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Date: 19 July 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 international consultant for the Assessment of National Institutional Capacity for Green Chemistry Adoption, and Regulatory and Policy Assessment Pertaining to Green Chemistry and POPs.
Project name:	Application of Green Chemistry in Viet Nam to support green growth and reduction in the use and release of POPs/harmful chemicals
Period of assignment/services (if applicable):	July – December 2018
Tender reference:	D-180601

1. Submissions should be sent by email to: nguyen.thai.duong@undp.org no later than: 17:00 **02 August 2018 (Hanoi time)**.

With subject line: (D-180601)- International expert on Green Chemistry

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.

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
- 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 **US Dollar** 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:

No	Criteria	Score
1	Postgraduate or post education degree in chemistry, industrial chemistry, chemical management, chemical application, bio-chemical, hazardous and toxic chemical management, environmental management and policy, or related fields	200
2	At least 5 years of practical working experience in development field, with specific experience on environmental management issues and chemical and waste management, hazardous and toxic chemical management in general, POP and Mercury in particular	250
3	Knowledge of chemical/environmental policy framework and specific experience with POP projects and mercury issues in Viet Nam and/or other developing countries with similar situation/context	250
4	Knowledge in energy saving and environmental monitoring processes in industry is also an advantage	150
5	Fluent in English	150
Total		

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

The first instalment of 20% contract amount will be paid upon submission of the detail assignment plan agreed by the PMU/MOIT and UNDP (deliverable 1)

The second instalment of 40% contract amount will be paid upon submission of the draft reports (with satisfactory acceptance by PMU/MOIT and UNDP (deliverable 2)

The last payment of 40% will be paid upon the completion of final products under the contract, with satisfactory acceptance by PMU/MOIT and UNDP (deliverable 3)

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

Annex I



TERMS OF REFERENCE ASSESSMENT OF NATIONAL INSTITUTIONAL CAPACITY FOR GREEN CHEMISTRY ADOPTION, AND REGULATORY AND POLICY ASSESSMENT PERTAINING TO GREEN CHEMISTRY AND POPs

Country: Vietnam
Project name: Application of Green Chemistry in Viet Nam to support green growth and reduction in the use and release of POPs/harmful chemicals
Description of the Assignment: **01 international consultant**, 01 national consultant for institutional and technical capacity assessment for GC adoption (national consultant 1), and 01 national consultant for assessment of regulatory and policy framework pertaining to Green chemistry and POPs management (national consultant 2)
Time: July – December 2018
Location: Hanoi and provinces in Vietnam

1. GENERAL BACKGROUND

The Viet Nam Chemicals Agency (Vinachemia) under Ministry of Industry and Trade (MOIT) is implementing the Project “Application of Green Chemistry in Viet Nam to support green growth and reduction in the use and release of POPs/harmful chemicals (Green Chemistry)” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions and companies.

The project aims to create the enabling environment for the introduction of Green Chemistry in Viet Nam and introduce Green Chemistry applications in productive sectors with the purpose of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project also expects to result in a reduction in the use and release of chemicals of concern not covered under the MEAs, as well as improve energy and natural resource efficiency and generate Green House Gas (GHG) release reduction co-benefits in the sectors and industries supported by the project.

The project will reduce the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through the introduction of green chemistry approach in six industrial sectors in Viet Nam including chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides and solvents. Specific guidance for each sector will be developed, and the green chemistry approach will be streamlined into the relevant legislation. Two industrial facilities from 2 different sectors (out of the above six sectors) will be selected for the practical demonstration of the green chemistry approach. The project is structured in 3 components:

1. Developing the enabling environment for Green Chemistry in Viet Nam;
2. Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles; and
3. Introduce Green Chemistry approaches into priority sectors and at least 2 entities.

The project is currently in its first year of implementation.

MOIT and UNDP are looking for a qualified international consultant, and two qualified national consultants to work on the comprehensive assessment of institutional capacity for green chemistry adoption, national regulatory and policy framework pertaining to Green chemistry and POPs management at national level and at the six targeted industrial sectors.

