



18 March 2022

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 to organize and facilitate national consultations and preproduce a national report in preparation for Stockholm+50
Period of assignment/services (if applicable):	March 2022 – July 2022
Duty Station:	Home-based with travel
Tender reference:	T220306

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
11.59 am 24 March (Hanoi time)

With subject line:

T220306 – 01 International Consultant to organize and facilitate national consultations and preproduce a national report in preparation for Stockholm+50

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [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
- 01 sample report in English to be submitted

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:

An International Consultant

No.	Requirement	Points
1	Master's degree or higher in environment, climate change, social sciences, or similar development-related fields.	100
2	At least 10 years of professional experience in development or programme coordination in the areas of SDGs, climate, and environment in the region.	250
3	At least 2-3 years of work experience in Viet Nam and understanding of the political and economic contexts of the country.	150
4	Experience in international cooperation and coordination, particularly in the field of climate change and environment protection, with a strong networking of public sector, private sector, and civil society organizations and platforms in Viet Nam or comparable developing country contexts.	200
5	Experience of UNFCCC policies, processes, and institutions, including relevant UN treaties, particularly on environment, climate change, and SDGs.	100
6	Proven competency and experience in internet and social networking tools (i.e. Facebook, Twitter, YouTube, etc.) and ability to use standard computer applications (i.e. Word, Excel, PowerPoint, Outlook, etc.).	100
7	Fluency in spoken and written English is required. (01 sample report submitted)	100
	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 subject to positive reference checks on the consultant's past performance.

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 to the payment.

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

TERMS OF REFERENCE

Name of service:	01 international specialist to organize and facilitate national consultations and preproduce a national report in preparation for Stockholm+50		
Project:	Stockholm +50 National Consultations		
Reporting to:	Head of Climate Change & Environment Unit, UNDP Viet Nam		
Duty Station:	Home-based	Travel Required:	Yes
Duration of Assignment:	23 working days		
Start Date:	As soon as possible	End Date:	7/31/2022

I. BACKGROUND & PROJECT DESCRIPTION

The UN General Assembly has agreed to convene an international meeting entitled “[Stockholm+50: a healthy planet for the prosperity of all – our responsibility, our opportunity](#)”, in Stockholm, Sweden, on 2 and 3 June 2022, during the week of World Environment Day. The meeting will commemorate the 50 years since the convening of the UN Conference on the Human Environment. It is also designed to help accelerate implementation of the Sustainable Development Goals during the Decade of Action including through a sustainable recovery from the COVID-19 pandemic. The Government of Sweden will host the meeting with the support of the Government of Kenya. The meeting will reinforce the commemoration of the fiftieth anniversary of the creation of the UN Environment Programme, UNEP@50.

The international meeting and its preparation will provide for the effective participation of all States Members of the United Nations and UN specialized agencies and parties to the multilateral environment agreements with participation encouraged at the highest possible level. The international meeting will comprise an opening segment including a commemorative moment dedicated to the United Nations Conference on the Human Environment held in Stockholm in 1972, as well as four plenary meetings, three leadership dialogues, and a closing segment.

The leadership dialogues will be collaborative and multi-stakeholder with a focus on recommendations that contribute to the environmental dimension of the SDGs and accelerate implementation of commitments in the decade of action and delivery for sustainable development, including a sustainable recovery from the COVID-19 pandemic. They will address the following themes:

- **Leadership dialogue 1:** Reflecting on the urgent need for actions to achieve a healthy planet and prosperity of all;
- **Leadership dialogue 2:** Achieving a sustainable and inclusive recovery from COVID-19 pandemic; and
- **Leadership dialogue 3:** Accelerating the implementation of the environmental dimension of sustainable development in the context of the decade of action.

All relevant major stakeholder groups, including women, youth, older persons, persons with disabilities, indigenous peoples, and local communities, as well as other representatives from civil society and the private sector are encouraged to contribute to the discussions of the international meeting and its preparation through consultations at global, regional, and national levels.

