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1 February 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Project:	Catalyzing Private Sector Action for Climate Change in Viet Nam
Description of the assignment:	National Consultant to support Climate Smart Business Index outreach and operation
Period of assignment/services	March 2019 to July 2019
Duty Station	Hanoi
Tender reference:	A-190102

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

Monday 4 March 2019

With subject line: **A-190102 - National Consultant for CSBI**

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

The technical component will be evaluated using the following criteria:

Qualifications	Points
Bachelor's degree or higher in Development, Public Policy, Business, Sustainability, Climate Change, Communications or related field	200
A minimum of two (2) years of professional experience in development, business or research, implementing similar projects (Previous experience and knowledge of UN/UNDP procedures a plus)	200
Previous experience conducting similar analysis and developing similar reports with a particular focus on public-private partnerships to catalyze investment into local businesses Proven track record of partnership building and private sector engagement Proven experience in corporate social responsibility or corporate sustainability reporting and familiarity with global sustainability reporting programs (Economic or financial knowledge or experience will be an advantage. Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage.)	400
Excellent command both of English and Vietnamese at the written and spoken levels	200
Total	1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- 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 consultant will be paid on a monthly basis based on the actual number of working days recorded in the timesheet with the successful service delivery and submission of a monthly report certified by the Climate Change Private Sector Expert. The daily rate will be all-inclusive rate subject to satisfactory progress made on the outputs.

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.



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Resilient nations.*

TERMS OF REFERENCE

Job ID/Title:	National Consultant to support Climate Smart Business Index outreach and operation
Duty Station:	Hanoi, Viet Nam with possible travel to other cities within Vietnam
Category:	Individual Contract
Starting Date:	March 2019
Duration of Contract:	Total 90 working days(about 4 consecutive months) with possible extension based on positive performance and achievement of initial project results
Expected Duration of Assignment:	March 2019 to July 2019
Reporting	UNDP Programme Officer on Climate Change and DRR
Coordination	The consultant will work under regular supervision of the Climate Change Private Sector Expert and coordinate to work with other UNDP experts if necessary

1. Background

The Paris Agreement, which came into force in November 2016, delivers a strong global signal of countries’ commitment to transform global economies and lifestyles towards zero carbon footprints. Achieving the ambition of the Agreement in Viet Nam will require increased efforts to ensure that not only Government, but also the private sector have the capacity and ambition to implement accelerated climate action at scale. Viet Nam’s Nationally Determined Contribution (NDC) review process is well-underway and expected to be completed soon. It is clear that stepped-up efforts will be required from across all sectors of the economy and society to meet current, or potentially more stringent national climate change targets.

Along with the opportunity and momentum created by the Paris Agreement comes the important challenge of transforming these NDCs into tangible actions that lead to long term zero-carbon and climate-resilient development. As outlined in Viet Nam’s NDC, climate impacts are already putting pressure on development gains, and action to mitigate greenhouse gas emissions must be coupled with stepped up adaptation action to improved resilience of their populations and keep warning to under 1.5% as outlined in the Paris Agreement.

Viet Nam’s NDC made clear that the more than 70% of finance for achievement of its Paris Agreement targets would need to come from non-government sources, such as the private sector or ODA. There is still a disconnect between financing and action from the private

sector to achieve NDC targets, and further action is required to fill this gap. In Viet Nam private sector action will be essential to meeting agreement commitments.

This project is in line with the Output of the NDC Support Program and the Capacity Building for Implementation of National Climate Change Strategy Project to enhance and systemize Vietnamese private sector’s engagement with the agenda of the projects. UNDP aims to development of a voluntary platform for private sector entities to register their contributions to climate action in support of Government and Paris Agreement targets for Viet Nam. The platform will update the Catalogue of climate action good practice developed showcasing technologies and opportunities for private sector action in NDC implementation.

The platform, CSBI, is a web-based voluntary reporting framework where private companies can benchmark and log their contributions towards the NDC mitigation and adaptation targets.

Users of CSBI will involve two groups of entities: 1) reporting companies and 2) information users. Reporting companies will disclose their climate-related performance and potential contributions to the NDC targets in our system. Companies in the priority sectors for accelerated climate action will be invited, including those in the agriculture, forestry, energy, energy efficiency and transport sectors. To distinguish the impact of their core businesses on climate change, we categorize them into three groups: 1) List I companies that provide services or technologies that contribute positively to climate change mitigation and/or adaptation; 2) List II companies that want to reduce their GHG emissions by adopting climate smart practices or technologies; and 3) Mixed portfolio companies which have core businesses in both of the above.

The information users will include government agencies in Viet Nam which are mandated to take stock of progress in climate change mitigation, adaptation, and climate finance; other entities concerned with the lack of climate-related disclosure among Vietnamese businesses, such as NGOs, development agencies, and investor groups. CSBI will serve as a valuable resource toward transparency.

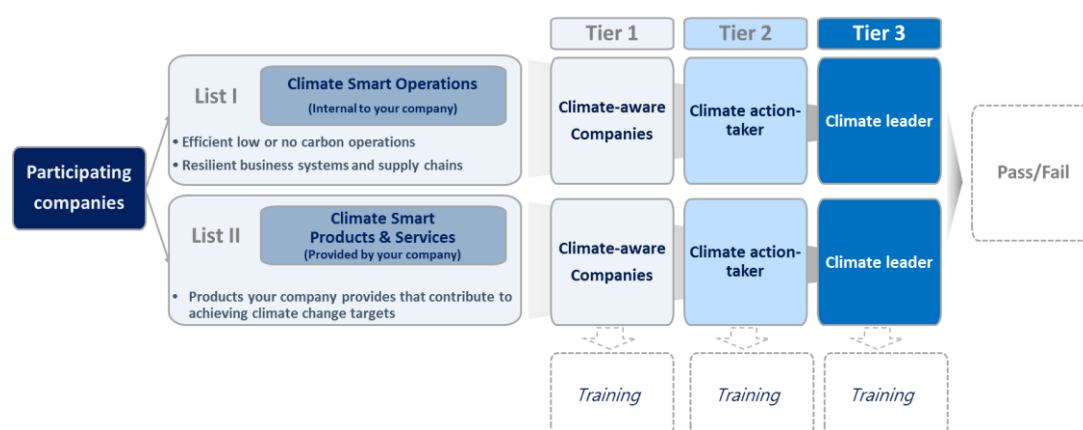


Figure 1 Indicative System of Climate Smart Business Index

In the context, UNDP would like to request for a consultancy service to conduct the works as below:

- Supporting verify and finetune key metrics and measurements indicators
- Providing inputs into the development of communications materials and outreach campaigns to encourage private sector participation in the system (including through social and other media)
- Supporting businesses interested in logging their contributions to climate action
- Supporting maintenance of the systems and websites and related mechanisms to showcase results.

UNDP is planning to recruit a national consultant to work with the Climate Change Private Sector Expert to support this work.

2. Objective

The consultant will support UNDP's CSBI by identifying and engaging with target private companies in NDC priority sectors,¹ promoting participation in the CSBI, helping ensure effective data collection and responses to surveys and questionnaires.

The consultant will work under the direct supervision of the Climate Change Private Sector Expert as part of the Climate Change and Environment team.

3. Scope of Work

Under the guidance of the Private Sector Expert, CC and Resilience STA and UNDP Climate Change Programme Officer, the consultant is expected to undertake the following activities :

- Identify and build up a list of target companies (including big global/domestic companies, Vietnamese SMEs and start-ups) for potential inclusion in the index
- Arrange and participate in relevant meetings with UNDP partners, such as CSOs, VCCI, Associations, and selective targeted business contacts, who have experience and established networks and knowledge on climate change and green business
- Reach out to and invite selected target companies to participate in CSBI by emails, phone calls, at events, or through other engagement strategies as appropriate
- Support Private Sector Expert in administrative and operational activities leading to and after the launch of CSBI
- Contribute to text and guidance information for inclusion in the website to ensure it is easy to use
- Create and support promotional materials (web-notices, leaflets, video materials, etc.)
- Organize and support CSBI launch events and information webinars
- Facilitate daily operations of the CSBI web platform and respond to inquiries from interested or participating companies

¹ Including energy, energy efficiency, agriculture, forestry and transport.

- Review companies' submissions to CSBI, conduct assessments under guidance, and produce brief assessment report and related media releases
- Create and manage all media channels for promoting the project in collaboration with a communication analyst
- Support the Private Sector Experts to produce education/training materials for companies
- Operate the CSBI website for the project in collaboration with a recruited company who created the website
- Coordinate with communication team at UNDP and support project team with media outreach for CSBI
- Work with the Climate Change Private Sector Expert to ensure activities are well coordinated with other country office actions and teams, including the work of the Accelerator Lab initiative
- Work with the Climate Change Private Sector Expert to develop and implement partnerships with private sectors
- Create monthly reports regarding outputs completed and plans for next month

