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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 January 2015

Country:	Vietnam
Description of the assignment:	International Consultant to provide quality assurance on the technical guidance for dioxin remediation technology selection and evaluation.
Project name:	Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
Period of assignment/services	15 home-base working days, tentatively Feb–March 2015

1. Submission should be sent by email to nguyen.thuy.nga@undp.org no later than: **04 February 2015** (Hanoi time)

Subject line: 01 IC to provide quality assurance on the technical guidance for dioxin remediation technology selection and evaluation.

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.thuy.nga@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.

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.

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)
- [Format of financial proposal.](#) (Annex V)

3. SUBMISSIONS:

- **Technical Submission:**

- Personal CV including past experience in similar projects and at least 3 references

- **Financial proposal**

- The financial proposal shall specify a total lump sum amount in **USD** including consultancy fees and all associated costs 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 VND at UN Exchange Rate at the submission deadline.

If travel outside the Duty Station is required by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

4. EVALUATION

- Technical Criteria weight: 1000 points
- Financial Criteria weight: 1000 points

Technical Evaluation will base on the following criteria:

Evaluation Criteria

No	Criteria	Maximum Point
Consultant(s)' experiences/qualification related to the services		
1	Relevant education degree in chemical, chemical technology, technology engineering and other related fields;	100
2	Working experiences in dioxin/POPs remediation technology, practical experience with technology demonstration of POPs treatment would be advantage ;	200
3	Good understanding and practical experience on developing international/GEF technical guidelines or experience on quality assurance for development of a technical guideline;	300
4	Knowledge and understanding of POP/dioxin contamination & treatment technology Knowledge of dioxin nature in Vietnam is desirable, knowledge on actual dioxin hotspots and technology demonstration is an asset;	200
5	Proven practical skills in working with multi-stakeholders & national counterparts; Practical experience &cautiousness in handling sensitive and political issues would be an asset	100
7	Proficiency in the English language especially competent in technical English writing;	100
Total		1000

Only candidates obtaining a minimum of 70% of Technical weight would be considered for the Financial Evaluation

Maximum 1000 points will be given to the lowest financial 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 proposal under consideration.

The weight of technical points is 70% and financial points is 30% of the obtainable points

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.

5. CONTRACT

“Lump-sum” Individual Contract will be issued for Individual consultant

“Lump-sum” RLA will be issued for consultant assigned by firm/institution/organization

Documents required before contract signing:

- Personal History
- Certificate on Basic Security in the Field when the consultant's work involves travel at <https://training.dss.un.org/consultants>. The certificate is valid for 3 years.
- Full medical examination certified by UN-approved doctor 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.

FINANCIAL OFFER

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

Description	Unit cost	No of days/missions	Total amount
<i>Consultant fee</i>			
<i>Daily cost for accommodation, meals . ..in field missions (breakdown to locations if necessary)</i>			
<i>Travel cost (breakdown to locations if necessary)</i>			
<i>Tax and misc</i>			
<i>Full medical examination from an UN- approved doctor (required for consultants over 62 years old)</i>			
TOTAL:			

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

Dated this day /month of year

Signature

Terms of Reference

Title: International Consultant to provide quality assurance on the technical guidance for dioxin remediation technology selection and evaluation

Project ID & Title: Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam

Duration: 15 home-base working days, tentatively Feb–March 2015

Duty Station: Home-base with no mission to Vietnam

1) GENERAL BACKGROUND

Viet Nam has experienced the significant impacts from dioxin pollution primarily associated with contaminated soils. Large quantities of herbicides, most of which were contaminated with dioxin, were used in the war over the period of 1961-1971. The dioxin concentration in soil in sprayed areas has declined to below traceable levels; however, in a few sites at the military airports where the herbicides, mainly Agent Orange (AO), were stored and/or handled before ending of the war, the soil are still highly contaminated. To date, dioxin concentration levels exceeding current international & national dioxin threshold (National standard is 1,000 pg I-TEQ/g) have been identified at three military airports of Bien Hoa, Da Nang and Phu Cat airbase _names as “dioxin hotspots”.

