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12 June 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant (IC) and 02 National Consultants (NCs) for Research and assessment to propose suitable models for circular economy in Viet Nam
Period of assignment/services (if applicable):	(July – December 2019)
Duty Station:	Home based and Vietnam
Tender reference:	A-190602

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

23.59 hrs., Tuesday 25 June 2019 (Hanoi time)

With subject line:

A-190602 Intl Consultant for circular economy model

A-190602 NC1 for circular economy model

A-190602 NC2 for circular economy model

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:

- [Term of References](#) (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 **VND for national consultant and US dollar for International 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:

International Consultant		Maximum Points
1	Master's degree or higher qualification in chemistry, biology, environmental studies/environmental science, economics or waste management or related fields	200
2	At least 10 years of recent working experience in recycling/waste management	300
3	Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management/circular economy (two sample reports must be submitted)	200
4	Experience in policy research in relevant field in recycling/waste management/circular economy	200
5	Experience in working in developing countries for donor supported projects in relevant fields	100
Total		1,000

National Consultant 1		Maximum Points
1	Master's degree or higher qualification in chemistry, biology, environmental studies/environmental science, economics, management, waste management or related fields with Proven knowledge of the sectors/sub-sectors in Viet Nam in areas of waste management/circular economy	200
2	At least 7 years of recent working experience in recycling/waste management/circular economy	250
3	Experience in policy research in relevant field in recycling/waste management/circular economy	200
4	Experience in working with government and donor-supported agencies	100
5	Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management	100
6	Proficient in writing and communication in English (two sample reports must be submitted)	150
Total		1,000

National Consultant 2		Maximum Points
1	Master's degree or higher qualification in chemistry, biology, environmental studies/environmental science, economics, management, waste management or related fields with Proven knowledge of the sectors/sub-sectors in Viet Nam	200
2	At least 5 years of recent working experience in recycling/waste management	300
3	Experience in policy research in relevant fields on recycling/waste management/circular economy	200
4	Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management	100
5	Proficient in writing and communication in English (two sample reports must be submitted)	200
Total		1,000

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 BSAFE which is the new online security awareness training and submit certificate 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.
- 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.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

ANNEX I



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TERMS OF REFERENCE

Position	01 International Consultant (IC) and 02 National Consultants (NCs)
Consultancy service	Research and assessment to propose suitable models for circular economy in Viet Nam
Type of appointment	Individual contract
Location	Home-based and Hanoi
Duration	July - December 2019 Total working days (estimated): 35 working days – IC 35 working days – NC 1 25 working days – NC 2
Report to	Head of Climate Change and Environment, UNDP and ISPONRE
Technical Supervision	Programme Officer and Junior Professional Consultant, Climate Change and Environment, UNDP

1. BACKGROUND

Countries and global companies have been increasingly paying attention to and applied circular economy and means to achieve sustainable development. One of the challenges is now to move towards a more systemic circular economy model which focus on creating economic value and reducing environmental impact through design, highest and best use of materials, and efficient use of resources and energy.

Circular economy is an economy, which aims to have a sustainable system and is achieved through maximizing the usage of resources and reducing of waste. In this system, the production and consumption practices not merely target reusing the resources, but also envisions to attain a complete transformation in terms of reduction and recycling of resources. This system might be adopted by a country in certain sector or subsector(s). The circular economy approach includes sustainable practices at every stage including sources, manufacturing, distribution, use, resource efficiency and recycling.

Viet Nam is among the one of the fastest growing economies in the world. However, this drastic change in the GDP has also increased the challenges related to environmental degradation. It is one of the most vulnerable countries to climate change. Even though the country experiences a high rate of solid municipal waste recycling, there is a large proportion of waste ending up in oceans and

landfills affecting the dependent habitants. There is an urgent need to consider reusing, reducing and recycling throughout the life cycle of any product produced within the country.

The Government of Viet Nam has made strong commitment to solid waste management and combating plastic pollution. The Prime Minister of Viet Nam called for greater international cooperation to respond to and prevent plastic waste from getting into oceans at the G7 Summit in June 2018. The Government adopted the amended National Strategy of Integrated Solid Waste Management up to 2025, vision towards 2050 (491/QD-TTg Decision). The Strategy has made clear the integrated approach of solid waste management by which the 3Rs (reduce, reuse, recycle) should be strengthened while landfilling should be limited. It also indicates that 100% of plastic bags are eco-friendly, while 80% of daily solid waste generated in rural residential areas must be collected and handled by 2020. The Government also has plan to review and assess suitable models for circular economy proposed for the next 10-year Socio-economic Development Strategy (SEDS) 2021-2030 and 5-year Socio-economic Development Plan (SEDP) 2021-2025.