2. OBJECTIVES OF THIS ASSIGNMENT

Objective of the assignment is to assess institutional and technical capacity, national regulatory and policy framework at national level and at the six targeted industrial sectors, pertaining to Green chemistry and POPs management. Results of the assessment will provide inputs for the project to

design and implement measures to enhance institutional capacity, policy framework and to introduce GC management approaches in Vietnam.

For common understanding, green chemistry (GC) under the project/assignment is defined as “the design of chemical products and processes that reduce or eliminate the use and generation of hazardous substances “. The green chemistry approach has been standardized in 12 general principles:

1. Prevent waste; 2. Maximize atom economy; 3. Design less hazardous chemical syntheses; 4. Design safer chemicals and products; 5. Use safer solvents and reaction conditions; 6. Increase energy efficiency; 7. Use renewable feedstocks; 8. Avoid chemical derivatives; 9. Use catalysts, not stoichiometric reagents; 10. Design chemicals and products to degrade after use; 11. Analyze in real time to prevent pollution; 12. Minimize the potential for accidents¹.

The activities to be carried out under this assignment will include:

Task 1: Comprehensive assessment of the existing institutional and technical capacity of national stakeholders for the adoption of Green Chemistry approaches with best practices and experience from other countries;

Task 2: Assessment of regulatory and policy framework pertaining to Green Chemistry and POPs management at national level in general and in six industrial sectors targeted by the project (i.e. chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides and solvents).

3. SCOPE OF WORK

The international consultant and two national consultants will work together to be responsible for the following specific tasks and activities:

Task 1: Comprehensive assessment of the existing institutional and technical capacity of national stakeholders for the adoption of Green Chemistry approaches with best practices and experience from other countries

Under task 1, the consultants will:

- 1) Identify national and international stakeholders and institutions with potential roles for introduction of Green Chemistry (government agencies, institutes, industries and industrial associations, international and national manufacturers, donor agencies, etc.)
- 2) Contact and discuss with industrial stakeholders to develop a comprehensive assessment of their technical capacity in implementing the twelve GC principles, with specific reference to those aspects which may have an impact on the use and release of Mercury and POPs in the environment;
- 3) Contact and discuss with MOIT, MONRE and other stakeholders to undertake a comprehensive assessment of their institutional capacity to adopt and governance GC regulatory and financial instruments;
- 4) Visit at **least 2** industries in each of the 6 industrial sectors to verify their compliance with lawful environmental practices and their capability to implement some of the 12 principles of green chemistry (including 06 industries from the North of Vietnam, 02 industries from the Middle and 04 industries from the South of Vietnam);
- 5) Contact and discuss with institutions (research institutions, governmental, industrial associations, international donors) to learn their experience in the application and development of technical solution of Green Chemistry in general and with specific reference to the six industrial sectors;

¹Anastas, P. T.; Warner, J. C. Green Chemistry: Theory and Practice, Oxford University Press: New York, 1998, p.30.

- 6) Identify gaps and needs in enhancement of the institutional and technical capacity for GC adoption, regarding aspects of POP and mercury management;
- 7) Draft meeting/ visit or discussions minutes for each of the meetings/visits or discussions if have;
- 8) Identify at least an example of best practices and experience from other countries for green chemistry adoption in general and an example for each of the project targeted industrial sectors in particular;
- 9) Prepare sector-specific presentations, with regard to findings from the meetings/visits and /or results of the assessments for discussion in consultation workshop/thematic meetings to be held with the relevant stakeholders during the assignment.
- 10) Prepare an “Assessment report on the existing institutional and technical capacity of national stakeholders for the adoption of Green Chemistry” to cover the above aspects. Recommendations to enhance institutional and technical capacity for the target groups to enable the uptake of GC in Viet Nam and recommendations towards the introduction of potential incentives for GC uptake will be presented in the assessment report.

Task 2: Assessment of regulatory and policy framework pertaining to Green Chemistry and POPs management at national level and in six targeted industrial sectors in particular

Activities under this task will include:

1. Collect and assess the existing Vietnamese policy and regulations in Vietnam in general and in six sectors in particular concerning sound chemical management, Green Chemistry’s principles and Stockholm Convention requirement on POP management (with specific reference to the recent amendment to the Stockholm convention’s Annexes);
2. Assess, through meetings or discussion with the relevant agencies/institutions (MOIT/VINACHEMIA, MONRE, MARD, etc.) to verify whether provisions to support or promote green chemistry are included in the existing policies and regulations in general and in one or more of the 6 industrial sectors falling under the project in particular.
3. For this purpose, the assessment will focus but not limited to the recent promulgated regulations which are relevant to Green Chemistry, as well as with policies and strategies which are under development or in the pipeline for endorsement by the government.
4. Present assessment results of the regulatory and policy framework at a consultation workshop.
5. An assessment report that will be prepared by the consultants will provide an overview of current situation and gaps of regulatory and policy framework at national level as well as at each of the six targeted industrial sectors. Recommendations of regulatory measures including incentives (financial and non-financial incentives) will be presented in the assessment report to improve regulatory and policy framework and to enable the uptake of GC in Viet Nam and for each of the six targeted industrial sectors.

4. RESPONSIBILITIES

4.1. The international consultant

The international consultant will be responsible for implementation of the assignment, the quality of the deliverables specified in the TOR. The international consultant will have the responsibility to bring international knowledge and experience of Green Chemistry in general and specifically in the 6 industrial sectors covered by the project that can be applied in Vietnam. Moreover, the international consultant provides materials and guide the national consultants to complete their tasks in appropriate manners.

Specifically, the international consultant will perform the following tasks:

1. Develop, in cooperation with the national consultants, the work plan for realization of the assignment and get it approved by the PMU and UNDP before starting the assignment;
2. Provide advice to the national consultants on the industries to be visited if needed;
3. Provide advice to the national consultants on information/data that need to be collected;
4. Participate in selected visits to the industries for the assessment of their GC capacity, and in selected meeting with stakeholders;
5. Draft the assessment reports (cooperation with national consultants);
6. Prepare and deliver presentations (in English) relevant to the above activities, to be held during thematic meetings/consultation workshops;
7. Finalize the assessment reports:
 - a. Assessment report on the existing institutional and technical capacity of national stakeholders for the adoption of Green Chemistry;
 - b. Assessment report on the legislative and policy framework, pertaining to Green Chemistry and POP management (under requirement of Stockholm Convention) at national level and at six targeted industrial sectors.

4.2. National Consultant for capacity assessment (TASK 1)

The national consultant for capacity assessment, with support from the PMU, will have the general responsibility to liaise with national industrial and institutional stakeholders, as well as with international donors and research institutions based in Vietnam to collect information related to the capacity of these institutions to promote and enforce the implementation of Green Chemistry in Vietnam. He/she will also ensure smooth communication during meetings by providing summary to the international consultant of the conversation when this is held in Vietnamese. More specifically, the national consultant will:

- 1) Identify national and international stakeholders and institutions with potential roles for introduction of Green Chemistry (government agencies, institutes, industries and industrial associations, international and national manufacturers, donor agencies, etc.);
- 2) Develop the agenda for meetings or discuss with private and institutional stakeholders in coordination with the international consultant;
- 3) Prepare interviews template/questionnaires (with the international consultant) to be introduced during the meetings with institutional stakeholders or send it to them.
- 4) Attend, together with the international consultant, meetings with institutional stakeholders (MOIT, MONRE, DONRE) and assist in the drafting of meeting minutes, and in the translation between Vietnamese and English when a professional interpreter is not available;
- 5) Verify, in cooperation with Vinachemia (MOIT) and the Vietnamese Custom Authority (MOF), what kind of POPs containing formulation are still imported in Vietnam, with specific reference to those POPs substances recently listed under the Annexes of the Stockholm Convention.
- 6) Work with the international consultants on the preparation of the part of the assessment report concerning the capacity of institutions in promoting and monitoring the implementation of GC principles, with specific reference to those aspects which may have an impact on the use and release of Mercury and POPs in the environment based on the outcome of the meetings or discussions;
- 7) Agree with the international consultant on the agenda and aspects to be checked during site visits in the industries if needed.
- 8) Carry out visits in at least 2 industries of each of the 6 industrial sectors (when possible together with the international consultant, including 06 industries from the North of Vietnam, 02 industries from the Central and 04 industries from the South of Vietnam) to verify the compliance of the industry with good environmental practices in general, and more specifically their capacity improvement needs to become compliant with at least some of the 12 principles of green chemistry;
- 9) Prepare the assessment report concerning the capacity of industries for the implementation of GC principles, with specific reference to those aspects which may have an impact on the use and release of Mercury and POPs in the environment; the assessment report should cover, when relevant, all the 12 principles of the Green Chemistry for each industrial sector, and the potential for the reduction of POPs and mercury.
- 10) Prepare draft report (with the international consultant) in both Vietnamese and English versions of the "Assessment report on the existing institutional and technical capacity of national stakeholders for the adoption of Green Chemistry" to cover the above aspects.

