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14 May 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Technical Advisor on POP and Sound Harmful Chemicals Management
Period of assignment/services (if applicable):	50 working days (May 2019 – July 2020)
Duty Station	Ha Noi and travel to other project provinces as required
Tender reference:	3-190501

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
28 May 2019 (Hanoi time)

With subject line: **3-190501 National Technical Advisor on POP and Sound Harmful Chemicals Management**

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 **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

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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 international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1.	Advanced degree (Master of Science as a minimum) in Engineering, Industrial Chemistry, Environmental Science, or related field	150
2.	Sound experience on POPs and Stockholm Convention	150
3.	At least 5-year experience in the field of chemical risk assessment, or in projects related to the implementation of Stockholm Convention on POPs, or in the management of hazardous chemicals and waste	200
4.	Previous experience as supervisor/technical advisor/manager in projects related to environmental protection or hazardous waste management	150
5.	Previous experience in the implementation or supervision of projects related to the management and disposal of POPs or PCBs is an asset	150
6.	Demonstrated knowledge about institutional and policy framework on environmental management in Vietnam	100
7.	Very good communication skills both spoken and written in Vietnamese and English (<i>two writing samples must be submitted</i>)	100

Total	1000
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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:

- 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.

ID.	Description of Instalments	Percentage of Payment
1	Highly quality TORs for procurement of the package no. 17, comments for the inception report for the package no. 18, 19, 23 - by 30 June 2019	20%
2	Comments for the progress reports for the package no. 12, 16, 7&20,	20%

	21, 22, 24 and 25 and the revision annual plan 2019 – by 30 August 2019	
3	Comments for the inception report for the package no. 17 and comments for the progress reports for the package no. 18, 19, 23 and the policy brief of the results of the project’s outcome 1 - by 30 October 2019	20%
4	Comments for final reports for package no. 12, 16, 7&20, 21, 22, 24 and 25 and the policy brief of the results of the project’s outcome 2 and 3 – by 30 December 2019	20%
5	Comments for final reports for package no. 17, 18, 19 and 23 and the policy brief of the results of the project – by 30 June 2020	20%

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

Title: National Technical Advisor on POP and Sound Harmful Chemicals Management

Project title: Vietnam POPs and Sound Harmful Chemicals Management Project (Project ID: 91381)

Starting date: May-2019

Duration: 50 work-days from May 2019 to July 2020

Location: Ha Noi and other project provinces

Report to: UNDP Country Office in Viet Nam and Project Management Unit (PMU)

1. GENERAL INFORMATION

The project “Vietnam POPs and Sound Harmful Chemicals Management Project” is funded by the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP). The project is executed by Vietnam Environment Administration / Ministry of Natural Resources and Environment as the UNDP’s National Implementing Partner (NIP). The official starting date of the project is 29/1/2016 and expected closure date is 31/12/2018.

The project will contribute to the improvement of the environmentally sound management for chemicals and hazardous waste, focused on Persistent Organic Pollutants (POPs), Persistent Toxic Substances (PTS) and Mercury build on UNDP and Vietnam past experience addressing POPs/PTS issues.

The objective of the project is the continued reduction of environmental and health risks through POPs and harmful chemicals release reduction.

In order to achieve the project, four main components are envisaged:

- Component 1. Policy framework for sound chemicals management, including POPs, PTS developed and implemented.
- Component 2. Monitoring and report of POPs and PTS.
- Component 3. Management of POPs contaminated sites.
- Component 4. National Mercury baseline inventory and release reduction strategy.

To provide Project Management Unit (PMU) with technical assistance and advice on all the activities to be carried out under the Project, to help on routine technical coordination and supervision and to prepare or assist in the preparation of relevant project documentation and training materials, UNDP and (PMU) are looking for one (01) National Technical Advisor.

2. FUNCTIONS AND RESPONSIBILITIES

The National Technical Advisor (NTA) is expected to have two main functions:

- Assist National Project Director (NPD)/ Deputy National Project Director (DNPD) in the overall project implementation
- Project Quality Assurance (QA) and Monitoring & Evaluation (M&E)

The NTA will have the following specific responsibilities/duties:

a. Project management

- Provide strategic advisory on the overall implementation of the projects by i) facilitating the project revision annual plan 2019, annual plan 2020 and quarterly planning from the quarter second 2019 to quarter second 2020; ii) advising on integrating risk management, quality management plan, and monitoring and evaluation plan in the annual work plan;
- Support in preparing major Project's reports (quarterly reports, annual reports, implementation reports, and other technical reports) emphasizing on the technical sound of these reports.
- Support NPD/DNPD in implementing risk management plan by i) identifying critical issues, barriers, or risks (external risks in particular); ii) advise NPD/DNPD on solutions to effectively manage risks and other emerging barriers; and iii) facilitating the implementation of risk management plan approved by NPD/DNPD.
- Providing comments on project implementation progress at different stages;
- Facilitate the collaboration between PMU and other project partners in planning and implementation of the project;
- Technical support to PMU in participating in meetings with UNDP and the PSC.
- Publishing and disseminating project results: Summary the project results to make the policy briefs and proceedings of policy dialogues/ technical meetings, and wide disseminations of these output