UNDP is recruiting an international consultant (IC) and two national consultants (NCs) to team up for an assignment of circular economy. The team will be working in close partnership with a group of experts from the Institute of Strategic Policy for Natural Resources and Environment (ISPONRE) of MONRE.

2. OBJECTIVE OF THE ASSIGNMENT

To conduct a review of the good practices and models of the circular economy in relevant countries and specific cases in Viet Nam, propose a viable approach for Viet Nam to transition to a circular economy and recommend strategic principles and targets with indicators of specific sector/ sub-sector(s) for inclusion in the next SEDS/SEDP.

3. SCOPE OF WORK AND RESPONSIBILITIES

The international consultant and two national consultants will work closely and share accountability to generate quality deliverables as defined in the Section 5 - Deliverables. The NCs will work under the guidance/advice of the IC and assist in performing the assigned tasks, whereas, the IC will be a team leader and will be responsible for providing guidance/support to the NCs and get the work accomplished as a team.

The consultants will be responsible for conducting an analysis of existing circular economy concepts and good practices in relevant countries and specific to Viet Nam, evaluating opportunities and challenges related to those practices and recommending robust mechanisms and approach for Viet Nam in terms of circular economy. These tasks shall be undertaken by selecting an economic sector or at least five economic sub-sector(s) or value chains (such as food and beverage, agriculture, forestry, fisheries, cotton or plastic, or others), which will be first to switch to a circular economy. This will include developing a report of relevant models/examples and experiments from other countries and specific cases in Viet Nam and accordingly providing recommendations/suggestions. It will also include working on circular economy models and remap/action plan for Viet Nam through a concept. The recommendations/suggestions must include answers to the following questions but may not be limited to:

- What will be the role of the Vietnamese government? How can the policies by the government incentivize the proposed concept of circular economy?
- How can producers, consumers and the government join forces to make the change?
- How can the beliefs, values, attitude and behaviors shift needed in the consumer audience be achieved? How can the direct purchasing decisions of consumers be influenced?

- What kind of regulatory, economic and business shift is needed to achieve the objectives of circular economy?
- What are the barriers or risks to the proposed approach and how can they be tackled?
- What are the mechanisms through which the country's economy considering the interdependency of diverse sectors/sub-sectors and other economic actors can be remapped?

The team will also be responsible for proposing principles, targets and indicators for specific sector/sub-sectors to be included in the next SEDS/SEDP.

During the assignment, the team shall undertake necessary consultation with experts and authorities supported and/or organized by UNDP and ISPONRE/MONRE to elaborate and finalize all the products. The team shall also conduct regular team meetings (once in every two weeks to four weeks) and participate in technical consultation meetings organized by UNDP and ISPONRE.

3.1. FOR IC

The international consultant will be responsible for leading the assignment and maintaining the quality of the deliverables specified in the TOR. The work of IC will be to lead, monitor and advice the NCs and ensure that the materials are delivered before the due date.

Specific tasks for IC to meet the objectives:

- a). Research and analysis of the good practices related to circular economy
 - Conduct research on circular economy system and concept, which includes investigating specific sector/sub-sector(s) from across the globe and specific to Viet Nam, evaluating the consumption and production patterns specific to the products (reduce) under selected sector/sub-sector(s) and exploring mechanisms (recycle/reuse) to handle those products when they reach the end-of-life (EOL) stage
 - Based on the above-mentioned tasks, prepare a short inception report including details of the sector/sub-sectors, countries, stakeholders involved (private sector, government or others) and workplan for the assignment
 - Gather and analyze data and accordingly prepare 2-page briefs for each example/success story of the selected sector/sub-sector(s) (minimum 10 from developed and developing countries but they should be replicable in Viet Nam), which will further be used to make a report
 - Undertake field visits in Viet Nam to understand the status of circular economy trends in Viet Nam to get insights into the chosen sector/sub-sector(s)
 - Collate the inputs provided by the national consultants for the detailed report specific to Viet Nam and prepare a detailed report analyzing each success stories in terms of opportunities and challenges and the scope of replicating some of those models in Viet Nam
- b). Formulating the Concept Note, with principles, approach, and proposed actions for Viet Nam
 - Discuss with UNDP and MONRE on the suitable approach towards the circular economy model for Viet Nam and different measures including collaboration among government and private players, etc. that can be taken to initiate the adopted model
 - With the support of the national consultants, conceptualize a possible circular remap/action plan for Viet Nam in the form of a concept note
- c). Proposing principles, targets and indicators for the selected sector/sub-sector(s) to be considered for SEDP/SEDS

- Guide the review and identify opportunities/entry points of the processes through which conclusion/integration of circular economy principles/targets into national and sectoral development plan.
- Develop a brief of principles, and indicators for possible inclusion/integration into the next SEDS/SEDP, which aligns with the relevant SDG goals and targets.

3.2. FOR NCs

The national consultants will be responsible for assisting in the implementation of the assignment and providing inputs to the international consultant for the deliverables specified in the TOR. She or he will work under the leadership of the international consultant and ensure that the materials are delivered before the due date.

Specific tasks for NC 1:

- a). Research and analysis of the good practices related to circular economy
 - Conduct research on waste management and circular economy system, which includes investigating specific sector/sub-sector(s) in Viet Nam
 - Based on the above-mentioned tasks, assist the international consultant in preparing a short inception report including details of the sector/sub-sectors, countries, stakeholders involved and workplan for the assignment
 - Review and provide comments on the brief prepared by the IC on the other countries' examples and success stories of circular economy
 - Lead and work closely with NC 2 to undertake research to understand the status of circular economy and success stories specific to at least 5 sub-sectors Viet Nam with an analysis of each one of them in terms of opportunities and challenges to get insights into the chosen sector/sub-sector(s)
 - Discuss with IC and provide inputs for the models being recommended for Viet Nam in terms technical and conceptual feasibility
- b). Assisting in formulating the Concept Note, with principles, approach, and proposed actions for Viet Nam
 - Discuss with UNDP, ISPONRE and IC on the suitable approach towards the circular economy model for Viet Nam and take measures to map out the major players in Viet Nam, who follow the circular economy system and collaborate among government and private players
 - Discuss and provide ideas/inputs for developing a concept note for possible circular models and remap/action plan for Viet Nam
- c). Proposing principles, targets and indicators for the selected sector/sub-sector(s) to be considered for SEDP/SEDS
 - Review the relevant guidelines including integrating certain priorities for Viet Nam into the SEDS/SEDP and suggest opportunities/entry points of the processes through which conclusion/integration of circular economy principles/targets into national and sectoral development plan
 - Provide inputs to the IC to develop a technical brief on proposed principles, and indicators to be included in the next SEDS/SEDP, which aligns with the relevant SDG goals and targets
- d). Based on the analytical report and concept note drafted by the IC, prepare a consolidated report in Vietnamese, which includes the status, best practices, the recommended approach, concept and models and actions on circular economy for Viet Nam.

Specific tasks for NC 2 to meet the objectives:

- a). Research and analysis of the good practices related to circular economy
- Conduct research on waste management and circular economy system, which includes investigating specific sector/sub-sector(s) in Viet Nam
 - Based on the above-mentioned tasks, assist the international consultant in preparing a short inception report including details of the sector/sub-sectors, countries, stakeholders involved and workplan for the assignment
 - Review and provide comments on the brief prepared by the IC on the success stories and examples of circular economy in other countries
 - Under the guidance of IC and NC 1, undertake research to understand the status of circular economy and success stories specific to at least 5 sub-sectors in Viet Nam with an analysis of each one of them in terms of opportunities and challenges to get insights into the chosen sector/sub-sector(s)
 - Provide inputs for the models being recommended for Viet Nam in terms technical and conceptual feasibility
- b). Assisting in formulating the Concept Note, with principles, approach, and proposed actions for Viet Nam
- Discuss with UNDP, ISPONRE and IC on the suitable approach towards the circular economy model for Viet Nam and take measures to map out the major players in Viet Nam, who follow the circular economy system and collaborate among government and private players
 - Discuss and provide ideas/inputs for developing a concept note for possible circular models and remap/action plan for Viet Nam
- c). Proposing principles, targets and indicators for the selected sector/sub-sector(s) to be considered for SEDP/SEDS
- Review the relevant guidelines including integrating certain priorities for Viet Nam into the SEDS/SEDP and suggest opportunities/entry points of the processes through which conclusion/integration of circular economy principles/targets into national and sectoral development plan
 - Provide inputs to the IC to develop a technical brief on proposed principles, and indicators to be included in the next SEDS/SEDP, which aligns with the relevant SDG goals and targets
- d). Provide comments for the consolidated report in Vietnamese, which includes the concept, the recommended approach and models and action plan for Viet Nam
- e). Act as a translator for the IC during the mission and technical consultation

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

The contract duration for the international consultant and national consultants is from date of signature to 31 December 2019.

