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4 December 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 National Consultants for assessment of energy generation options for the Mekong Delta. -01 National Consultant - Energy Specialist cum Team Leader (55 working days); -01 National Consultant - Environmental and Socio-Economic Assessment Specialist (30 working days);
Period of assignment/services (if applicable):	From 15 December 2018 to 30 August 2019
Duty Station	Ha Noi, homebased and Mekong Delta provinces
Tender reference:	A-181201

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1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
Tuesday 11 December 2018

With subject line:

A-181201 – Energy Specialist cum Team Leader
Or: A-181201 - Environmental and Socio-Economic Assessment Specialist

Submission received after that date or submission not in conformity with the requirements specified in 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 **30 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)
- [Letter to UNDP Confirming Interest and Availability](#) (Annex IV)
- [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
- Signed Letter to UNDP Confirming Interest and Availability
- 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 **Vietnamese dong for National Consultant** 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

Two positions will be evaluated separately even proposals can be submitted in a team.

The technical component will be evaluated using the following criteria:

National Consultant- Energy Specialist cum Team Leader

Consultant(s)' experiences/qualification related to the services		
1	University degree in energy studies or electrical engineering; post-gradual degree preferable.	200
2	At least 10 years of working experience in the coal-power sector, or closely related field on energy investment planning in Viet Nam (either policy, finance, project development or appraisal processes).	275
3	Proven familiarity with existing regulatory and administrative procedures for planning and investment permitting related to renewable energy.	200
4	Familiarity with the Mekong Delta and with Vietnam Government's efforts to promote sustainable and climate-resilient development in this region	175
5	Proven experience leading a research team in a similar assignment context.	50
6	Fluency in Vietnamese and English and demonstrated communication skills and command over writing professional reports in English.	100
Total		1000

National Consultant- Environmental and Socio-Economic Assessment Specialist

Consultant(s)' experiences/qualification related to the services		
1	University degree in environmental protection or natural resource management; post-gradual degree in the mentioned fields preferable.	200
2	At least 10 years of working experience with environmental impact assessment (EIA) processes in Viet Nam, including of thermal electricity plants	300
3	Proven familiarity with existing regulatory and administrative procedures for environmental permitting of various power generation options (coal-based, solar PV, wind, biomass, waste-to-energy, LNG)	200
4	Familiarity with the Mekong Delta and with Vietnam Government's efforts to promote sustainable and climate-resilient development in this region	200
5	Fluency in Vietnamese and English in communication, writing and discussion	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:

- Full medical examination and Statement of Fitness to work for consultants from and above 65 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 upon acceptance by UNDP of the deliverables specified the TOR.

The payment milestones are as follows:

For National Consultant (NC1): Energy Specialist cum Team Leader

- First payment of 10% of the contract value will be paid upon submission of the joint inception report and accepted by UNDP.
- Second payment of 50% of the contract value will be paid upon submission of the draft technical report and accepted by UNDP
- Last payment of 40% of the contract value will be paid upon submission of final technical report and all relevant products under the contract and accepted by and UNDP

For National Consultant (NC2): Environmental Assessment Specialist

- First payment of 10% of the contract value will be paid upon submission and acceptance of the written inputs to the joint inception report.
- Second payment of 50% of the contract value will be paid upon submission and acceptance of the draft social and environmental assessment paper.

- Last payment of 40% of the contract value will be paid upon submission of final technical paper on environmental and social impact assessment and submission of relevant documents and accepted by UNDP

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



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TERMS OF REFERENCE

Title:	Assessment of energy generation options for the Mekong Delta
Duty station:	Ha Noi, homebased and Mekong Delta provinces
Requirement:	A team of 03 experts: (1) National Consultant No.1 – Energy Specialist cum Team Leader (1) National Consultant No. 2– Environmental and socio-economic assessment specialist; and (1) International Consultant (already on board)
Duration and timing:	From 15 December 2018 to 30 August 2019
Reporting:	The assignment will be supervised by the UNDP Head of Climate Change and Environment

1. BACKGROUND

Mekong Delta

The Mekong Delta is a large area occupying about 12% of the national territory, hosting 19% of the national population, a large network of rivers, canals and ditches; has superb potentials for agricultural development, food industry, tourism, renewable energy; being the largest agricultural producing centre in Viet Nam: contributing to 50% of rice production, 65% of aquaculture production and 70% of fruits of the country; 95% of export rice and 60% of exported fish. The region has developed remarkably, with great achievements, especially in the fields of agriculture and rural development.