b. Technical Quality Assurance and Project Monitoring & Evaluation

- Support in drafting key terms of reference/specifications for major project outputs.
- Technical support to PMU and project partners on the supervision of all the technical activities related to institutional strengthening, policy framework, POPs and PTS cleanup plans, project monitoring and evaluation, and replication program development;
- Play a major role in quality review of project activities and outputs from the contracts and consultancy as directed by NPD/DNPD, and provide advice on the quality improvement of the final products or outputs;
- Assist NPD/DNPD to supervise local and international experts/consultants.
- Support the PM to evaluate and update all indicators and milestones that listed in Project Logical Framework to obtain the outcomes that provided in Project Document.

- Perform site visits and inspections at project implementation sites during various implementation stages (site visits and contaminated sites, industrial sites, trainings)
- Provide comments on the reports related to the technical activities and review the related plan under the Project to ensure their technical feasibility and most appropriate measures and actions taken;
- Supervise the work of service provider to guarantee the quality and consistency of the reports and deliverables, and help them finalize reports before their dissemination to concerned parties;
- Timely and proactively provide recommendation for the improvement of all project activities.

3. **OUTPUTS**

- TORs for the required project activities;
- Comments reports and supervision reports as relevant for the different project activities;
- Mission report and debriefing for the field visit;
- Meeting minutes, with special reference to the technical parts;
- Policy briefs on the project's results.

4. **TIMING, DURATION AND DUTY STATION**

- **Timing and Duration:** 50 work-days from May 2019 to July 2020.
- **Duty station:** The NTA will work at the PMU office in Hanoi (at least a day per week) and travel within the country at the implementation sites, to supervise project implementation activities. The exact number of travels will be specified in the course of project implementation based on project needs and will be arranged by the project. Travel and subsistence during travel will be paid by the project.

5. **QUALIFICATIONS**

The NTA shall have as a minimum the following qualifications:

- Advanced degree (Master of Science as a minimum) in Engineering, Industrial Chemistry, Environmental Science, or related field;
- Sound experience on POPs and Stockholm Convention;
- At least 10 years' experience in the field of chemical risk assessment, or in projects related to the implementation of Stockholm Convention on POPs, or in the management of hazardous chemicals and waste;
- Previous experience as supervisor/technical advisor/manager in projects related to environmental protection or hazardous waste management;
- Previous experience in the implementation or supervision of projects related to the management and disposal of POPs or PCBs is an asset;

- Demonstrated knowledge about institutional and policy framework on environmental management in Vietnam;
- Very good communication skills both spoken and written in Vietnamese and English (two writing samples provided).

6. PAYMENT TERMS

The contract will be performance – based. Payments will be made against the following deliverables:

- Highly quality TORs for procurement of the package no. 17, comments for the inception report for the package no. 18, 19, 23 - by 30 June 2019: 20% of total payment
- Comments for the progress reports for the package no. 12, 16, 7&20, 21, 22, 24 and 25 and the revision annual plan 2019 – by 30 August 2019: 20% of total payment
- Comments for the inception report for the package no. 17 and comments for the progress reports for the package no. 18, 19, 23 and the policy brief of the results of the project’s outcome 1 - by 30 October 2019: 20% of total payment
- Comments for final reports for package no. 12, 16, 7&20, 21, 22, 24 and 25 and the policy brief of the results of the project’s outcome 2 and 3 – by 30 December 2019: 20% of total payment
- Comments for final reports for package no. 17, 18, 19 and 23 and the policy brief of the results of the project – by 30 June 2020: 20% of total payment

EVALUATION CRITERIA WITH ASSIGNED SCORES

National Consultant

Consultant(s)' experiences/qualification related to the services		
1	Advanced degree (Master of Science as a minimum) in Engineering, Industrial Chemistry, Environmental Science, or related field	150
2	Sound experience on POPs and Stockholm Convention	150
3	At least 5-year experience in the field of chemical risk assessment, or in projects related to the implementation of Stockholm Convention on POPs, or in the management of hazardous chemicals and waste	200
4	Previous experience as supervisor/technical advisor/manager in projects related to environmental protection or hazardous waste management	150
5	Previous experience in the implementation or supervision of projects related to the management and disposal of POPs or PCBs is an asset	150
6	Demonstrated knowledge about institutional and policy framework on environmental management in Vietnam	100
7	Very good communication skills both spoken and written in Vietnamese and English (two writing samples must be provided)	100
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

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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 (for National Consultant) and USD (for International Consultant)

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 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 _____

(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).