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Date: 01 August 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	One National Consultant for formulation of a Project Identification Form (PIF) under the GEF Capacity Building Initiative for Transparency (CBIT) Fund for Viet Nam - 01 National Consultant - 15 days
Project name:	The GEF Capacity Building Initiative for Transparency (CBIT) Fund for Viet Nam
Period of assignment/services (if applicable):	Sept 2018 to December 2018
Tender reference:	A-180702-b

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
5pm, Monday 3 September 2018.

With subject line: (A-180702-b) National Consultant

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
- 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...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Vietnam 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 consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

National Consultant

Consultant(s)' experiences/qualification related to the services		
1	Postgraduate degree with knowledge related to climate change mitigation, climate change adaption, MRV systems, environmental management or relevant fields. Academic qualification can be waived if the candidate has a proven track record of experience in climate change, MRV and transparency systems.	200
2	At least 5 years of extensive experience in climate change mitigation, adaptation, MRV projects in Viet Nam.	250
3	Solid understanding of Viet Nam specific context and issues related to the UNFCCC, Paris Agreement, MRV and transparency systems, National Communications, and climate change mitigation, adaptation and finance.	300
4	Understanding of and experience in working in a team in the formulation of GEF or international funded climate change project documents is an advantage	150
5	Good communication skills in English and Vietnamese.	100
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.

- First payment of 60% of the contract value will be paid upon submission and acceptance of written inputs for formulation of the draft PIF.
- Second payment of 40% will be paid upon submission and approval of all the products under the TOR.

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.



TERMS OF REFERENCE (DRAFT)

Title: 01 National Consultant for formulation of a Project Identification Form (PIF) under the GEF Capacity Building Initiative for Transparency (CBIT) Fund for Viet Nam

Duty Station: Home-based, Viet Nam

Duration: September 2018 – December 2018

Reporting: UNDP Head of Climate Change and Environment

1. Background

The Capacity Building Initiative for Transparency (CBIT) fund was created in response to the Paris Agreement to assist countries in their efforts to foster technical and institutional capacities in the context of achieving greater transparency in their actions.

The CBIT launched in GEF-6 will be mainstreamed in the GEF-7 Climate Change Mitigation Focal Area Strategy to support projects that build institutional and technical capacity to meet the enhanced transparency requirements in the Paris Agreement. The CBIT aims to (a) strengthen national institutions for transparency-related activities in line with national priorities; (b) provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and (c) assist in the improvement of transparency over time.

The Government of Viet Nam ratified the Paris Agreement of the United Nations Framework on Climate Change and in its Nationally Determined Contribution (NDC) has set a target to reduce greenhouse gas emissions 8 percent by 2030, or 25 percent with international support, compared to business-as-usual. Viet Nam is now also in the process of reviewing and updating its NDC, which will be finalized in 2019. Additionally, Viet Nam has also issued the Plan for Implementation of the Paris Agreement in 2016, and the National Climate Change Strategy in 2011. Viet Nam submitted its First National Communication to the United Nations Framework Convention of Climate Change in 2003, the Second National Communication to the United Nations Framework Convention of Climate Change in 2010, the First Biennial Updated Report (BUR) in 2014 and the Second Biennial Updated Report in 2017.

The proposed CBIT project for Viet Nam will build upon these efforts and fill in the gaps in order to develop adaptive capacities at the national level in terms of reinforced transparency framework and meeting the provisions stipulated in Article 13 of the Paris Agreement.

The Ministry of Natural Resources and Environment (MONRE) and the United Nations Development Programme (UNDP) are looking for a team of one international consultant and one national consultant to prepare a Project Identification Form (PIF) of the proposed CBIT project for submission to the GEF.

2. Objective of the assignment

The objective of the assignment is to formulate a Project Identification Form (PIF) for submission to GEF's CBIT funding window by November 2018.

3. Scope of work

3.1 General tasks and activities

The international consultant and national consultant will form a consulting team. The team takes joint responsibility to prepare and finalize a high-quality PIF. To fulfil this responsibility, the team should undertake the following tasks, but may not be limited to:

1. Review international best practices and experiences on UNFCCC's requirements including MRV systems related to climate change mitigation, adaptation and finance for meeting reporting and transparency requirements under the Paris Agreement and NDCs.
2. Undertake a review of Viet Nam's NDC, NC, SNC, BUR (2014;2017) and other relevant documents (reports, plans, acts, including government and donor strategies) of Viet Nam's progress for meeting enhanced transparency requirements as defined in Article 13 of the Paris Agreement. This will include but is not limited to (i) Tracking progress towards achieving Viet Nam's Nationally Determined Contribution, including the efforts and targets relating to Climate Change Mitigation, Climate Change Adaptation, and MRV; (ii) Providing information on financial, technology transfer and capacity building support in line with the Paris Agreement transparency framework. The review will ensure alignment with existing related work and avoid duplication of efforts.
3. Review and analyze of Viet Nam's existing mechanism/frameworks for the collection and management of all data relevant to development of a national climate change MRV system for adaptation and mitigation, identify the gaps and areas that need support, including capacity building and technical inputs, and consult with government, UNDP, and other relevant stakeholders.
4. Clearly define the scope and key elements of MRV/transparency mechanism best suited for Viet Nam, which includes transparency related to targets and budget on mitigation, adaptation, and finance, and consult with UNDP, Government, and relevant stakeholders.
5. Develop draft PIF that addresses all required components outlined in PIF template (see annex 1) and hold consultations with UNDP, MONRE, and other stakeholders.
6. Incorporate feedbacks from consultations and finalize the PIF for submission.
7. Provide written responses and revisions of the PIF based on feedback received from GEF Secretariat.

3.2. Specific tasks and activities

The *international consultant* (team leader - already on board) will take full responsibility to develop and finalize the PIF. Specifically, the international consultant will perform the following tasks

1. Provide technical advice and guidance to the national consultant to perform the task from beginning and during the process, including identification of the data and information to be

collected, consultation with relevant stakeholders, the division of work to complete all sections of the PIF, and review, oversee and comment on national consultant's outputs to ensure the quality and the sufficiency of the inputs.

2. Lead the review of Viet Nam's NDC, SNC, NC, BUR (2014;2017) and other relevant documents (reports, plans, acts, including government and donor strategies) to ensure that the CBIT PIF is fully aligned with them.
3. Lead the review of international best practices and experiences on MRV systems related to climate change mitigation, adaptation and finance for meeting reporting and transparency requirements under the Paris Agreement and NDCs.
4. Lead the defining of the scope of the MRV and transparency mechanism best suited for Viet Nam, including all transparency related to targets and budget on mitigation, adaptation, and finance. Produce a report on the Scope of the MRV and transparency mechanism best suited for Viet Nam and lead consultation with stakeholders.
5. Develop draft PIF according to the template as attached in Annex 1.
6. Lead the consultations on draft PIF with government, UNDP, and other relevant stakeholders and incorporate comments/suggestions during the mission to Ha Noi.
7. Finalize the PIF for submission to UNDP and the Government.
8. Support to provide written responses to comments received from GEF Secretariat and revise PIF based on GEF comments.
9. Finalize Social and Environment Screening Procedure (SESP, based on UNDP standard guideline)

The national consultant (team member) will perform the perform the following tasks:

1. Take joint responsibility with the international consultant in preparing and finalizing the PIF and the Report
2. Based on advice and guidance by international consultant, collect, review and analyze relevant literature and documents to identify current situation in Viet Nam regarding climate change related MRV systems, gaps/needs of necessary data/information for preparation of the PIF. Specific aspects of data/information include, but not limited to:
 - I. Legal framework and policy including national priorities and strategies and roadmap for Viet Nam's commitment to the Paris Agreement, NDC, UNFCCC, and transparency, also including Viet Nam's NC, SNC, BUR (2014; 2017).
 - II. Collate information on barriers and root causes facing Viet Nam regarding the institutional and technical capacity to meet transparency requirements in the Paris Agreement and the improvement of transparency over time.
 - III. Provide Viet Nam specific baseline information, data, and detailed information on ongoing and future related programmes, projects and activities related to transparency and MRV related to mitigation and adaptation, which include but may not be limited to the information of project owners, donors, scopes and expected results and impacts, etc.
 - IV. Suggest relevant interventions (i.e. activities) by the project in terms of policy, capacity building, awareness raising, training, technology transfer and testing of technology, etc. as part of the CBIT.
 - V. Identify key stakeholders and their present and future role in designing and implementing the CBIT project in Viet Nam
 - VI. Assist the international consultant to prepare the project budget and identify project co-financiers and facilitate to obtain co-financiers.

3. Produce Needs and Gaps Analysis on areas that need support, including capacity building and technical inputs and on current transparency /MRV mechanisms in place.
4. Provide Summary Note that includes the above-mentioned information/data used as inputs to the formulation of the PIF.
5. Support International Consultant in providing written comments and revisions on the draft and final PIF.

4. Duration of assignment, duty station and Expected places of travel

The duration of the assignment is from September 2018 to December 2018.

- International Consultant: 12 days, including 5-day mission to Ha Noi, Viet Nam.
- National Consultant: 15 days

Duty Station: Home-based and Ha Noi. In case of travel to the field/provinces (if required), separate travel arrangement including DSA will be made by UNDP basing on the UN-EU cost norm.

The international bidders must include travel costs in their financial proposal.

5. Deliverables

5.1. *International consultant*

1. A joint work-plan detailing tasks of each member and work schedule to deliver expected products.
2. Summary note of scope of the MRV and transparency mechanisms best suited for Viet Nam, including all transparency related to targets and budget on mitigation, adaptation, and finance.
3. Draft indicative project description summary (section B of the PIF) for discussion and agreement with UNDP and MONRE
4. Draft and final PIF as defined by GEF
5. Draft and Final Social and Environment Screening Procedure (SESP, based on UNDP standard guideline)
6. Written responses to comments by GEF secretariat and accordingly revised PIF based on GEF comment.

The templates of the PIF and SESP are attached as Annex 1 and may be subject to change. Revised templates (if any) will be shared to the consultants to ensure that his/her work is compliant with UNDP/GEF requirements.

The PIF must meet GEF requirements and demonstrate GEF eligibility criteria including incrementality, technical feasibility, mobilization of co-financing, etc. Due date for the submission of the PIF to GEF is November 2018.

5.2. *National consultant*

1. Written documents that includes the information, data and analysis as mentioned in the scope of work as inputs for formulation of the PIF.

2. Written comments on the draft and final PIF

All the products shall be in English.

6. Provision of monitoring, progress control

The International Consultant and the National Consultant, as a team, will work closely with and under the guidance of UNDP and MONRE and in close consultation with UNDP Regional Technical Advisor.

The selected consultants will have regular discussions with the responsible staff of UNDP Viet Nam and MONRE. The team leader is required to regularly report to UNDP Viet Nam on the progress of the work based on the agreed work-plan.

The deliverables shall be submitted to MONRE and UNDP for review and approval. The draft and final PIF shall be technically cleared by UNDP Regional Technical Advisor prior to the submission to GEF.

7. Administrative support and reference documents

Administrative support will be provided by UNDP and MONRE. Copies of relevant documents and templates will be made available to the consultants upon commencement of the assignment. UNDP and MONRE will also facilitate all logistical arrangements for meeting with core project partners in Viet Nam.

8. Qualification and work experience

International Consultant

The requirements of the international Consultant are as follows:

- Postgraduate university degree in a subject related to climate change (e.g. mitigation, adaptation, finance, etc), environmental management or related field. Academic qualification can be waived if the candidate has a proven track record of experience in climate change, MRV and transparency systems.
- At least 10 years of experience in climate change e.g. developing MRV mechanisms and reporting related to climate change mitigation, adaptation and finance, policy development.
- Proven experience in GEF project formulation process and requirements, with demonstrable knowledge and skills on drafting, reviewing and finalizing GEF PIF documents.
- Solid understanding of global and regional issues related to the UNFCCC, Paris Agreement, MRV and transparency systems, National Communications.
- Relevant experience in developing countries, preferably in Asia.
- Demonstrated communication skills and command over writing professional reports/project documents in English.

National Consultant

The requirements of the National Consultant are as follows:

- Postgraduate degree with knowledge related to climate change mitigation, climate change adaptation, MRV systems, environmental management or relevant fields. Academic qualification can be waived if the candidate has a proven track record of experience in climate change, MRV and transparency systems.

- At least 5 years of extensive experience in climate change mitigation, adaptation, MRV projects in Viet Nam.
- Solid understanding of Viet Nam specific context and issues related to the UNFCCC, Paris Agreement, MRV and transparency systems, National Communications, and climate change mitigation, adaptation and finance.
- Understanding of and experience in working in a team in the formulation of GEF or international funded climate change project documents is an advantage.
- Good communication skills in English and Vietnamese.

9. Review time required and payment term

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR. The payment terms are the following:

For national consultant:

- First payment of 60% of the contract value will be paid upon submission and acceptance of written inputs for formulation of the draft PIF.
- Second payment of 40% will be paid upon submission and approval of all the products under the TOR.

10. Consultants presence required on duty station/UNDP premises

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES**(National Consultant)**

Consultant(s)' experiences/qualification related to the services		
1	Postgraduate degree with knowledge related to climate change mitigation, climate change adaption, MRV systems, environmental management or relevant fields. Academic qualification can be waived if the candidate has a proven track record of experience in climate change, MRV and transparency systems.	200
2	At least 5 years of extensive experience in climate change mitigation, adaptation, MRV projects in Viet Nam.	250
3	Solid understanding of Viet Nam specific context and issues related to the UNFCCC, Paris Agreement, MRV and transparency systems, National Communications, and climate change mitigation, adaptation and finance.	300
4	Understanding of and experience in working in a team in the formulation of GEF or international funded climate change project documents is an advantage	150
5	Good communication skills in English and Vietnamese.	100
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