Mekong Delta is currently under pressure because of sea level rise; coastal erosion due to reduced sediment supply due to the upstream hydropower developments in Mekong watershed and sand mining in the delta; land subsidence due to excessive groundwater abstraction; and saline water intrusion – all of which have adverse economic consequences. These threats are adding pressure to the already severely stressed ecosystem of the delta driven by flow regimes change, fast expansion of a certain economic sectors and households demographic shift.

Due to its geographical situation, the Mekong Delta is severely affected by the adverse impacts of climate change. Peak flows and river floods are set to increase in the wet season, although depending on operational regimes additional hydro-electric dams can reduce these peak flows. Decreases in dry season flow may lead to serious fresh water shortages. The sea level will continue to rise and land subsidence is at a much higher rate and not about to slow down, so that saltwater intrusion will further increase, subjecting large areas of the coastal zone to a brackish environment. Transboundary developments may further aggravate the stress on land and water resources. Socio-economic developments determine to a large extent the ever-increasing pressure on the delta's land and water resources, even more than climate change.

Elaboration of an appropriate development strategy that coordinates local interests with arising regional threats has become crucial. The Government has issued Resolution 120/NQ-CP on “Sustainable and climate-resilient development of the Mekong Delta” in November 2017. In line with the importance given to regional planning in the Law on Planning that will come into force on 1 January 2019, through that year it will formulate an integrated master plan on social economic development of the Mekong Delta. In Resolution 120 the challenges facing the delta and the need for integrated development becomes clear, and the forthcoming master plan must show concretely how this will be done.

Energy generation potential in the region

According to the Revised Power Development Plan VII, the Mekong delta is proposed to generate electricity through 14 new coal-fired power stations planned in Bac Lieu, Hau Giang, Long An, Soc Trang, Tien Giang and Tra Vinh provinces.

At the same time, the Mekong Delta are the region with the largest installed wind power capacity in the country (99.2MW, nearly 50% of installed capacity). Many provincial plans and wind power development projects were approved and 5 provinces of this region (Bac Lieu, Tra Vinh, Soc Trang; Ben Tre and Ca Mau) are currently making calls for investments based on the wind power development plan.

The Mekong Delta region also has a high potential for solar power generation, with average hours of sunshine around 2300-2500 hours per year, and radiation intensity of about 4.5-4.9 kWh/m²/day. This is a necessary condition for investment in solar power in this region. However, development planning of solar power is challenged by high land utilization per MW of solar power (around 1-1.2ha / MW).

The Mekong Delta has also many advantages in terms of fuel for biomass power development, as the Mekong Delta is the largest rice growing region of the country. In addition, sugar cane growing is important, with 9 plants in 8 provinces. Bagasse, rice husk and straw can be an important fuel source for biomass heat generation for industrial use as well as power generation. The Ministry of Industry and Trade (MOIT) approved the Development planning for biomass power for Mekong Delta for the period 2020 to 2030 which prioritizes and supports the development of biomass power sources for grid-connected electricity.

The Mekong Delta also has significant investment potential for electricity generation from waste. However, landfilling currently prevails and only a few plants utilize energy from waste. Uptake of waste-energy solutions is limited by inconsistencies in the planning and application of waste treatment technologies for energy production.

The regional social economic and integrated master plan will be developed from early 2019 over a period of 12-14 months. In addition, MOIT has also initiated formulation of Power Development Plan VIII, in which energy production in the Southwest of the country will be particularly important. As part of these planning processes, there is considerable interest in choosing the optimal combination of power sources that can be applied in the delta. Such determination should consider not only economic but also environmental and social factors. Furthermore, assessments of the potential negative impacts of proposed coal power expansion in the Mekong Delta have not been sufficiently documented, with impacts on the environment, livelihoods (farming, fisheries/aquaculture, trade/business) and social aspects, notably health. This assessment of the potential negative impacts of expansion of coal power

in the region must be better understood and estimates of the monetarised external costs to livelihoods, people, and the environment must be made to inform policy decisions.

2. OBJECTIVE OF THE ASSIGNMENT

To undertake assessments of environmental, economic, and social implications of feasible options for power generation in Mekong Delta (mix of coal-, gas-, renewable energy); and produce a policy paper on comparing options, with key findings and recommendations; aiming to feed the recommendations into formulation of the Mekong integrated regional master plan and formulation of Power Development Plan VIII.

3. SCOPE OF WORK

3.1. General Tasks and activities

The two national consultants and the international consultant will work together to throughout the process of both the assessment and production of the policy paper, to ensure delivery of quality products as per the objective.

The two national consultants form a sub-team, and one of these two national consultants will lead the work. This sub-team is responsible for (1) doing all technical analysis, assessment, collection of data, field work as needed, and (2) composing a technical report.

The International consultant will (1) work with and provide technical advice to the sub-team on the needs of analysis, scope, key contents of technical report, and feasible options of power generation mix; (2) undertake peer review of the technical report; and (3) produce a policy paper of approx. 20 pages, presenting the core of the technical analysis, and key findings, and propose policy recommendations.

To deliver the objective of the assignment, the consultants will jointly cover three tasks.

In general, the consultants will collect and compile available information of different power generation facilities in Mekong Delta (in operation, under construction, planned) and outlining required investments. They will utilize information from:

- Revised Power Development Plan VII
- National planning of solar and wind power in Viet Nam (conducted by the Institute of Energy).
- Development Planning biomass power for Mekong Delta period 2020 to 2030,
- Outcomes of the CIGG assignment 3.3.b.6 on ‘Prioritization mechanisms and policies to encourage private investment in the Mekong Delta’ that addressed also planned renewable energy investments in the delta.
- Other relevant policies, plans, regulations...
- Investment plans and Environmental Impact Assessment reports of existing, under-construction and planned power plants.
- Other available analysis, research, publications, media reports.

Task 1: Describe the latest plans for power generation from coal, biomass, wind, solar PV and waste in the region.

The assessment of power generation facilities in Mekong Delta (in operation, under construction, planned) and required investments must include the different technologies, designed and operating capacity, designed and actual CO2 emissions resulted from the

technology application, and the actual costs of power production over the lifetime of power plants with different technologies, including the main costs that have already been made and planned potential costs in the future, etc.

Although the consultants shall assess all energy generation options, as priority they will assess the plans and operations of coal-based power generation (technology, source of coal, water use and other resource use or effects on resources) and the current coal-based power generation scenario which needs to be better documented. They will make a credible analysis of actual costs of power production by coal-based and gas (LNG) based thermal power plants (existing and under construction or planned in the Mekong delta), expressed also as levelized cost of energy/electricity (LCOE) in USD/kWh over the economic lifetime of power plants and compare that with actual and expected LCOEs of other power sources.

The assessment of impacts of power generation scenarios will involve review of technical, operational, financial and environmental information and available studies, including available environmental impact assessment (EIA) studies and permitted designs and investment reports. The consultants will also obtain supplementary information through field visits and consultations with the relevant experts and stakeholders, including visits to coal-power facilities in the Mekong Delta. Impacts shall be adequately described (nature, scale and implications of identified impacts) and, where possible, monetized or expressed in economic terms.

Using the above information, the consultants will describe at least 3 alternatives, i.e. feasible energy development scenarios, which will have different combinations of future coal, biomass, wind, solar and waste-based power generation in the region. The scenarios shall be technically and economically feasible for the region, and provide detailed information/data on technology, power generation capacity, inputs (including coal & gas from VN and imported), investment capital, and other resource consumption (water, ...), CO₂ emissions, gas, liquid and solid pollution and waste and waste management options, etc. Two scenarios will include more renewable energy compared to PDP VII-revised, and the third alternative scenario will be radically different in this regard as it will assess the proposed plan to generate electricity through 14 new coal-fired power stations in the Mekong Delta, according to the Revised Power Development Plan VII constructing 14 coal power plants in the region.

The consultants will also suggest optimal timing and sequencing of power generation sources based on preference for reversible and flexible power generation options that can be modified based on the expected evolution of the power grid stability and evolving prices of various energy generation options.

Task 2: Assess impacts of environmental and socio-economic impacts of each of these power generation options, especially the potential impacts of coal power

The consultants will assess the following impacts of the current power generation sources in Mekong Delta and identified alternative scenarios over their lifetime (i.e. construction, operation, decommissioning):

Environmental Impacts which cover but are not limited to the following:

- Land use conversions
- Water resources (impacts on hydrological regimes, water quality & water temperature – and thermal load)
- Air pollution (emission of SO_x, NO_x, PM and other air pollutants from electricity production and transport)

- Ecosystems and biodiversity
- Waste management (waste during construction, operation & decommissioning, including hazardous waste)
- GHGs

Socio-Economic impacts which cover but are not limited to the following

- Indirect impacts of the proposed power plants on other industries (agriculture, aquaculture, etc.)
- Jobs (from construction, operation and manufacturing) and opportunities for development of high-value industries
- Resettlement (required for development of power plants, grids and supporting infrastructure)
- Public health (cumulative impacts of env. changes on public health)

The assessment of environmental and socio-economic impacts will involve review of existing information and available studies as well as obtaining supplementary information through field visits, interviews and consultations with the relevant experts and stakeholders in potentially impacted areas. Impacts shall be adequately described (nature, scale and implications of identified impacts) and, where possible, monetized or expressed in economic terms.

Task 3: Policy paper on Assessment of energy generation options for the Mekong Delta

A policy paper is to be developed that assesses and compares cumulative impacts of feasible scenarios for future coal-, biomass-, wind-, solar- and waste-based power generation in the region and advise on an optimal investment strategy in this regard.

The consultant will compare impacts and will identify measures that represent win-win` solutions or `no-regret' or `low-regret` options (i.e. unproblematic options that do not pose significant risks or adverse impacts). They will also suggest optimal timing and sequencing of proposed power generation sources based on preference for reversible and flexible power generation options that can be modified based on the expected evolution of the power grid stability and evolving prices of various energy generation options.

The policy paper must include assessment of the potential negative impacts of coal power expansion in the Mekong Delta, including on environment, livelihoods (farming, fisheries/aquaculture, trade/business) and social (health). This must also provide an estimation of the monetarised costs of externalities (impacts on livelihoods, people, and the environment).

3.2. Specific tasks and activities

The National Consultant (NC1) –Energy Specialist cum team Leader will perform the following tasks:

- Prepare joint inception report
- Be responsible for the review and analysis of Task 1 in the scope of work in consultation with the international consultant and the second national consultant
- Lead the implementation of the review and assessment, manage outputs of the other national consultant and utilize such outputs for the consolidated technical report
- Draft and finalize technical report that includes all aspects noted in Task 1 and Task 2 of the scope of work. The technical report shall cover recommended combined options of power generation sources with data and analysis of all related aspects

including respective power generation capacity, technologies, cost, technical, economic, social and environmental impacts, etc.

- Support International Consultant in providing written comments on the draft and final policy paper.
- Provide all notes from consultation and meetings with stakeholders during the field missions and consultation workshop

The National Consultant (NC2) – Environmental Socio-Economic Assessment Specialist will perform the following tasks:

- Provide inputs to the inception report
- Lead the review and analysis of Task 2 in the scope of work under the guidance of the team leader and in consultation with the international consultant.
- Draft and finalize Environmental and Socio-Economic Assessment report that includes all aspects noted in Task 2 of the scope of work as inputs to the technical report prepared by the team leader
- Support International Consultant in providing written comments on the draft and final policy paper.
- Provide all notes from consultation and meetings with stakeholders during the field missions and consultation workshop

The international consultant will perform the following tasks:

- Contribute to the joint inception report, discuss and get agreement with the two national consultants on the framework and key elements for the technical report as resulted from Task 1 and Task 2 at the inception report
- Periodically discuss with and advise UNDP and two national consultants tasked with Task 1 and Task 2 in the scope of work during the process
- Review and provide feedbacks on the technical reports developed by the two national consultants.
- Based on technical report resulted from Tasks 1-2 in the scope of work, develop draft and final policy paper that includes all aspects in Task 3 of the Scope of Work

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

The duration of the assignment is from 15 December 2018 to 30 August 2019.

- International Consultant: 20 days
- National Consultant- Energy Specialist cum Team Leader: 55 days (of which 40 days are for tasks related to Energy Specialist role and 15 days related to the tasks of Team Leader)
- National Consultant: Environmental and Socio-Economic Assessment Specialist: 30 days

Duty Station: Home-based, Ha Noi and Mekong Delta Provinces. For travel to the field/provinces, separate travel arrangements including DSA will be made by UNDP based on the UN-EU cost norm.

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

5. DELIVERABLES

Output 1. Inception report

- Recap of aims and expected results of the assignment.
- Detailed workplan that includes time allocation of each consultant to specific tasks, including specific timeline for implementation of this assignment and consultative arrangement proposed (if any).
- Agreed research methodologies and schedules of field mission and consultation with relevant stakeholders
- Source of data to be used and list of stakeholders to be consulted.
- Contents and structure of the technical report (tasks 1-2), as described in the Scope of Work)
- Tentative outline of the Final Policy Paper

Output 2: Technical Report on Power Generation Options and Environmental and Socio-Economic Assessment Paper

The National Consultant- Energy Specialist (NC1) will be responsible for:

- Produce a draft and final technical report that includes all the main points listed in Task 1 and Task 2 of the scope of work as agreed in the inception report.
- Technical reports must include notes from consultation and meetings with stakeholders during the field missions as annex to the report.

