



Empowered lives.
Resilient nations.

30 July 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 on Climate Change
Period of assignment/services (if applicable):	(August 2019 – March 2020)
Duty Station:	Hanoi, Vietnam
Tender reference:	A-190801

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

23.59 hrs., Wednesday 14 August 2019 (Hanoi time)

With subject line:

A-190801 International Consultant for Climate Change

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.
- Letter of Introduction
- 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 **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

(A) International Consultant's experiences/qualification related to the services		
1.1	Master in environmental economics, climate change or international development	200
1.2	Minimum 2 years of experience in working with UN agencies, Government agencies, or research centers on climate adaptation, climate change related projects;	200
1.3	Proven experience in research and technical analysis on the topic of climate change adaptation/mitigation, environmental policies e.g. Cost-Benefit Analysis and co-benefits of adaptation	200
1.4	Good command of information and communication tool is an advantage;	100
1.5	Proven experience working in Viet Nam as an advantage	100
1.6	Writes clearly, concisely and effectively – at least two publications	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 subject to positive reference checks on the consultant's past performance.

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

TERMS OF REFERENCE



*Empowered lives.
Resilient nations.*

CLIMATE CHANGE AND ENVIRONMENT CONSULTANT

Title:	International Consultant on Climate Change
Department:	Climate Change and Environment, UNDP Viet Nam
Location:	Hanoi, Viet Nam
Report to:	UNDP Program Officer on Climate Change and Resilience, and the Assistant Resident Representative, Climate Change and Environment Unit
Duration:	90 days, tentatively from 23 rd of August 2019 – 31 st March 2020

1) GENERAL BACKGROUND

UNDP Viet Nam provides critical support to the Government of Viet Nam in the areas of sustainable development, climate change, disaster risk reduction, renewable energy and energy efficiency. Efforts to support Viet Nam's development agenda are firmly grounded in the context of the One UN Initiative and the One Plan III, the consolidated programme of work of all UN agencies working in Viet Nam.

The National Strategy on Climate Change was approved by the Prime Minister Decision 2139/QĐ-TTg (December 5, 2011) and emphasised that climate change will impact all economics sectors. Consequently, the Government of Viet Nam has made great efforts in mainstreaming climate change into development plans of sectoral ministries, agencies and localities. In 2015, Viet Nam approved and ratified the Paris Agreement, thus Viet Nam's INDC became its Nationally Determined Contribution (NDC). The period 2015-2019 is the preparatory period for NDCs implementation, during which countries shall develop their action plans and review or revise their commitments. In this context, UNDP is supporting MOIT with energy efficiency projects aiming to reduce the emission intensity of the construction sector.

Viet Nam has been ranked as one of the countries most vulnerable to the impacts of climate change, over the period 1998 to 2017. In 2020, Viet Nam will chair the ASEAN network and will assume the role of a non-permanent member at the United Nations Security Council (UNSC) for the 2020-2021 term, for the second time after its successful mandate in 2008-2009. This presents a good opportunity for Viet Nam to bring up key development challenges, such as vulnerability, climate change, sea level rise and marine plastics at the highest level of international development agendas. UNDP will continue to support Viet Nam in organising high-level conference and formulation of national action plans.

In Viet Nam, the amount of solid waste generated per capita is continuously increasing and unsustainable waste management, especially of plastics, has severe consequences for the Vietnamese population. Enhancing Solid Waste Management (SWM) is a trigger for sustainable development, and this essential utility service closely relates to issues such as public health, private sector development, environmental protection, and gender equality. The Government adopted the amended National Strategy of Integrated Solid Waste Management up to 2025, vision towards 2050 (491/QĐ-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.

A consultant will be required to support the development of new projects in the field of Climate Change Adaptation, Waste Management, Circular Economy and Energy Efficiency.

2) OBJECTIVES OF THE ASSIGNMENT

Under the direct supervision of the Climate Change Adaptation Programme Officer, the consultant will undertake the following tasks, during its assignment:

Objective 1: Documentation and development of communication materials

The consultant will prepare policy briefs, case study, blog stories and infographics to present the outcomes of projects in the field of energy efficiency. The aim of the assignment is to synthesize lessons learned and best practices in a clear and concise manner for a wide audience (private sector, investors, ministries, NGOs). Topics will include: Led technologies, Non-fired bricks, Energy Efficiency in buildings etc.

Objective 2: Implementation of new projects and project delivery

The consultant will support Programme Officers for the planning, coordination and implementation of projects. Her/ his tasks will include: the revision of reports, preparation of work plans, terms of references, progress reports and the overall project coordination. Specifically, the consultant will contribute to two projects:

(i) Climate Change Adaptation and Sea Level Rise conference, due to take place in March 2020.

This conference aims to raise awareness on the pressing issue of SLR and how this impact vulnerable and developing countries. The consultant will support the preparation of the conference with the thematic experts, liaise with different stakeholders (partner countries, research centres, consultants, UNDP headquarters), support the development of the agenda, prepare knowledge products and collaborate with the event/communication team to ensure high visibility to the event.

(ii) Scaling up a socialised model of domestic waste and plastics management in 5 coastal cities

This project seeks to enhance Solid Waste Management systems across five coastal cities, using two strategies approach. Firstly, the project aims to reduce the amount of uncontrolled waste by strengthening and/or creating waste collection formal and informal groups. Secondly, the project will use a circular economy approach to reduce and recycle plastic waste. This will be done through awareness and communication campaigns, support to policies and regulations and creation of business accelerator.

Objective 3: Research

Circular economy for the Socio-Economic-Development Plan (SEDP).

UNDP is providing Technical Assistance to MONRE and IPSONRE to effectively include feasible models of circular economy tailored to the needs and ambitions of the Government of Viet Nam. Drawing upon the most recent research evidence, the consultant will contribute to the circular economy study, through the provision of technical input and the redaction of specific chapters. He/ she will also support the preparation of events and workshop with the VCCI and other relevant counterparts.

Objective 4: Project development and resources mobilisation

The consultant will contribute to the preparation of concept notes and to the development of project proposals for international climate funds (e.g. GCF, Adaptation Fund) on environment and climate change. This could include the following topics: marine plastic pollution, climate-induced migration, urban waste, tourism adaptation strategies, energy efficiency etc.

The consultant will prepare terms of reference and support the coordination of team members to ensure the effective and timely preparation of the proposals. The consultant will also provide technical guidance, as well as research and review of scientific evidence, as requested.

In addition to the above-mentioned task, the consultant is expected to carry the following, as described below:

Knowledge sharing and learning: The consultant will actively promote the sharing of lessons learned and best practices amongst

projects, counterparts, donors and within the UNDP office. The consultant will facilitate the sharing of knowledge and the use of innovative interactive tools, within UNDP offices and with a range of stakeholders (Ministries, donors, research institutions). The consultant will prepare brown bag lunches on different thematic throughout its assignment.

Partnerships: The consultant is expected to maintain and expand the relationship with the Climate Change Working Group and to provide input for conferences. The consultant will also prepare and share minutes of the meetings with the Climate Change and Environment Unit, when required.

3) SCOPE OF WORK

Please, refer to the above section 'Objectives'

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

The consultant will work part-time from August 2019 to end of March 2020. Total working days is 90 days during the timeframe. The consultant will be base at UNDP – 304 Kim Ma – Ha Noi. If the consultant is required to travel, UNDP will cover the related costs.

5) FINAL PRODUCTS

The consultant is expected to deliver the following products:

Objectives	Expected Results	Duration	Deadlines
Objective 1	Documentation and development of communication materials Summary papers of approximately 20 pages – on NFB, LED and Energy Efficiency	10 days	Oct 2019
Objective 2	Implementation of new projects and project delivery <ul style="list-style-type: none"> - Support the inception phase/activities and preparation for the full implementation of new projects (e.g. marine plastics, solid waste management) - Contribution to the drafting of the High-Level Conference on Climate Change: concept note, agenda, presentations, discussions and proceedings. 	25 days 30 days	Dec 2019 Dec 2019
Objective 3	Research <ul style="list-style-type: none"> - Support to the circular economy Technical Assistance project to MONRE/IPSONRE – Research, provide technical reviews of report and organisation of the presentation workshop/event including preparation of speeches and notes. 	10 days	Jan 2020
Objective 4	Project development and resources mobilisation <ul style="list-style-type: none"> - 3-4 project proposals submitted to donors - Additional research and response to climate funds 	15 days	March 2020

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to UNDP Technical Specialist on Climate Change and Resilience and coordinate for necessary advice and oversight of UNDP Team Leader for Climate Change and Environment, UNDP Technical Advisor on Climate Change Adaptation and Resilience and UNDP CCE team members on related topics.

The consultant shall seek agreement by UNDP on his/her proposed reporting requirements, specific scope and formats for all deliverables.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master in environmental economics, climate change or international development; (200 points)
- Minimum 2 years of experience in working with UN agencies, Government agencies, or research centers on climate adaptation, climate change related projects; (200 points)
- Proven experience in research and technical analysis on the topic of climate change adaptation/mitigation, environmental policies e.g. Cost-Benefit Analysis and co-benefits of adaptation; (200 points)
- Good command of information and communication tool is an advantage; (100 points)
- Proven experience working in Viet Nam as an advantage; (100 points)
- Writes clearly, concisely and effectively – at least two publications; (200 points)

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The consultant will work at UNDP Ha Noi. UNDP will be able to arrange necessary administrative support and office facilities during the assignment.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

The payment will be made based on acceptance of deliverables as below

No	Deliverables	Deadlines	Payment terms
1	<ul style="list-style-type: none">- Overall workplan of the assignment- Full documentation and development of communication materials on NFB, LED, Energy Efficiency- 1st Progress update on the support to implementation of Solid Waste Project and CCA SLR conference	Oct 2019	23%
2	<ul style="list-style-type: none">- 2nd Progress update on the support to implementation of Solid Waste Project and CCA SLR conference	Dec 2019	27%
3	<ul style="list-style-type: none">- Technical inputs to reports on Circular Economy and draft presentation/speech and minutes of circular economy workshop- 2 project proposals submitted to donors and inputs to Project development and resources mobilization	Jan 2020	23%

4	- All products under the contract including 1-2 project proposals submitted to donors and inputs to Project development and resources mobilization and the 3rd Progress update on the support to implementation of Solid Waste Project and CCA SLR conference	March 2020	27%
---	---	------------	-----

ANNEX IV

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

Date _____

United Nations Development Programme

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 (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).