ngo.thi.bich.thuy@undp.org no later than: **close of business, 16 June 2017 (Hanoi time).**

With subject line: National consultants (NC 3) – Data Collection and Mapping specialist (Team member)
- for Assessing POPs, PTS monitoring capacity in Vietnam.

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)
 - [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
 - Letter to UNDP Confirming Interest and Availability
 - Expression of interest, explaining why he/she is the most suitable for the work.
 - 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...)
 - Provide a brief methodology on how they will approach and conduct the work (if applicable)
- b. Financial proposal (with your signature):**
- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, 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.

4. Evaluation:

The international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

The technical component will be evaluated using the following criteria:

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 (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.

1st payment: 25% of total contract value will be paid upon UNDP's receipt and acceptance of a concrete work plan for the study

2nd payment: 25% of total contract value will be paid upon UNDP's receipt and acceptance of the deliverable defined in stage 1

3rd payment: 25% of total contract value will be paid upon UNDP's receipt and acceptance of the deliverable defined in stage 2

4th and final payment: 25% of total contract value will be paid upon UNDP's receipt and satisfactory acceptance of the deliverable defined in stage 3

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.

Annex I



Vietnam Environment Administration



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TERM OF REFERENCE

Title: **National consultants (NC 3) – Data Collection and Mapping specialist (Team member)** - for Assessing POPs, PTS monitoring capacity in Vietnam (Activity code: 2.1.1.1 and 2.1.2.1)

Project: Vietnam POPs and Sound Harmful Chemicals Management (Project ID 91381)

Type Contract: Individual contract

Duration: **20 working days** during **June – December 2017**

Duty Station: Hanoi and other provinces (if necessary) **Report to:** UNDP and PMU

1. GENERAL BACKGROUND

The project “Vietnam POPs and Sound Harmful Chemicals Management Project” is funded by the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP). The project is executed by Vietnam Environment Administration / Ministry of Natural Resources and Environment as the UNDP’s National Implementing Partner (NIP). The official starting date of the project is 29/1/2016 and expected closure date is 31/12/2018.

The project will contribute to the improvement of the environmentally sound management for chemicals and hazardous waste, focused on Persistent Organic Pollutants (POPs), Persistent Toxic Substances (PTS) and Mercury build on UNDP and Vietnam past experience addressing POPs/PTS issues.

The objective of the project is the continued reduction of environmental and health risks through POPs and harmful chemicals release reduction.

In order to achieve the project, four main components are envisaged:

- Component 1. Policy framework for sound chemicals management, including POPs, PTS developed and implemented.
- Component 2. Monitoring and report of POPs and PTS.
- Component 3. Management of POPs contaminated sites.
- Component 4. National Mercury baseline inventory and release reduction strategy. Under the Component 2, the project aims at enhancing the national capacity on POPs,

PTS monitoring and reporting through strengthening capacity of national laboratory network on POP/PTS sampling and analysis. Assessment of POPs, PTS monitoring capacity in Vietnam is activity to prepare for developing a plan for building capacity of the labs.

UNDP and Project Management Unit (PMU) are looking for a national consultant to carry out this assessment. The assessments and assignment entails the following information:

2. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to assess the current status of POPs, PTS monitoring and POPs, PTS monitoring capacity in Vietnam, including assessment of the current POPs, PTS monitoring data and

capacity of national and provincial laboratories, with a focus on the laboratories network under MONRE/DONREs.

3. SCOPE OF WORK

Under supervision of assigned UNDP staff and PMU, the national consultant is responsible (but not limited to) the following tasks:

National Consultant 3 (NC 3) – Team Member: Mapping specialist (20 working days)

- Under guidance of Team leader, mark key POPs/PTS contaminated areas/releasing points in Vietnam map based on collected data/information (category available data and mapping by administrative/provincial geography)
- Contribute to preparation of presentation on findings related to mapping at a technical meeting with PMU and UNDP and a consultation workshop with provincial labs and relevant parties.