The Global Environment Facility (GEF) through UNDP support Vietnam a project “Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam” since 2009. The objective of the project is “to minimize the disruption of ecosystems and health risks for people from environmental releases of TCDD contaminated hotspots”. One of the key components of the Project is to demonstrate potential dioxin remediation and destruction technologies on a practical scale. The objective of this demonstration work is ultimately to identify options that can address these site contamination issues in an environmentally sound manner such that the significant risks the pose are eliminated.

To date a real practical scale demonstration has been conducted with a ball milling type (MCD) technology at Bien Hoa and a full scale remediation project using a thermal de-sorption technology, financed and administered by USAID, is currently underway in Da Nang. In parallel with the current assignment, the GEF-UNDP dioxin project is implementing further pilot demonstration work (both lab & semi-practical scale) outside of Vietnam by using contaminated soil from Bien Hoa with three technologies. It is anticipated that the accumulated experience from all of this work will collectively inform the commercial and technical selection of further full scale remediation projects at remaining sites in the future.

With the aim to provide specific guidance to Vietnam as it continues activities in this area after the Project closes at the end of 2014, the GEF-UNDP project prepares a technical guideline on dioxin remediation technology selection and evaluation, including preparation & implementation of technology demonstration by national consultant. UNDP is seeking an international expert to provide technical advices to enhance & finalise the guideline for dioxin remediation technology selection and evaluation including guidance on technology demonstration and application.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to provide quality assurance for the technical guideline on dioxin remediation technology selection and evaluation including guidance on technology demonstration and application in Vietnam, which prepared by GEF –UNDP Dioxin Project.

3) SCOPE OF WORK

The consultant will work closely with PMU, a national consultant, National Advisory Group and other key stakeholders through email & Skype or teleconference to undertake the specific tasks as below:

TASK 1. Review related materials on Dioxin/POPs remediation technology demonstration and application in Vietnam and international guidelines (if necessary);

TASK 2. Read the draft guideline prepared by national consultant & provide written technical input/ comments to overall structure, specific sections & details of the draft guideline.

TASK 3. Discuss & exchange with a national consultant, National Advisory Group, PMU & UNDP to guide the national consultant finalizing the Guideline.

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

The assignment will require 15 working days, home-base during Feb-March 20, 2015

5) FINAL PRODUCTS/Deliverables:

- Written comments on draft technical guideline (either in a separate paper or in draft technical guideline)
- Final technical guideline for dioxin remediation technology.

Tentative Deliverables schedule

Deliverables	Date of completion	Note
1. Written comment	No later than Feb 20, 2015	
5. The technical guideline was finalized	No later than March 5, 2015	

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected international expert will work under supervision of UNDP in close coordination with National Project Manager/PMU for both administrative and technical issues.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Relevant education degree in chemical, chemical technology, technology engineering and other related fields;
- Working experiences in dioxin/POPs remediation technology, practical experience with technology demonstration of POPs treatment would be advantage ;
- Good understanding and practical experience on developing international/GEF technical guidelines or experience on quality assurance for development of a technical guideline;
- Knowledge and thorough understanding of POP/dioxin contamination & treatment technology; Knowledge of dioxin nature in Vietnam is desirable, knowledge on actual dioxin hotspots and technology demonstration is an asset;
- Proven practical skills in working with multi-stakeholders & national counterparts; Practical experience & cautiousness in handling sensitive and political issues would be an asset;
- Proficiency in the English language especially competent in technical English writing;

8) Admin support and reference documents

Administrative support will be provided by the Project Management Unit (PMU), which will be responsible for the communication with relevant stakeholders, organization of meetings/seminar (if any), and provision of project-related materials. UNDP and the PMU will provide or arrange for the provision to the Consultant

with all background material available and as may be reasonably requested.

9) PAYMENT TERM

-100% of the contract amount is paid upon the submission and approval of the final products mentioned in items 5 with satisfaction of UNDP and PMU.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☐ NONE

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME