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Date: 21 June 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (PN170621)

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

Country:	Viet Nam
Description of the assignment:	01 International consultant for Visiting International Technical Advisor (VITA)
Project name:	Vietnam POPs and Sound Harmful Chemicals Management (Project ID 91381)
Period of assignment/services (if applicable):	12 working months during period July 2017 – June 2018 with possible extension up to 31 December 2018
Tender reference:	

THIS PROCUREMENT NOTICE PN170621 BEING EXTENDED TO 10 JULY 2017.
Thank you

1. Submissions should be sent by email to: ngo.thi.bich.thuy@undp.org no later than: **close of business, 28 June 2017 (Hanoi time).**

With subject line: International consultants for Visiting International Technical Advisor (VITA)

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.**
- **A sample of any research conducted or policy advice provided in the related field**
- **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 **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 technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1	Advanced degree (Master of Science as a minimum, PhD is an asset) in Industrial Chemistry, Environmental Science, or related fields	150
2	At least 15 year experience in the field of PRTR and Stockholm Convention on POPs or in projects related to the implementation of chemical risk assessment, or in the management of hazardous chemicals	150

	and waste with extensively international experience	
3	Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries is preference	200
4	Track record experiences in policy advice related to the project activities	200
5	Track record experience in donor coordination, networking, knowledge management	100
6.	Having methodology and approach ensure to get expected deliverables	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: 20% of total contract value will be paid upon completion of high quality inputs for activity designs, TOR and tender documents and appropriate international and national consultants recruited for those activities.

2nd payment: 20% of total contract value will be paid upon completion of available and efficient international indicator framework, environmental performance indicators, environmental management planning, mainstreaming chemical issues to policy and legal framework with cost-benefit analysis in line with the country's context and resources.

3rd payment: 20% of total contract value will be paid upon submission of the summary of project results/achievements used as inputs for dialogue with the Government and for public awareness and communication.

4th payment: 20% of total contract value will be paid upon completion of high quality project progress reports and work plans.

5th and final payment: 20% of total contract value will be paid upon submission of quality technical reports, quality technical outputs of key interventions.

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



TERMS OF REFERENCE

Project Title:	Vietnam POPs and Sound Harmful Chemicals Management Project – PHCM (Project ID: 91381)
Consultancy Title:	Visiting International Technical Advisor (VITA)
Type Contract:	Individual contract
Duty Location:	Home based and Ha Noi (Viet Nam) with in-country travel to project sites
Duration:	During period July 2017 – June 2018 with possible extension upto 31 December 2018 based on the satisfied performance and requirement
Report to:	UNDP, National Project Director and Project Management Unit

1. GENERAL INFORMATION

According to statistical data, approximate 4,000 chemical substances is created per day globally and hundred million of substances were registered so far.

Chemical management including production and use of hazardous substances and promotion of safety manner in chemical use is increasingly demand in Vietnam due to public concern about raising impacts of chemicals to human health, especially children.

Strengthen chemical management, particularly toxic chemicals as listed in international conventions, is one of the important priority in Vietnam. In line with the nation need and priority, the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP) support Vietnam implementing the project “Vietnam POPs and Sound Harmful Chemicals Management Project (PHCM)”. 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 reporting of POPs and PTS.
- Component 3. Management of POPs contaminated sites.
- Component 4. National mercury baseline inventory and release reduction.

UNDP and PMU are seeking a qualified candidate to undertake the role of a Visiting International Technical Advisor for the project.

2. ROLE and ORGANIZATION

The Visiting International Technical Advisor (VITA) will implement his/her main functions under the supervision of the National Project Director (NPD) and coordinate with Project Manager (PM) on administrative issue. Specific tasks will be agreed with UNDP and VEA/MONRE through mission plan. Mission plan should be agreed among stakeholder at least 1-2 weeks before the start of each mission.

The VITA is a key technical advisor to the National Implementing Partner (VEA/MONRE), the Co-National Implementing Partner (VINACHEMIA/MOIT), PMU and the UNDP on technical and policy aspects of all the activities to be carried out under the project and carry out specific technical activities such as review the international experience and support to develop and implement PRTR and Binh Duong environmental management plan. The VITA works in close collaboration with PMU and national counterparts as well as with the staff in the UNDP Country Office to ensure knowledge sharing and the highest possible quality of project outputs. S/He ensures the alignment of the project outputs with intended outcomes, benefits and impacts of the UN One Strategic Plan 2017-2021 and UNDP Country Programme Document in Viet Nam. S/He also contributes to capacity building for the National Implementing Partner and PM in the area of sound harmful chemicals management.

