

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 February 2015

Country:	Vietnam
Description of the assignment:	International Consultant to prepare INDC for Vietnam for Adaptation to CC
Project name:	Project "Capacity Building for Implementation of National Climate Change Strategy Project - CBICS"
Period of assignment/services	March-April 2015 (20 working days)

1. Submission should be sent by email to nguyen.thuy.nga@undp.org no later than: **26 February 2015** (Hanoi time)

Subject line: International Consultant to prepare INDC for Vietnam for Adaptation to CC

Submission received after that date or submission not in conformity with the requirements specified in 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:**
 - Updated 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

International Consultant

Criteria	Max
An advanced University Degree (minimally Masters or equivalent) in disciplines such as environmental management, disaster risk management, earth sciences, social sciences, urban and regional planning	200
At least seven (7) years of work experience in disaster management, vulnerability reduction or a related field with at least three years in program management and coordination function.	200
At least 3 years of experience of working in climate change, especially in adaptation;	200
Understanding of international climate change processes including INDC;	200
Proven experience in working with Governments on climate change adaptation issues;	100
Past experience in working with the UN, and UNDP in particular, would be an advantage.	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:

- responsive/compliant/acceptable, and
- 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.

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

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:

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:			

** 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

Terms of Reference

Position: International Consultant to prepare INDC for Vietnam for Adaptation to CC
Duration: March-April 2015 (20 working days)
Duty station: Ha Noi (PMU office base/home base)
Reporting to: Assistant Country Director, Sustainable Development Team, UNDP

1. BACKGROUND

UNDP is working with MONRE to support the National Strategy on Climate Change and the national Climate Change Committee through the “Capacity Building for Implementation of National Climate Change Strategy Project - CBICS”. This Project aims to support the building of awareness, institutional, scientific and technical capacity for the effective implementation of the National Strategy on Climate Change (CC) at ministries and localities, making a contribution to the implementation of the Party Central Committee’s Resolution N0 24-NQ/TW on actively responding to climate change, strengthening resource management and environmental protection. The project provides technical assistance, capacity development support, international experience sharing, and facilitation of evidence-based researches and participatory policy dialogues contributing to three outputs:

- (i) Improved institutional capacity for responding to CC by the National Committee on CC and focal points at relevant ministries and localities;
- (ii) Scientific and technical capacity will be strengthened for the development and implementation of adaptation and mitigation activities; and
- (iii) Awareness, and capacity of implementing responses to CC at Central agencies, localities and the community will be raised.

The National Strategy on Climate Change was approved by Prime Minister Decision 2139/QĐ-TTg (December 5, 2011) and emphasizes that climate change will impacts on all social aspects. For a country particularly vulnerable to the effects of climate change and sea level rise like Viet Nam, mainstreaming climate change into development plans of sector ministries, agencies and localities is one of the first priorities in responding to climate change.

The National Climate Change Committee (NCCC) is the main institutional mechanism for implementing the National Strategy on Climate Change. The NCCC reviews and suggests strategic directions and solutions regarding climate change interventions for the Government including on the mobilization, coordination and monitoring of resources to implement strategies and programmes on climate change.

The working group on climate change negotiation was established under Prime Minister Decision 80/QĐ-TTg dated 12 January 2012. The head of the working group is authorized to appoint its members based on proposals of different sectors/ministers (Decision 01/BCTDP dated 31 July 2013). This group is now fully operational; and engaged closely with the Conference of Parties (COP) to the UNFCCC.

During COP 19 in November 2013 in Warsaw it was agreed that all countries would specify their planned “**Intended Nationally Determined Contributions**” (INDCs) towards a new comprehensive global climate change agreement. At COP 20 in 2014 this was further specified in the “Lima Call for

Climate Action”, which includes the following (text in bold highlight specific text regarding adaptation):

9. *Reiterates* its invitation to each Party to communicate to the secretariat its intended nationally determined contribution towards achieving the objective of the Convention as set out in its Article 2;
10. *Agrees* that each Party’s intended nationally determined contribution towards achieving the objective of the Convention as set out in its Article 2 will represent a progression beyond the current undertaking of that Party;

[...]