The National Consultant- Environmental and Socio-Economic Assessment Specialists will be responsible for:

- Produce a draft and final Environmental and Socio-Economic Assessment Paper that includes all the main points listed in Task 2 of the scope of work.
- Technical reports must include all notes from consultation and meetings with stakeholders during the field missions

Output 3: Final Policy Paper

The international consultant, with the inputs from the national consultants and based on the technical reports will develop a draft final Policy Paper of approximately 20 pages which will include all the main points listed in Task 3 of the scope of work.

The draft policy paper will be submitted for review and approval by UNDP. The international consultant will finalize the policy paper based on the comments obtained.

All outputs are required in English

Detailed implementation plan will be discussed and agreed at the commencement of the assignment. Due date for submission of the final policy paper in 30 June 2019.

6. PROVISION OF MONITORING, PROGRESS CONTROL

The two National Consultants and the International Consultant, as a team, will work closely with and under the guidance of UNDP, in particular, the supervision with UNDP Head of Climate Change and Environment.

The selected consultants will have regular discussions with the responsible staff of UNDP Viet Nam. The team 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 UNDP for review and approval.

7. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Administrative support will be provided by UNDP. Copies of relevant documents and will be made available to the consultants upon commencement of the assignment.

8. QUALIFICATIONS AND WORK EXPERIENCE

The selected consultants should meet the below requirements.

National Consultant (NC1)- Energy specialist cum Team Leader

- University degree in energy studies or electrical engineering; post-gradual degree preferable.
- At least 10 years of working experience in the coal-power sector, or closely related field on energy investment planning in Viet Nam (either policy, finance, project development or appraisal processes).
- Proven familiarity with existing regulatory and administrative procedures for planning and investment permitting related to renewable energy.
- Familiarity with the Mekong Delta and with Viet Nam Government's efforts to promote sustainable and climate-resilient development in this region
- Proven experience leading a research team in a similar assignment context.
- Fluency in Vietnamese and English and demonstrated communication skills and command over writing professional reports in English.

National Consultant (NC2) - Environmental and Socio-Economic Assessment Specialist

- University degree in environmental protection or natural resource management; post-gradual degree in the mentioned fields preferable.
- At least 10 years of working experience with environmental impact assessment (EIA) processes in Viet Nam, including of thermal electricity plants.
- Proven experience and research on the impacts of coal power on the environment and livelihoods.
- Proven familiarity with existing regulatory and administrative procedures for environmental permitting of various power generation options (coal-based, solar PV, wind, biomass, waste-to-energy, LNG)
- Familiarity with the Mekong Delta and with the Government's efforts to promote sustainable and climate-resilient development in this region
- Fluency in Vietnamese and English in communication, writing and discussion.

International consultant

- University/Postgraduate degree and/or knowledge in environmental protection, natural resource management or related fields;
- At least 10 years' experience of working on environmental and climate change issues, including in the energy sector,
- Proven experience in integrating sustainable development, environment and climate change issues into national and provincial planning processes
- Proven experience with climate policy analysis in South East Asia including energy-related emissions required, Viet Nam (preferable)
- Fluency in English in communication, writing and discussion.

9. REVIEW TIME REQUIRED AND PAYMENT TERM

The payment terms are the following:

For National Consultant (NC1): Energy Specialist cum Team Leader

- First payment of 10% of the contract value will be paid upon submission of the joint inception report and accepted by UNDP.
- Second payment of 50% of the contract value will be paid upon submission of the draft technical report and accepted by UNDP
- Last payment of 40% of the contract value will be paid upon submission of final technical report and all relevant products under the contract and accepted by and UNDP

For National Consultant (NC2): Environmental Assessment Specialist

- First payment of 10% of the contract value will be paid upon submission and acceptance of the written inputs to the joint inception report.
- Second payment of 50% of the contract value will be paid upon submission and acceptance of the draft social and environmental assessment paper.
- Last payment of 40% of the contract value will be paid upon submission of final technical paper on environmental and social impact assessment and submission of relevant documents and accepted by UNDP

For International Consultant:

- First payment of 60% of the contract value will be paid upon submission of the draft policy paper and accepted by UNDP.
- Last payment of 40% of the contract value will be paid upon submission of the final policy paper and submission of relevant documents under the contract and accepted by UNDP

10) Consultants presence required on duty station/UNDP premises

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

ANNEX IV

Consultants submit in a team are required to submit **separate Letter to UNDP confirming Interest and Availability** below:

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofVND

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 65 years of age and involve travel – (required before issuing contract).			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 65 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

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).