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Date: 11 October 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Team Leader to conduct an assessment of data, capacity and Nationally Appropriate Mitigation Actions (NAMA) development process needs for NAMA development in the steel and chemical fertilizer sectors
Project name:	"Strengthening Capacity on Climate Change Initiatives in the Industry and Trade sectors" (CCIT)
Period of assignment/services:	Estimated 30 days – implementing period: Q4 2013 to Q1 2014

1. Submissions should be sent by email to: procurement.vn@undp.org no later than: **24 October 2013 (Hanoi time)**.

With subject line: International Team Leader – CCIT Project

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note: Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to nguyen.thi.hoang.yen@undp.org. 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 interested consultants and

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) & [General Conditions](#) (Annex III)

- [Insurance Coverage Table](#) (Annex IV)
- [Vendor Form](#) (Annex V)
- [Confirmation of interest](#) (Annex VI)
- [Guidelines for CV preparation](#) (Annex VII)
- [Format of financial proposal.](#) (Annex VIII)

3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

- a. Technical component:
 - Confirmation of Interest -Annex VI
 - Signed Curriculum vitae
 - Copy of 1 publications/writing samples.
 - Reference contacts of past 03 clients for whom you have rendered preferably the similar service
- b. Financial proposal **(with your signature)**:
 - The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VIII.
 - 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 US Dollar at UN Exchange Rate at the submission deadline.

Please note: Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		Max points
1	Post graduate degree in chemistry, steel, energy, engineering, environmental science, statistics or related fields	200
2	Experiences from Southeast Asia in the field of climate change mitigation policies, preferably related to NAMAs or LEDS, and advisory on the institutional and legal setup of the governments and local authorities for climate change mitigation.	200
3	Comprehensive working knowledge about MRV of energy use and GHG emissions from heavy industries. Hands on experiences from industrial MRV activities for energy and GHG emission in Southeast Asia is an advantages.	250
4	Thorough knowledge of international experiences and requirements towards CDM/PoA/NAMA development	100
6	A proven track record as assignment leader for UNDP (or other international organizations) supported projects.	150
7	Fluent in written English (01 writing sample must be provided for assessment)	100
Total :		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $Sf = 1000 \times Fm / F$, in which Sf is the financial score, Fm 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%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

8. 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:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <https://training.dss.un.org/consultants>. 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.

9. 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.

Payment Term includes two installments after completion of each phase and acceptance of outputs by UNDP, as follows:

- 35% upon UNDP Vietnam acceptance of task 1 – 2.
- 65% upon UNDP Vietnam acceptance of a full final report.

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

Annex I

TERMS OF REFERENCES

Assessment of data, capacity and NAMA development process needs and gaps for NAMAs development in the steel and chemical fertilizer at Ministry of Industry and Trade.

International consultant

Project:	“Strengthening Capacity on Climate Change Initiatives in the Industry and Trade sectors” (CCIT)
Country of assignment:	Viet Nam
Description of the assignment:	Conduct an assessment of data, capacity and Nationally Appropriate Mitigation Actions (NAMA) development process needs for NAMA development in the steel and chemical fertilizer sectors
Duration of assignment:	Estimated 30 days – implementing period: Q4 2013 to Q1 2014

1. Background and context

The Government of Viet Nam is committed to develop climate change policies in different sectors of the economy, and has developed and adopted a number of policy frameworks related to climate change, especially in the industry and trade sectors, such as the National Target Programme to Respond to Climate Change (NTP-RCC), the National Cleaner Production Strategy in Industry until 2020, the National Energy Conservation Law, and the Viet Nam Energy Efficiency Programme (VNEEP). Government of Viet Nam has also launched the National Climate Change Strategy and the Green Growth Strategy. These policies provide principles and guidance for ministries and agencies directly engaged with climate change response, to create associated implementation plans and help achieve national targets.

In this context, a specific action in the industry sector was decided. In 2010, the Ministry of Industry and Trade (MOIT) has elaborated an "Action Plan in Response to Climate Change" (AP-RCC), under which several adaptation and mitigation projects are proposed. In addition, there is a willingness to set up a national scheme to develop Nationally Appropriate Mitigation Actions (NAMAs) under the UN Framework Convention on Climate Change (UNFCCC).