12. Invites all Parties to consider communicating their undertakings in adaptation planning or consider including an adaptation component in their intended nationally determined contributions;

13. *Reiterates* its invitation to all Parties to communicate their intended nationally determined contributions well in advance of the twenty-first session of the Conference of the Parties (by the first quarter of 2015 by those Parties ready to do so) in a manner that facilitates the clarity, transparency and understanding of the intended nationally determined contributions;

14. *Agrees* that the **information to be provided by Parties communicating their intended nationally determined contributions**, in order to facilitate clarity, transparency and understanding, may include, as appropriate, inter alia, quantifiable information on the reference point (including, as appropriate, a base year), time frames and/or periods for implementation, scope and coverage, planning processes, assumptions and methodological approaches including those for estimating and accounting for anthropogenic greenhouse gas emissions and, as appropriate, removals, **and how the Party considers that its intended nationally determined contribution is fair and ambitious, in light of its national circumstances, and how it contributes towards achieving the objective of the Convention as set out in its Article 2;**

Under the leadership of Ministry of Natural Resources and Environment (MONRE), Viet Nam’s INDC is being prepared jointly by the Ministry of Planning and Investment (MPI), Ministry of Finance (MOF), Ministry of Industry and Trade (MOIT), Ministry of Agriculture and Rural Development (MARD), Ministry of Transportation (MOT), Ministry of Construction (MOC), and Ministry of Science and Technology (MOST). UNDP and GIZ are providing technical support to Viet Nam’s INDC preparation.

Viet Nam’s INDC report will aim to provide a:

- National GHG inventory for 2005, 2010 and Estimated GHG emissions (CO₂, CH₄, N₂O) from major sources in 2020, 2030,
- Attain a better overview of potential GHG emission reduction as co-benefits in pursuing low carbon development partway, with consensus on targets, measures and policy options to reduce GHG emission while maintaining expected growth rate of socio-economic development;
- Identify clear gaps to enhance the country’s climate resilience, and as follow up have achieved concurrence on priority actions and (sub-) sectors for climate change adaptations;
- Consider opportunities to mainstream climate change actions into socio-economic development planning, implementation and reporting, and enhance institutional capacity, coordination and financial allocation to enhance implementation of CC policies;
- Weigh options for, and uses of, fiscal policy instruments for addressing market failures, providing incentives, broadening the fiscal base and mobilizing revenues to catalyze investments into low carbon development.
- Secure a better position to support active participation and effective contribution to the international climate change negotiation;

Viet Nam currently intends to submit its consolidated INDC report in mid-2015, covering both adaptation and mitigation.

2. JUSTIFICATION

The INDC report should identify the needs of Viet Nam to ensure the country's sustainable development in the context of climate change, determining possible mitigation targets, adaptive measures and costs; and corresponding policy measures to enhance Viet Nam's climate resilience, low-carbon development, and contribution to the global efforts to respond to climate change. With regards to adaptation, the INDC submission should specifically:

- Assess potential impacts of climate change and vulnerability; identify loss and damage and select prioritized adaptation measures, in particular for the period after 2020;
- Identify financial and technological needs, as well as the national capacity building needs to effectively implement climate change policies which are integrated with the short-term and long-term socio-economic development strategies and plans (2020 - 2030);

While work is well underway for the climate change mitigation component of the INDC, work to assess adaptation components requires further effort in order to meet the Government's mid 2015 submission deadline.

This consultancy therefore aims to support the Government of Viet Nam INDC process to include analysis and data on climate change adaptation in its upcoming INDC report to the UNFCCC.

3. OBJECTIVE AND KEY ACTIVITIES

The objective of this consultancy is to:

Undertake a desk review of climate change impacts to identify adaptation needs and select optimal adaptation measures taking into account the special needs of delta, coastal and urban areas, with a focus on the post 2020 period, as a key contribution to Viet Nam's INDC drafting process.

The consultant will be expected to work as a part of a team comprising three national experts (2 sector specialists and one coordinator) to:

- Identify and analyze existing information on climate change impacts and adaptation studies for the selected sectors in Viet Nam.
- Review climate change impacts across sectors based on existing analysis and data.
- Differentiate, where feasible, climate change impact assessment by regions, including the Red river and Mekong river deltas, coastal regions and major cities;
- Propose adaptation options based on existing analysis and data.
- Estimate cost and to assess socio-economic and environmental benefits of the proposed adaptation options.
- Apply criteria to select adaptation options for the selected sectors.
- Assess the technology needs for the identified adaptation options.
- Assess the financial needs for the identified adaptation options.
- Evaluate capacity building needs for the identified adaptation options.
- Synthesize existing policies in Viet Nam and suggest policy development/ amendments/gaps to achieve identified adaptation targets.
- Develop a report identifying prioritized adaptation options for consideration by the Government of Viet Nam in the INDC formulation process (no more than 50 pages)

As part of this team the international consultant is specifically expected to:

1. Outline and refine with the team a methodology for identifying adaptation priority actions based on existing data that can be applied in drafting of the adaptation INDC process
2. Provide examples of international good practice, and help guide concise and clear synthesis of data as a key team member of the drafting team
3. Lead on a summary report on adaptation ready to be included in the INDC report of Viet Nam (no more than 3-5 pages) to synthesis overall findings and priorities

4. SCOPE

The International Consultant will work with a team of national consultants to produce the reports outlined above.