Copy Right

All intellectual property and proprietary rights, including rights to result of questionnaire survey and analysis in this consultancy will become the sole property of the VEA/MONRE & UNDP Viet Nam, which will have the sole right to publish the same in whole or in part and to adapt and use them as may seem desirable, and to authorise all translations and quotations from them. The contractor may not publish or use any of this material without the prior permission of VEA/MONRE & UNDP Viet Nam.

4. TIMING, DURATION AND DUTY STATION

Timing and Duration: estimated 20 working days

Duty station: Hanoi and three provinces (tentatively) where provincial labs are selected for the review and assessment.

Travel to provinces if required will be paid separately by PMU based on UN-EU cost norms.

The detailed schedule will be developed and agreed with UNDP/PMU before commencement of the consultancy assignment.

5. DELIVERABLES

- A Vietnam map of key POPs/PTS contaminated areas/releasing points based in collected data.

No	Deliverables	Due date
		(tentative)
1	A consolidated detail work plan of the team with proposed activities, time, responsibility of each consultant, tools/approach for carry out the assignment and template of final data results;	1-2 week after signing the contract
2	Questionnaire survey that agreed by UNDP/PMU;	End of July 2017
3	Report on international experience on POPs, PTS monitoring and reporting;	End of July 2017
4	Matrix on POPs, PTS those are currently required monitoring by Vietnam legal framework and regulations;	August 2017
5	Comprehensive monitoring data of POPs, PTS (with focus on VOCs and semi VOCs) in different environment component (air, water, soil) and receptors (human, biota, food) from all relevant sources, with highlights on the areas of lacking data;	September 2017
6	Mark key POPs/PTS contaminated areas/points in Vietnam map based on collected data	October 2017
7	Raw and consolidated data tables from questionnaires;	October 2017
8	Recommendations for improvement of national report to Stockholm Convention and Stockholm Convention effectiveness evaluation;	October 2017
6	A presentation on finding and recommendation at technical meeting with UNDP/PMU in Hanoi and a technical consultation workshop with provincial labs and relevant parties;	October 2017
7	Final report on current status of POPs, PTS monitoring and POPs, PTS monitoring data in Vietnam, including recommendation, annex and raw data table;	December 2017

All products are in Vietnamese. The final report must be delivered in both Vietnamese and English.

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected national consultant will work under supervision of National Project Director (NPD) assigned by VEA/MONRE, assigned staff of UNPD/PMU Manager (PM).

The selected national consultant will discuss further details with UNDP and PMU/PCD at the beginning of the assignment in the work plan.

The selected national consultant will have regular meetings and discussion among the team members and with UNDP/PMU. He/she is required to regularly report to and consult with UNDP and PMU on the progress of the work based on the agreed work plan.

The selected consultants is expected to communicate with the PMU/PCD via email and/or Skype /direct communication and will be supported by PMU staff during the mission.

The selected consultants will work closely with agencies in VEA/MONRE, such as PCD, CEM under the lead of VEA/the National Project Director (NPD).

VEA/PMU and UNDP will provide support with comments and inputs to the consultant where appropriate.

7. ADMINISTRATIVE ARRANGEMENT

Logistic arrangement:

VEA/PMU will provide all logistical and administrative support to the selected national consultant regarding travel to the field (if any);

VEA/PMU will support the arrangement of all meetings, partners/stakeholders consultations or/and field assessments as needed;

Documents:

Copies of the following documents will be made accessible to the consultants upon commencement of the assignments: 1) Project documents and 2) Reference documents on POPs/PTS such as 10 years SC implementation, NIP update, etc.

8. DEGREE OF EXPERTISE AND QUALIFICATION

The consultant shall have the following minimum qualifications and experience:

- 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.
- At least three to five years of working experience
- Track-record working experience on mapping assignment. POP/PTSs, hazardous waste management mapping would be an advantage.
- Experience in working with MONRE, DONREs, and associated laboratories will be preference;
- Knowledge of the POPs, PTS, Stockholm Convention would be an advantage.
- Proficient in English to carry out the work and make English remark in the map

9. REVIEW TIME REQUIRED AND PAYMENT TERM

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.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTEN ☐ FULLTIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

(Interview will be set up if necessary to compensate CV evaluation)

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

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	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 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