4.3. National consultant for the Assessment of regulatory and policy framework pertaining to Green Chemistry (Task 2)

The national consultant for the assessment of regulatory and policy framework, with support from the PMU, will have the general responsibility to liaise to collect and analyse the existing regulation and policies and to liaise with institutional stakeholders to gather information on strategies, regulation and policies currently in pipeline for endorsement by the government, with the purpose to verify how rules aimed at sustaining Green Chemistry can be streamlined in the current regulatory framework. This consultant will also ensure smooth communication during meetings by providing summary to the international consultant of the conversation when this is held in Vietnamese. More specifically, the national consultant will:

- 1) Contribute to the development of the work plan;
- 2) Coordinate with the international consultant and the PMU to prepare Agenda of the meetings or discussions with institutional stakeholders;
- 3) Assess existing regulation and circulars on chemicals management and environmental protection with the purpose to find 1) whether these regulatory tools are relevant to the implementation of Green Chemistry in the industry and 2) to identify needs for improvement or amendments of these regulations, and 3) to identify regulation which should be considered when developing a new regulatory tool aimed at the implantation of Green Chemistry principles in the industry; a non-exhaustive list of regulations to be assessed is reported below:
 - a. Decree No. 113/2017/ND-CP guiding implementation of certain articles of 2007 Law on Chemicals;
 - b. Circular No. 32/2017/TT-BCT regulating and guiding implementation of Chemical Law and Decree 113/2017/ND-CP;
 - c. Decree 43/2017/ND-CP on goods labelling;
 - d. Circular No. 21/2017/TT-BCT promulgating the National Technical Regulations (QCVN 01:2017/BCT) on the limits of Formaldehyde and aromatic amino acids transformed from azo dyes in garment or textile products;
 - e. Circular No. 34/2017/TT-BTNMT on collection and treatment of discarded products;
 - f. Circular 37/2017/TT-BTNMT promulgating technical regulation and economic-technical norms for investigation, assessment of actual situation of wastewater discharge into water bodies;
 - g. Decision No. 1598/QD-TTg (dated Oct 17, 2017) promulgating the national plan for implementation of the Stockholm Convention on Persistent Organic Pollutants up to 2025, with an orientation to 2030;
 - h. Decision 678/QD-BCT (dated March 03, 2017) approving "Master Plan on development, production of basic chemicals products in Vietnam by 2025, with vision to 2035".
- 4) The following plans/strategies should also be assessed with the same purposes:
 - a. Viet Nam Sustainable Development Strategy (2011- 2020)
 - b. Viet Nam Green Growth Strategy (VGGS);
 - c. National Action Plan (NAP) on Green Growth for the period of 2014 – 2020;
 - d. National Socio-Economic Development Plan (2016-2020);
 - e. National Strategy on Cleaner Production to 2020;
 - f. National Strategy on exports and imports for 2011-2020;
 - g. National Action Plan on Sustainable Production and Consumption to 2020, with vision towards 2030.
- 5) Provide English-Vietnamese interpretation for the international consultant (when needed and when a professional translator is not available) at consultation meetings or discussions with partners;
- 6) Provide the English versions of the relevant parts of the regulatory, policy and technical documents available for the international consultant as needed for the preparation of the assessment reports.
- 7) Draft minutes of meetings in English;

- 8) Preparation of the “Assessment report on the legislative and policy framework, pertaining to Green Chemistry and POP management (under requirement of Stockholm Convention) at national level and at six targeted industrial sectors” in both Vietnamese and English versions.
- 9) Prepare the assessment reports with the international consultant in both Vietnamese and English.