4. Expected Outputs/Deliverables

- Detailed workplan with specific activities 1) to increase the awareness (among companies and data users) of and participation in the CSBI; 2) to get around 300 participating companies from priority sectors
- A list of targeted companies recorded with engagement progress (reached out / participating) and around 300 participating companies
- Summary of frequently asked questions and presentation for information webinars
- Draft of at least 1 web-notice, 1 leaflet and 2 video materials
- Inputs for promotion and launching events and information webinars
- Manage a website in collaboration with a company who created the website
- Inputs for CSBI web platform and indicators for questionnaires
- Inputs to media promotions during contract period
- Produce education/training materials for companies
- A 2-page assessment report produced with templates and a half-page media release on the result for each participating company that enters Tier 2 and 3 assessments
- Create at least 10 reports to develop and conduct public-private partnerships
- Support at least 10 meeting or event for development and implementation of public-private partnerships
- Create 1-page monthly reports regarding outputs completed and plans for next month

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

The assignment will be conducted over a 90 days inclusively from March 2019 to July 2019. The assignment should be based in Green One UN House in Hanoi, Viet Nam, with possibly field travel to Ho Chi Minh City or other locations in Viet Nam. Field travel costs would be covered separately by the project.

6. DELIVERABLES AND KEY MILESTONES

No.	Deliverables	Duration (approx.)
1	A detailed workplan with specific activities, timeline 1) to increase the awareness among companies and data users of CSBI and participation in CSBI; 2) to get around 300 participating companies from NDC priority sectors	Within 2 weeks of contract signing
2	Draft of at least 1 web-notice, 1 leaflets and 2 video materials	Within 1 month after contract signing
3	A list of targeted companies recorded with engagement progress (reached out / participating) and around 300 participating companies secured	Within 1 month after contract signing
4	Inputs for promotion and launching events and information webinars	When the events held
5	Inputs for CSBI web platform and indicators for questionnaires	Within 1 month after contract signing
6	1 Summary of frequently asked questions and presentation for information webinars	Within 2 weeks after CSBI launch
7	A 2-page assessment report produced with templates and a half-page media release on the result for each participating company that enters into Tier 2 and 3 assessments	Within 2 weeks after company's submission to CSBI
8	Content information for inclusion in the website for companies to encourage awareness on climate change and voluntary actions for addressing climate change	Within 1 months after contract signing
9	At least 5 meetings or event for development and implementation of public-private partnerships	By the end of contract
10	At least 5 reports to develop and conduct public-private partnerships	By the end of contract

7. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant shall report to UNDP Programme Officer on Climate Change and Disaster Risk Reduction on the deliverables of his/her work. The UNDP Private Sector Officer will support the UNDP PO in supervising the consultant and ensure a monitoring and progress control will be agreed by UNDP and will be included in the work-plan, stating clear deadlines and verification activities. Technical oversight will be provided by the STA for Resilience and Climate Change Adaptation.

8. DEGREE OF EXPERTISE AND QUALIFICATIONS:

- Minimum Bachelor's degree or higher in Development, Public Policy, Business, Sustainability, Climate Change, Communications or related field
- A minimum of two (2) years of professional experience in development, business or research, implementing similar projects
- Previous experience conducting similar analysis and developing similar reports with a particular focus on public-private partnerships to catalyze investment into local businesses
- Proven track record of partnership building and private sector engagement
- Proven experience in corporate social responsibility or corporate sustainability reporting and familiarity with global sustainability reporting programs
- Economic or financial knowledge or experience will be an advantage.
- Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage.
- Previous experience and knowledge of UN/UNDP procedures a plus

*** Language Requirement:**

Fluent **English and Vietnamese** are required — the deliverables must be presented in either or both languages according to the audience.

9. PAYMENT TERM

Payment: Payments will be paid on a monthly basis based on a monthly report submitted at the deliverables, after confirmation of the Climate Change Private Sector Expert and acceptance of UNDP Programme Officer on Climate Change and DRR . The rate will be based on the all-inclusive daily rate subject to satisfactory progress made on the above outputs.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

- NONE PARTIAL INTERMITTENT FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

(The additional interview either direct or through telephone/Skype will be applied if necessary)

	Consultant's experience/qualification related to the services	<i>Points</i>
1	Bachelor's degree or higher in Development, Public Policy, Business, Sustainability, Climate Change, Communications or related field	200
2	A minimum of two (2) years of professional experience in development, business or research, implementing similar projects (Previous experience and knowledge of UN/UNDP procedures a plus)	200
3	<p>Previous experience conducting similar analysis and developing similar reports with a particular focus on public-private partnerships to catalyze investment into local businesses</p> <p>Proven track record of partnership building and private sector engagement</p> <p>Proven experience in corporate social responsibility or corporate sustainability reporting and familiarity with global sustainability reporting programs</p> <p>(Economic or financial knowledge or experience will be an advantage. Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage.)</p>	400
4	Excellent command both of English and Vietnamese at the written and spoken levels	200
Total		1000

ANNEX IV

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.