As part of the MOIT AP-RCC, the Government approved the project “Strengthening capacity on climate change initiatives in the Industry and Trade sectors” (CCIT project). The CCIT project will run for four years. It is partly funded by the UNDP’s Low Emission Capacity Building Programme, which directly supports and contributes to NAMA activities in the industry and trade sectors and to building capacities on GHG inventory management and Monitoring, Reporting and Verification (MRV) systems.

2. Objective of assignment

The objective of the assignment is to identify the technical gaps and capacity needs prior to a NAMA development process at MOIT. The activities and findings from this assignment will serve as foundation for building a NAMA framework at MOIT together with a later NAMA submission to the UNFCCC registry.

In addition, the assignment also includes an identification of data, MRV, processes, legal and institutional capacity needs in MOIT for establishing robust NAMAs in the two targeted industrial subsector – steel and chemical fertilizers. The findings must be supported with concrete actions and activities to overcome the identified needs.

3. Scope of work

The NAMA approach for addressing GHG emissions reductions in the steel and chemical fertilizer industries have not yet been defined, hence the identification of data, MRV, process and capacity needs must have broad scope.

The identified needs and gaps must be aligned and complement the national GHG inventory in Viet Nam and future formulations of National Communications to UNFCCC at MONRE.

Therefore, the international consultant will review existing data sets and data flows, legal framework and institutional capacities together with NAMA development process needs. Measures may include data collection, processing and analysis processes, new institutions, information and awareness material and staff training programs.

4. Activities and tasks

1. A detailed methodology and step by step work plan of the assignment must be elaborated and described. The methodology and work plan must be approved by MOIT and UNDP in the early stage of the assignment.

2. A review and analysis of the current legal, institutional and procedural arrangement for the national GHG inventory system and processes for monitoring and reporting of industrial energy use and GHG emission within MOIT and MONRE, agencies and local authorities. The scope of the review is only within industries under MOIT's mandate. The review will be based on circulars, legal instructions and guidelines from MOIT and MONRE. The *de facto* process flow and data handling must also be included, for example on the basis interviews with industrial stakeholders, technical reports and scientific publications concerning monitoring and reporting GHG emissions in Viet Nam.

The review should also include examples from international best practices on how to structure and formulate a GHG baseline reference level and an industrial MRV system for energy use and GHG emissions. The focus and examples must within steel and chemical production. The examples must be applicable in a Vietnamese context. Examples from related countries' institutional and legal setup together with centralized processes for MRV must also be included.

3. An identification of gaps of missing data and data collection processes which are required to establish a comprehensive MRV system for GHG emissions and a GHG baseline scenario from the two selected sub-sectors. The identification must include the various required data units, monitoring plans, monitoring frequency etc.

A capacity and technical assessment for implementation of a MRV system must be conducted. The MRV assessment must complement the findings from GHG baseline scenario, and identify various required data units, monitoring plans, monitoring frequency etc. for production of steel and chemical fertilizer in Viet Nam. The review must also include identification of potential gaps and pitfalls within data collection processes and workflows for monitoring, reporting and verification of data from the producers to local, regional or national authorities.

4. Policy and institutional review for a NAMA formulation. The review must include the possibility of using the existing national regulation, strategies and programmes as legal framework supporting a NAMA formulation at MOIT.

Analyze the current legal framework and process flow within the Government of Viet Nam for monitoring and reporting on energy use and GHG emissions from industries. The review must include formal and legal workflows for monitoring, reporting and maintaining the data in centralized databases or similar.

Identify areas for improving the Government of Viet Nam's (in particular at MOIT and MONRE) legal framework for increased monitoring and reporting of energy use and GHG emissions from the steel and chemical fertilizer industries.

5. Review MOIT's institutional and technical readiness to formulate and implement a sectoral NAMA within steel and chemical fertilizers. Identify MOIT's key strengths and competences for formulating and implementation a sector wide NAMA for GHG reductions within steel and chemical fertilizers. Identify gaps and limited capacity within MOIT and other relevant governmental bodies' to formulate and implement a sector NAMA formulation within the selected sub-sectors.

In addition, the review must include MOIT's and other relevant governmental bodies' capacity and ability to formulate new and ambitious legislations for GHG reductions under a NAMA framework.