5. METHODOLOGY

The selected consultants will propose and discuss with PMU and UNDP the approach in undertaking the assignment.

6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration and Timing: 25 working days for the international consultant and in total 120 working days for the national consultants (60 days for national consultant 1 and 60 days for national consultant 2) during the period June– December 2018.

Duty station: Home based and in Hanoi with expected travel to project sites. In case, in-country travels are needed, travel costs will be paid by consultants.

For the international consultant, the assignment shall include **one 10 working days mission in Hanoi**, Viet Nam (Mission schedules will be agreed later with the PMU, after the signing of the contract).

7. FINAL PRODUCTS

In general, expected key deliverables under the assignment include:

- A detailed consultants' work plan approved before starting the assignment;
- Draft and final Assessment reports on the existing institutional and technical capacity of national stakeholders for the adoption of Green Chemistry;
- Draft and final Assessment report on the legislative and policy framework related to Green Chemistry and Stockholm Convention at national level and in six targeted industrial sectors;
- Presentations at the consultation workshops/thematic meetings;
- Minutes of meetings/visits or discussions.

All submitted documents are prepared in English and Vietnamese.

International consultant

No.	Type of deliverables	Deadline
1	Work-plan for completion of the assignment (with proposed step-wise method)	Two weeks upon the signing of the contract
2	Preliminary drafts of the two reports: (1) Assessment report on the existing institutional and technical capacity of national stakeholders for the adoption of GC; (2) Assessment report on the legislative and policy framework related to GC and Stockholm Convention at national level and in six targeted industrial sectors.	30 October 2018
3	Final reports	15 December 2018

National consultant (task 1)

No.	Type of deliverables	Deadline
1	Work-plan for completion of the assignment (with proposed step-wise method)	Two weeks upon the signing of the contract
2	Written summary in English and Vietnamese of the result of consultations with industrial stakeholders and site visits or discussions at industrial premises, articulated by needs and shortcomings for the implementation of each relevant Green Chemistry in the 6 industrial sectors examined.	30 August 2018
3	Written inputs, data and information to the “Assessment report on the existing institutional and technical capacity of national stakeholders for the adoption of Green Chemistry”	30 September 2018

4	Draft assessment report on the existing institutional and technical capacity of national stakeholders for the adoption of GC.	30 October 2018
5	Final report	15 December 2018

National consultant (task 2):

No.	Type of deliverables	Deadline
1	Work-plan for completion of the assignment (with proposed step-wise method)	Two weeks upon the signing of the contract
2	Written summary in English of the parts of the Vietnamese regulation and policies which are relevant to the GC implementation and Stockholm Convention.	30 August 2018
3	Written inputs, data and information to the “Assessment report on the legislative and policy framework related to Green Chemistry and Stockholm Convention at national level and at six targeted industrial sectors”	30 September 2018
4	Draft assessment report on the legislative and policy framework related to GC and Stockholm Convention at national level and in six targeted industrial sectors.	30 October 2018
5	Final report	15 December 2018

8. PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultants will work closely with PMU staff and the UNDP Programme Officer, with regular consultation and guidance by the UNDP Head of Climate Change and Environment and the MOIT.

The consultants are required to regularly report to the PMU and UNDP Vietnam on the progress of the assignment implementation based on the agreed work plan.