Estimated number of working days for IC: 35 working days

Estimated number of working days for NC 1: 35 working days

Estimated number of working days for NC 2: 25 working days

Duty Station for the three consultants: Home-based in Hanoi

The consultants shall report to the UNDP country office and ISPONRE, when required. Also, there may be a requirement to travel to other provinces for work. In case of travel to provinces, eligible cost for travel will be covered by UNDP based on UNDP policy and/or UN-EU cost-norm.

The IC is expected to have 1 mission to Hanoi for 5 working days. International travel cost shall be included in the IC's financial offer for this assignment.

5. DELIVERABLES

- 1) Inception report including details of the sector/sub-sectors, countries, stakeholders involved and workplan for the assignment (in English)
- 2) An analytical report on best practices and cases studies of circular economy in relevant countries and in Viet Nam (in English)
- 3) A Concept Note on circular in Viet Nam, with inclusion of principles, approach, suggested sectors/sub-sectors, and the ways forward (in English)
- 4) A set of principles, viable targets and indicators in sectors/sub-sectors, for inclusion in the next SEDS/SEDP (in English)
- 5) A consolidated report, which includes the status, best practices, the recommended approach, concept and models and action plan for Viet Nam (in Vietnamese)
- 6) PowerPoint presentations prepared for consultation meetings (in English and Vietnamese) and notes of the consultation meetings (in English)

5.1. FOR IC

The expert is expected to submit following deliverables in English:

#	Deliverables	Deadline
1	Short inception report including details of the sector/sub-sectors, countries, stakeholders involved and workplan for the assignment	July 2019
2	Draft brief report (Minimum 10 examples/success stories from other countries)	10 August 2019
3	Draft and final detailed analytical report, which includes several circular economy success stories and status from across the globe and specific to Viet Nam with an analysis of each one of them in terms of opportunities and challenges and the scope of replicating some of those models in Viet Nam	July - September 2019
4	Draft and Final Concept Note on recommended circular economy model for Viet Nam specific to sectors/some sub-sectors which provides an outline of a possible circular remap/action plan for Viet Nam	October - November 2019
5	Final Technical brief with a proposed set of principles, targets and indicators for specific sector or sub-sectors into SEDP/SEDS	December 2019

5.2. FOR NC 1

The expert is expected to submit following deliverables:

#	Deliverables	Deadline
1	Inputs for the IC for preparation of short inception report including details	July 2019

	of the sector/sub-sectors, countries, stakeholders and workplan for the project	
2	Written inputs for Draft brief report (Minimum 10 examples/success stories from other countries) (in English)	August 2019
3	Written inputs and comments to the draft and final detailed analytical report, which includes several circular economy success stories and status from across the globe and specific to Viet Nam with an analysis of each one of them in terms of opportunities and challenges and the scope of replicating some of those models in Viet Nam (in English)	September 2019
4	Written inputs and comments to the draft and final Concept Note on recommended circular economy model for Viet Nam specific to a sector/some sub-sectors (in English)	October - November 2019
5	Written inputs to the technical brief on a set of proposed principles, targets and indicators for specific sector or sub-sectors in Viet Nam (in English)	December 2019
6	Consolidated report, which includes several circular economy success stories and status from across the globe and specific to Viet Nam with an analysis of each one of them in terms of opportunities and challenges and the scope of replicating some of those models in Viet Nam (in Vietnamese)	September to December 2019

5.3. FOR NC 2

The expert is expected to submit following deliverables:

#	Deliverables	Deadline
1	Inputs for the IC for preparation of short inception report including details of the sector/sub-sectors, countries, stakeholders and workplan for the project	July 2019
2	Written inputs for Draft brief report (Minimum 10 examples/success stories from other countries) (in English)	August 2019
3	Research report on status and success stories of circular economy specific to at least 5 sub-sectors in Viet Nam (in English)	July - August 2019
4	Written inputs and comments to the draft and final detailed analytical report, which includes several circular economy success stories and status from across the globe and specific to Viet Nam (in English)	September 2019
5	Written inputs and comments to the draft and final Concept Note on recommended models for circular economy model for Viet Nam (in English)	November 2019
6	Written inputs to the technical brief on a set of proposed principles, targets and indicators for specific sector or sub-sectors in Viet Nam in English	November to December 2019
7	Written comments on the consolidated report in Vietnamese	December 2019

6. PROVISION OF MONITORING, PROGRESS CONTROL

Both IC and NCs will be responsible to report to the Head of Climate Change and Environment, UNDP and ISPONRE throughout their consultancy and they will be supervised technically by the

Programme Officer and Junior Professional Consultant from Climate Change and Environment team (UNDP).

7. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

UNDP and ISPONRE will provide administrative support to the consultants to undertake research and assessment and logistic arrangement during the mission in Viet Nam.

8. QUALIFICATION AND WORK EXPERIENCE

8.1. FOR IC

- Master's degree or higher qualification in chemistry, biology, environmental studies/environmental science, economics or waste management or related fields
- At least 10 years of recent working experience in recycling/waste management/circular economy
- Experience in policy research on recycling/waste management/circular economy
- Experience in working in developing countries for donor supported projects in relevant fields
- Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management

8.2. FOR NC 1

- Master's degree or higher qualification in chemical engineering, environmental studies, waste management or related business field.
- At least 7 years of recent working experience in recycling/waste management or circular economy
- Proven knowledge of the sectors/sub-sectors in Viet Nam in areas of waste management/circular economy
- Experience in policy research on recycling/waste management/circular economy
- Experience in working with government and donor-supported agencies
- Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management
- Proficient in writing and communication in English.

8.3. FOR NC 2

- Master's degree or higher qualification in chemical engineering, environmental studies, waste management or related business field.
- At least 5 years of recent working experience in recycling/waste management or circular economy
- Proven knowledge of the sectors/sub-sectors in Viet Nam in areas of waste management/circular economy
- Experience in policy research on recycling/waste management/circular economy

- Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management
- Proficient in writing and communication in English

9. PAYMENT TERM

9.1. FOR IC

Fee will be made after the contract deliverables are accepted by UNDP.

- First payment of 20% of the contract value will be made upon submission and acceptance of the brief report (Minimum 10 examples/success stories from other countries).
- Second payment 30% of the contract value will be made upon submission and acceptance of the final analytical report.
- Last payment of 50% of the contract value will be made upon submission and acceptance of all products under the contract.

9.2. FOR NC 1

- First payment of 20% of the contract value will be made upon submission and acceptance of written inputs to the final analytical report.
- Second payment 30% of the contract value will be made upon submission and acceptance of written inputs to the concept note.
- Last payment of 50% of the contract value will be made upon submission and acceptance of all products under the contract.

9.3. FOR NC 2

Fee will be made after the contract deliverables are accepted by UNDP.

- First payment of 10% of the contract value will be made upon submission and acceptance of written inputs to the brief report
- Second payment 50% of the contract value will be made upon submission and acceptance of the research report on status and success stories of circular economy specific to at least 5 sub-sectors in Viet Nam.
- Last payment of 40% of the contract value will be made upon submission and acceptance of all products under the contract.

10. PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

☐ NONE ☐ PARTIAL ☒ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA

11.1. FOR IC

Consultant(s)' experiences/qualification related to the services		
1	Master's degree or higher qualification in chemistry, biology, environmental studies/environmental science, economics or waste management or related fields	200
2	At least 10 years of recent working experience in recycling/waste management	300
3	Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management/circular economy (two sample reports must be submitted)	200
4	Experience in policy research in relevant field in recycling/waste management/circular economy	200
5	Experience in working in developing countries for donor supported projects in relevant fields	100
Total		1000

11.2. FOR NC 1

Consultant(s)' experiences/qualification related to the services		
1	Master's degree or higher qualification in chemistry, biology, environmental studies/environmental science, economics, management, waste management or related fields with Proven knowledge of the sectors/sub-sectors in Viet Nam in areas of waste management/circular economy	200
2	At least 7 years of recent working experience in recycling/waste management/circular economy	250
3	Experience in policy research in relevant field in recycling/waste management/circular economy	200
4	Experience in working with government and donor-supported agencies	100
5	Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management	100
6	Proficient in writing and communication in English (two sample reports must be submitted)	150
Total		1000

11.3. FOR NC 2

Consultant(s)' experiences/qualification related to the services		
1	Master's degree or higher qualification in chemistry, biology, environmental studies/environmental science, economics, management, waste management or related fields with Proven knowledge of the sectors/sub-sectors in Viet Nam	200
2	At least 5 years of recent working experience in recycling/waste management	300
3	Experience in policy research in relevant fields on recycling/waste management/circular economy	200
4	Track record of analytical report writing, and/or academic publication in areas related to recycling/waste management	100
5	Proficient in writing and communication in English (two sample reports must be submitted)	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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant; 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	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).