3. KEY FUNCTIONS

- a. Provide advice for all project's activities: (i) advise on terms of reference (TORs) of all project activities; (ii) monitor the substance and quality of the project activities and actively ensure high quality of all project outputs;
- b. Provide technical advice to annual planning of project intervention;
- c. Provide technical advice to development/revision of the national legislation to ensure the legal documents are in line with and respond well to international requirements/commitments in the areas of chemical management;
- d. Provide technical advice on developing and implementing PRTR and the Environmental Management Plan including POP/PTS management plan.

4. SCOPE OF WORK

1. Advise on project management and project quality assurance

Technical review and quality assurance: Assume the responsibilities of technical quality assurance of the Project, including quality of terms of references and project activities/outputs/products;

Technical support to PMU in participating in meetings with UNDP and the PSC, and in coordinating the work of international consultants;

Assisting PMU in drafting Term of References for all the services and equipment to be procured under the project; and in drafting minutes of the meetings with special reference to the technical part;

Providing technical support to the project implementation progress at different stages;

Timely and proactively provide recommendation for the improvement of all project interventions;

Reporting and documenting lessons and best practices: Provide inputs to the preparation of progress project reports, including reports to donors, focusing on capturing results and lessons, and undertake necessary reviews to ensure quality reports; initiate and ensure proper documentation of project lessons, experiences, best practices, and human interest stories;

Publishing and disseminating project results/ products: Ensure technical aspects of project publication products, including policy briefs, research results/ products, and proceedings of policy dialogues/ technical meetings, and wide disseminations of these outputs.

2. Policy advice on formulation/revision of the national legislation:

- Collect and synthesize information/international experience on management framework on environmental control of POP, PTS;
- Assisting in analysis of compliance with Stockholm Convention, provide expertise on international regulation on chemical management;
- Provide technical assistance and knowledge for the development of new regulations (such as the Decree on amending to the Decrees on the implementation of the Environmental Protection Law and the Technical Guideline on planning for environmental protection) and amending of exist regulations (such as the National technical regulation on emission and waste water for steel industry) in light of international treaties and requirements of Stockholm Convention.

3. Technical advice on developing and implementing PRTR and the Environmental Management Plan including POP/PTS management plan.

- Capacity building for project staff and PCD staff on PRTR:
 - Provide on-the-job training for project staff and related implementing agencies wherever necessary on PRTR;

- Share relevant international experience, knowledge, lessons and best practices learned elsewhere on PRTR with national partners and project staff through meetings, workshops, mission reports, so on.
- Supervise the development and data collection for the PRTR and POPs tracking tool;
- Provide technical assistance and knowledge for the development of provincial plans for environmental management including POP/PTS management.

4. *Technical advice on other technical activities.*

- Support and supervise the training for laboratory staff;
- Provide technical assistance to carry out inventory of industrial mercury sources and inventory of mercury added materials.

5. EXPECTED RESULTS

- Policy and technical advice of high quality and relevance, including advice on available and efficient international indicator framework, environmental performance indicators, environmental management planning, mainstreaming chemical issues to policy and legal framework with cost-benefit analysis in line with the country's context and resources;
- Summary of project results/achievements used as inputs for dialogue with the Government and for public awareness and communication;
- High quality inputs for activity designs, TOR and tender documents and appropriate international and national consultants recruited for those activities;
- High quality inputs into project progress reports and work plans;
- Quality technical reports, quality technical outputs of key interventions.

Deliverables:

- Mission work plans with specific deliveries/outputs to be achieved;
- Mission debriefing notes for the field visit;
- Mission reports of the activities carried out under this assignment;
- The specific deliveries/outputs for **each mission** are listed, but not limit to, as below, detail deliveries/outputs expected for each missions will be decided between PMU, UNDP and the VITA before the starting of each mission:
 - High quality activity designs, TORs, tender documents, and technical inputs to the processes of evaluation and selection of contractors;
 - Recommendations for formulation/revision of the national legislation: (i) formulating the Decree on amending to the Decrees on the implementation of the Environmental Protection Law; (ii) developing the guideline on planning for environmental protection; (iii) revising the National technical regulation on emission and waste water for steel industry; (iv) finalizing the PRTR regulation; and (v) developing the

guideline for PRTR implementation and enforcement;

- Recommendation for the program, documents/materials and tools of training for laboratory staff;
- Recommendation for designing the Hg inventory;
- Workshop presentations and related training documents and training tools on PRTR for project staff's and PCD staff;
- Technical report for developing the Binh Duong environmental management plan;
- Summary of project results/achievements that can be used as inputs for dialogue with the Government and for public awareness and communication;
- Meeting minutes, with special reference to the technical parts.