9. DEGREE OF EXPERTISE AND QUALIFICATIONS

9.1. For the international consultant

The International Consultant should have knowledge, skills and experience as follows:

- Postgraduate or post education degree in chemistry, industrial chemistry, chemical management, chemical application, bio-chemical, hazardous and toxic chemical management, environmental management and policy, or related fields;
- At least 5 years of practical working experience in development field, with specific experience on environmental management issues and chemical and waste management, hazardous and toxic chemical management in general, POP and Mercury in particular;
- Knowledge of chemical/environmental policy framework and specific experience with POP projects and mercury issues in Viet Nam and/or other developing countries with similar situation/context.
- Knowledge in the use of chemicals in industrial processes with specific reference to two or more sectors among plastic, chrome plating, pulp and paper, textile, solvent and pesticide manufacturing.
- Knowledge in energy saving and environmental monitoring processes in industry is also an advantage.
- Fluent in written and spoken English.

9.2. For the national consultant

The National consultant 1 should have knowledge, skills and experience as follows:

- Master's degree in chemistry, chemical management, chemical application, bio-chemical, hazardous and toxic chemical management, environmental management and policy, or related fields;

- At least 5 years of practical working experience in development field, specific experience on environmental management issues and chemical and waste management, hazardous and toxic chemical management in general, POP and Mercury in particular.
- Good experience in the industrial processes in Vietnam with specific reference to **one** or more of the following industrial sectors among plastic, chrome plating, pulp and paper, textile, solvent and pesticide manufacturing.
- Knowledge in energy saving and environmental monitoring processes in industry is an advantage.
- Good English communication (verbal and written) skills.

The National consultant 2 should have knowledge, skills and experience as follows:

- Master's degree in chemistry, chemical management, chemical application, bio-chemical, hazardous and toxic chemical management, environmental management and policy, or related fields;
- At least 5 years of practical working experience in development field, specific experience on environmental management issues and chemical and waste management, hazardous and toxic chemical management in general, and POP and Mercury in particular.
- Strong understanding and knowledge of national policy and legal framework in Viet Nam, with specific previous analytical works on national policy for environmental and chemical management.
- Knowledge and understanding requirement of Stockholm Convention on POPs management and POP management in Vietnam;
- Good English communication (verbal and written) skills.

10. PROJECT SUPPORT AND REFERENCE DOCUMENTS

Administrative support will be provided by the PMU and UNDP Vietnam. These include but not limited to the following:

- Provide potential stakeholders' list to the consultants to meet;
- Arrange meetings and interviews with stakeholders (government agencies/institutions, industrial associations, representatives of the project targeted industrial sectors and industries, etc.), based on the stakeholders' list agreed with the consultants;

Reference documents provided by the project include:

- Project documents;
- Project inception report;
- Contact list of the project stakeholders;
- Others if possible.

11. PAYMENT TERMS

11.1. Payment term for the international consultant

- The first instalment of 20% contract amount will be paid upon submission of the detail assignment plan agreed by the PMU/MOIT and UNDP (deliverable 1)
- The second instalment of 40% contract amount will be paid upon submission of the draft reports (with satisfactory acceptance by PMU/MOIT and UNDP (deliverable 2)
- The last payment of 40% will be paid upon the completion of final products under the contract, with satisfactory acceptance by PMU/MOIT and UNDP (deliverable 3)

11.2. Payment term for the national consultant (Task 1)

- The first instalment of 20% contract amount will be paid upon submission of the relevant part of the assignment plan with satisfactory acceptance by the UNDP, PMU/MOIT (deliverable 1)
- The second instalment of 40% contract amount will be paid upon submission of the deliverable 2 and 3 with satisfactory acceptance by UNDP, PMU/MOIT
- The last payment of 40% will be paid upon submission of the deliverable 4 & 5 with satisfactory acceptance by UNDP, PMU/MOIT

11.3. Payment term for the national consultant (Task 2)

- The first instalment of 20% contract amount will be paid upon submission of the relevant part of the assignment plan agreed by the UNDP, PMU/MOIT (deliverable 1)
- The second instalment of 40% contract amount will be paid upon submission of the deliverable 2 and 3 with satisfactory acceptance by UNDP, PMU/MOIT
- The last payment of 40% will be paid upon submission of the deliverable 4 &5 with satisfactory acceptance by UNDP, PMU/MOIT

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 (US\$)	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