Given time and other constraints the review is intended to analyze, verify and interpret existing data contained in key existing documents such as the National Action Plan for Climate Change which lists prioritized adaptation actions with a focus on the period to 2020, the 2010 World Bank Study on the Economics of Adaptation to Climate Change Viet Nam case study, the draft *Viet Nam Special Report on Managing Risk of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX – Viet Nam)* (2015), and other relevant documents.

The review should cover all sectors mentioned in NTP-RCC; National climate change strategy; National Climate Change Action Plan; sectoral climate change Action Plans, as well as selected provincial/municipal climate change Action Plans; and Viet Nam's Initial and Second National Communications as regards climate change impacts and adaptation priorities. Within this broader review, an emphasis should be placed on priority regions and priority sectors such as water resources, agriculture, forestry, aquaculture, selected infrastructure, and social aspects (including public health, education, and other social services).

The report should highlight what Viet Nam has already planned up to 2020, highlighting where funds have already been committed from the national budget and international support, and where further support from international partners may be required. It should however focus on identifying expected impacts and potential major losses and damages in the post 2020 period, and specifically the period 2020-2030; expected gaps and needs for technology, finance and further capacity building in that period; and proposed priority adaptation activities in that period. It should include a broad assessment, based on available studies and data, of the potential cost implications for Viet Nam of major early adaptation measures (including avoided future costs of climate change impacts as a result of early investments) as well as apparently unavoidable losses and damages in the post 2020 period.

5. METHODOLOGY

The International Consultant will be primarily responsible for helping define the methodology and approach and for data analysis and synthesis as part of the overall INDC process. This will include providing examples of international good practice where possible, and helping to guide concise and clear synthesis of data as a key team member of the drafting team. This will require close consultation and interaction with the national consultant teams and with other experts if required. The international consultant will also lead on drafting a summary report on adaptation ready to be included in the INDC report of Viet Nam (no more than 3-5 pages) to synthesis overall findings and priorities.

The National and International consultants will also be required to present at consultation meetings organized by MONRE on this topic as required.

6. DELIVERABLES

The below are joint deliverables of the team:

Deliverables	Timeline (tentative)
Approved methodology and report outlines for both full and synthesis reports	15 March 2015
A report identifying prioritized adaptation options for consideration by the Government of Viet Nam in the INDC formulation process (no more than 50 pages), submitted jointly with the National Consultant (in English and Vietnamese)	30 March 2015
A summary report on adaptation ready to be included in the INDC report of Viet Nam (no more than 3-5 pages), submitted jointly with the National Consultant	15 April 2015

7. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The duration of the consultancy is estimated at 20 working days within the period of March to April 2015.

Duty station: The consultant will work full time in Hanoi.

8. DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

An advanced University Degree (minimally Masters or equivalent) in disciplines such as environmental management, disaster risk management, earth sciences, social sciences, urban and regional planning

Experience:

- At least seven (7) years of work experience in disaster management, vulnerability reduction or a related field with at least three years in program management and coordination function.
- At least 3 years of experience of working in climate change, especially in adaptation;
- Understanding of international climate change processes including INDC;
- Proven experience in working with Governments on climate change adaptation issues;
- Past experience in working with the UN, and UNDP in particular, would be an advantage.

Language Requirements:

- Excellent spoken and writing skills in English

9. PROVISION OF MONITORING AND PROGRESS CONTROLS

Upon signing the contract, the UNDP will determine and agree with the consultancy team a detailed monitoring schedule for the period of the assignment, with clear progress controls, reporting requirements, periodicity, formats and deadlines.

The national and international consultants (INDC Adaptation Team) report to UNDP Head of Sustainable Development Cluster and National Project Director of the CBICS Project in MONRE. The team will receive technical guidance from UNDP Policy and Technical Advisors on related files as well as coordinate closely with other team on INDC Mitigation under the technical support of GIZ-IMHEN Project.

10. ADMINISTRATIVE AND TECHNICAL SUPPORT

The international consultant will work as part of a team comprising two national sectoral consultants and a coordinator whose responsibilities will focus on data collection, collation and initial analysis.

The MONRE CBIC project and UNDP will provide following support to the consultant:

- Arrange meetings with Government and other stakeholders as required;
- Cover costs based on agreed agendas and attendance for technical meetings and workshops and required local travel if required;
- Obtain reference documents, printing and photocopying;
- Provide logistical arrangements for any field travel that may be required.

11. PAYMENT TERMS

	Deliverable	Percentage of payment
1 st payment	Approved methodology and report outlines for both full and synthesis reports	20%
2 nd payment	A report identifying prioritized adaptation options for consideration by the Government of Viet Nam in the INDC formulation process (no more than 50 pages), submitted jointly with the National Consultant (in English and Vietnamese)	40%
3 rd and final payment	A summary report on adaptation ready to be included in the INDC report of Viet Nam (no more than 3-5 pages), submitted jointly with the National Consultant	40%