The overall objective of the national consultations is to **stimulate an inclusive whole-of-society and whole-of-government dialogue on the main themes of Stockholm+50** as they relate to each national context. The consultations will provide in-person and virtual platforms for ideas, insights, and innovation that:

- Build a shared global vision on how to achieve a healthy planet and prosperity for all while accelerating progress on the Sustainable Development Goals and Multilateral Environment Agreements through an inclusive green recovery;
- Offer clear recommendations for governments, civil society and private sector on priority actions that can advance national and sectoral policies that address climate change and leverage nature-based solutions including Nationally Determined Contributions (NDCs), National Biodiversity Strategies and Action Plans, green economy/green recovery, and SDG frameworks;
- Amplify the voices of the poor and other marginalized groups; and
- Influence local and global debates that consider the perspectives of all stakeholders.

UNDP has been asked to facilitate **national consultations** using resources provided by the Government of Sweden and leveraging existing in-country programming and partnerships including through its support to Nationally Determined Contributions processes (e.g., UNDP's Climate Promise) and broader work on Nature, Climate, Energy, and other SDG themes, and as such is recruiting an **international consultant** to support on the consultations and drafting of the subsequent report.

UNDP will work closely with UNEP and all members of UN Country Teams (UNCT) to convene different development stakeholders and provide relevant knowledge to identify development challenges, opportunities, and solutions with a bottom-up approach. UNCTs, under the leadership and guidance of the UN Resident Coordinator (UNRC), are well placed to support the national consultations as institutional resources and country context allow.

II. OBJECTIVE

The two objectives of the contracted international specialist are to:

- (i) Lead in the planning, coordination, and implementation of the abovementioned **national consultations** for Viet Nam; and
- (ii) Prepare a **synthesis report** based on the consultation results, including interviews with experts, to be shared with the global Stockholm+50 team for integration into the final overall report informing the conference in June.

III. SCOPE OF WORK & EXPECTED OUTPUTS

Scope of Work

The specialist will be expected to be responsible for the following:

- Lead the planning, coordination and implementation of the consultation process, participants, and prepare the consultation agenda, data, and communications strategy;
- Prepare background information including on NDCs and other relevant policy frameworks, and population of SparkBlue virtual consultation space to serve as reference materials for consultation;

- Design and disseminate, forms, questionnaires and information products through relevant communication channel, including consultation workshops, to support the collection and analysis of complementary information on national consultation activities;
- Lead in technical facilitation of main in-person/live/streamed consultations over a 1-3 day period or longer;
- Lead the analysis and contextualization of data collected for consultation activities;
- Facilitate ongoing post-consultation online discussions on the SparkBlue virtual platform;
- Administer and maintain SparkBlue national consultation page with relevant content and information;
- Prepare a synthesis report on the results of the consultations. The full list of topics to be covered in the national consultations will be finalized in discussion with UNDP;
- Present the draft report to UNDP/UN and GOV counterpart for reviews and comments and incorporate comments to finalize the report.
- Prepare a presentation for the GOV counterpart to be shared at the conference.

Expected Outputs

The following outputs will be expected:

- National consultations successfully planned, promoted, and organized in close collaboration with UNCT and national and international stakeholder groups.
- SparkBlue national consultation space set up and supporting stakeholder engagement.
- Significant data and other useful knowledge gathered and shared to inform global Stockholm+50 meeting and advance national and sectoral development policies and plans.
- A gender-equal and socially inclusive approach is mainstreamed throughout all consultation stages; women's empowerment and leadership considerations are supported and integrated into key outputs and deliverables.
- All reporting and post-consultation follow-up requirements completed.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	Short inception report detailing workplan, list of experts/ organizations to be consulted and documents for initial review and approval by UNDP.	2	Within 1 week of contract signature
2	Facilitation of consultations and draft report circulated.	10	16 April 2022
3	Final draft of consultation report.	8	6 May 2022
4	Post-consultation follow-up requirements completed.	3	31 July 2022

V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 23 working days from the date of signature to 31 July 2022.

Duty station: Home-based with travel

Expected places of travel: Yes – timing and days and locations to be agreed with UNDP, travel related costs to be paid separately based on UN – DSA rate.

VI. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

UNDP will provide administrative support to the expert throughout the implementation of this consultancy service. However, the expert should be proactive in making appointments, organizing discussions and consultation meetings with the national consultants and key stakeholders.

- The **official guidelines for the Stockholm+50 national consultations** are included as an annex to this TOR, and will serve as overall guidance for the position in terms of the timeline, reporting template, and other pertinent information.
- A **2019 bottleneck assessment** published by the United Nations in Viet Nam will also be provided as a reference document.

VII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none">• Master's degree or higher in environment, climate change, social sciences, or similar development-related fields.
Relevant Professional Experience	<ul style="list-style-type: none">• At least 10 years of professional experience in development or programme coordination in the areas of SDGs, climate and environment in the region.• At least 2-3 years of work experience in Viet Nam and understanding of the political and economic contexts of the country.• Experience in international cooperation and coordination, particularly in the field of climate change and environment protection, with a strong networking of public sector, private sector, and civil society organizations and platforms in Viet Nam or comparable developing country contexts.• Experience of UNFCCC policies, processes, and institutions, including relevant UN treaties, particularly on environment, climate change, and SDGs.
Other Competencies	<ul style="list-style-type: none">• Proven competency and experience in internet and social networking tools (i.e. Facebook, Twitter, YouTube, etc.) and ability to use standard computer applications (i.e. Word, Excel, PowerPoint, Outlook, etc.).
Language Requirements	<ul style="list-style-type: none">• Fluency in spoken and written English is required (a writing sample/report is required for evaluation)

VIII. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Short inception report detailing workplan, list of experts/ organizations to be consulted and documents for initial review and approval by UNDP.	1 week after contract signature	0%
2	Facilitation of consultations and draft report circulated.	April 2022	50%
3	Fulfilment of all other outputs under the contract as laid out in Section III.	June/July 2022	50%

The consultant must submit a financial proposal based on Daily Fee; The consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (PIT tax, professional fees, communications, consumables, etc.) that could be incurred in completing the assignment are already factored into the daily fee submitted in the proposal.

For field trips, travel and daily allowance costs will be provided separately by UNDP as applied.

IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

X. EVALUATION CRITERIA

No.	Requirement	Points
1	Master’s degree or higher in environment, climate change, social sciences, or similar development-related fields.	100
2	At least 10 years of professional experience in development or programme coordination in the areas of SDGs, climate, and environment in the region.	250
3	At least 2-3 years of work experience in Viet Nam and understanding of the political and economic contexts of the country.	150
4	Experience in international cooperation and coordination, particularly in the field of climate change and environment protection, with a strong networking of public sector, private sector, and civil society organizations and platforms in Viet Nam or comparable developing country contexts.	200
5	Experience of UNFCCC policies, processes, and institutions, including relevant UN treaties, particularly on environment, climate change, and SDGs.	100
6	Proven competency and experience in internet and social networking tools (i.e. Facebook, Twitter, YouTube, etc.) and ability to use standard computer applications (i.e. Word, Excel, PowerPoint, Outlook, etc.).	100

7	Fluency in spoken and written English is required. (01 sample report submitted)	100
	Total	1,000

Criteria for Evaluation of Proposal

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Documents for Submission

Applicants will be expected to include the following along with their application:

B. Core Documents

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. 01 similar **sample report**;
4. **Financial offer** using the standard UNDP template.

XI. ANNEXES

- Stockholm+50 National Consultation Guidelines

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 and USD for International Consultant).

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

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). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable for local firm (in case your company signs the contract)			
	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.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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).