For task 1 – 5 the consultant must provide recommendations to improve and overcome the identified technical, legal and capacity needs. The recommendations must be supported by a work plan to address and improve the findings. Examples from other countries (ref task 2) should be used to exemplify the options for a formulating a GHG baseline scenario for industrial subsector's and national MRV systems.

5. Duration, estimated work load and deliveries of the assignment.

The scheduled starting date for the assignment is the 1st of November and the assignment must be finalized by 15th of March 2014. The estimated work load is 30 working days for the international consultant.

The international consultant must expect two missions to Viet Nam (Hanoi/provinces/ production sites). The duration of each mission will be eight working days. In case of required activities outside Hanoi, the CCIT project will arrange and cover the domestic transportation, accommodation etc. during the site visits.

The selected international consultant will act as a team leader and is required to manage and guide a team of two national consultants. The national consultants will have experiences within MRV, legal framework for inventory and monitoring GHG emissions etc. The majority of data collection and visits to provinces etc. will be conducted by national consultants. Each national consultant will be contracted for 30 days with separate TORs and contracts. TORs of the two national team members will be shared with the international team leader.

The international consultant will be responsible for the management of the assignment team and for the overall delivery and quality of the assignment as described in task 1 to 5 under section 4 of the TOR

6. Deliverables:

The international consultant is responsible for delivering the following tasks:

Task 1 and draft version of task 2 must be delivered by 1st of December, 2013

Draft versions of task 3 – 5 must be delivered by 15th of February, 2014

Final report with task 1 – 5 must be delivered by 15 of March, 2014

The consultant is further more requested to present methodology, draft findings and recommendations (from task 1 – 5) at a technical stakeholder workshop in Hanoi. The workshop will be part of the second mission to Viet Nam.

7. PROVISION OF MONITORING AND PROGRESS CONTROLS

The international consultant will work under supervision of the Project Coordinator of the CCIT project together with UNDP Programme Officer. Administrative support will be provided by personnel of CCIT Project Management Unit. UNDP Programme Officer will support the consultant on general issue and oversee the consultant on the completion of the assessment.

Meetings and progress reports will be conducted with PMU and UNDP staff as requested.

Quality management:

Qualitative criteria: PMU and UNDP staff will be quality reviewers of the ongoing analysis, draft analysis and final assessment report together with training program.

8. DEGREE OF EXPERTISE AND QUALIFICATIONS

The lead consultant must be able to document the following experiences and expertise:

Consultant's experiences/qualification related to the services		Max points
1	Post graduate degree in chemistry, steel, energy, engineering, environmental science, statistics or related fields	200
2	Experiences from Southeast Asia in the field of climate change mitigation policies, preferably related to NAMAs or LEDS, and advisory on the institutional and legal setup of the governments and local authorities for climate change mitigation.	200
3	Comprehensive working knowledge about MRV of energy use and GHG emissions from heavy industries. Hands on experiences from industrial MRV activities for energy and GHG emission in Southeast Asia is an advantages.	250
4	Thorough knowledge of international experiences and requirements towards CDM/PoA/NAMA development	100
6	A proven track record as assignment leader for UNDP (or other international organizations) supported projects.	150
7	Fluent in written English (01 writing sample must be provided for assessment)	100
Total :		1000

9. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Arrangement of meetings and interviews:

The PMU and UNDP will assist the consultant in carrying assessments, interviews and meetings with proposed stakeholders.

10. ADMINISTRATIVE REVIEW TIME REQUIRED AND PAYMENT TERM

Two installments after completion of each phase and acceptance of outputs by UNDP, as follows:

35% upon acceptance of task 1 – 2.

65% upon acceptance of a full final report.

Annex VI

**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 or Personal History Form (P11) 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 : *[pls. 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) F
or your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- 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) his offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline; T

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*]; I

j) f I am selected for this assignment, I shall [*pls. check the appropriate box*]: I

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

- ☐ 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) 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. I

m) **f you are a former staff member of the United Nations recently separated, pls. 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. I

n)

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.

I

Full Name and Signature:

Date Signed :

Annexes *[pls. check all that applies]:*

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

Annex VII

GUIDELINES FOR PREPARING CV

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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex VIII

FINANCIAL OFFER

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

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes, medical check if required etc).

Cost breakdown:

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
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 62 years of age and involve travel – (required before issuing contract). *			
2.4	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