6. DURATION, DUTY STATION AND EXPECTED PLACES OF TRAVEL

This is a part time assignment of the duration of 12 working months over the period from July 2017 to end of June 2018 with potential extension till 31 December 2018 based on satisfaction of VITA service in the 1st phase and unit rates in the VITA's financial offer for the 1st phase and project requirement...

The VITA will work at home and at the PMU office in Hanoi. The exact working time in Hanoi will be specified when signing the contract based on project activities that VITA involves in.

The VITA is expected to travel within the country at the implementation sites, to supervise project implementation activities. The exact number of travels will be specified in the course of project implementation based on project needs. In country travel and subsistence during travel will be paid by the project.

7. REQUIRED DEGREE OF EXPERTISE, AND QUALIFICATIONS

VITA shall have as a minimum the following qualifications:

Advanced degree (Master of Science as a minimum, PhD is an asset) in Industrial Chemistry, Environmental Science, or related fields;

At least 15 year experience in the field of PRTR and Stockholm Convention on POPs or in projects related to the implementation of chemical risk assessment, or in the management of hazardous chemicals and waste with extensively international experience

Track record experiences in policy advice related to the project activities;

Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries is preference;

Track record experience in donor coordination, networking, knowledge management is

desirable;

Strong analytical skills and systematic thinking;

Previous experience as international technical advisor in GEF / POPs related projects;

Knowledge of practical UNDP programming is an asset;

Excellent IT skills in standard software (Word processing, MS Office, spreadsheets);

Proficiency in both spoken and written English is the must, including excellent writing skills.

In addition, the Technical Officer should be independent and should not have any personal interest related to project activities which may hinder its independency and which may distort or bias his performance.

8. WORKING METHOD

1. The nature of the technical assistance TOR implies a need for flexibility in terms of amendment of activities in order to ensure delivery of project outputs. New or more specific activities shall be identified for specific progress/development of the project through mission work plan.
2. The assignment will be carried out over a period of 12 months, expected from July 2017 to end of June 2018 with a potential for extension till 31 December 2018 based on satisfaction of VITA service in the 1st phase and unit rates in the VITA's financial offer for the 1st phase and the project requirements. Tentatively, 10 working-days per month including two missions per year and site visits (if so required) and/or ad-hoc timely distance work once relevant is expected for this position.
3. The VITA will keep PMU and UNDP informed on all major issues of importance for the project. This entails a briefing meeting in the beginning of each mission and a debriefing meeting at the end of each mission.
4. At least 2 weeks before starting of the mission in Viet Nam, the Mission work plan/request with expected delivery result/outputs shall be prepared and submitted electronically to the PMU/UNDP for approval.
5. No later than 1 week after completion of the mission in Viet Nam, the following documentation shall be prepared and submitted electronically to the PMU/UNDP
 - Mission debriefing note, including recommendation/suggestion
 - Delivery result/outputs of the mission (for a list of tentative expected outputs, see section 5)

The specific mission periods and working days will be defined by the PMU and UNDP based on specific need.

9. BUDGETING and PAYMENT TERM

Based on the TOR, interested candidates should submit their financial proposals, which includes **fee, travel costs for two missions to Ha Noi etc.**

Field visits if required will be arranged and covered by the PMU.

- All payments will only be authorized upon the PMU and UNDP approval of the deliverables as per the following payment milestones: Completion of high quality inputs for activity designs, TOR and tender documents and appropriate international and national consultants recruited for those activities (20%)
- Completion of available and efficient international indicator framework, environmental performance indicators, environmental management planning, mainstreaming chemical issues to policy and legal framework with cost-benefit analysis in line with the country's context and resources (20%)
- Submission of the summary of project results/achievements used as inputs for dialogue with the Government and for public awareness and communication (20%)
- Completion of high quality project progress reports and work plans (20%)
- Submission of quality technical reports, quality technical outputs of key interventions (20%)
- Mission tickets and approved perdiems will be paid separately by UNDP at the end of each mission

According to UNDP regulation, travel days will not be counted for consultancy fee, only receiving per diem.

Economic flight ticket (where needed and relevant) will be applied.

10. EVALUATION CRITERIA:

Consultant(s)' experiences/qualification related to the services		
1	Advanced degree (Master of Science as a minimum, PhD is an asset) in Industrial Chemistry, Environmental Science, or related fields	150
2	At least 15 year experience in the field of PRTR and Stockholm Convention on POPs or in projects related to the implementation of chemical risk assessment, or in the management of hazardous chemicals and waste with extensively international experience	150
3	Relevant work experience in developing countries; previous work experience in Viet Nam or Asian countries is preference	200
4	Track record experiences in policy advice related to the project activities	200
5	Track record experience in donor coordination, networking, knowledge	100

management	
6. Having methodology and approach ensure to get expected deliverables	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 US\$

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