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Date: 5 August 2015

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant – team member for Termination Evaluation: Building Capacity to eliminate POP pesticides in Viet Nam
Project name:	000060927
Period of assignment/services (if applicable):	27 of working days starting from August 2015

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1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than: **30 August 2015 (Hanoi time)**.

With subject line: National Consultant for Termination Evaluation

Bidders are requested to send notification by email (without attachment) to: procurement.vn@undp.org informing that they have submitted proposals. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to the above address.

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **7 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.

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)..... (Annex III)
- [Guidelines for CV preparation](#)..... (Annex IV)
- [Format of 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
- Sample [evaluation report](#).
- Expression of interest, explaining why he/she is the most suitable for the work.
- Reference contacts of past 4 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 **Viet Nam Dong** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

National Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
	Consultant(s)' experiences/qualification related to the services	550
1	Post graduate degree in development study, environmental engineering, environmental science, chemistry, biology, biological science, or environment related fields;	100
2	At least 5 years experience in project implementation, management and evaluation or consultancy works for donor-funded development projects in Vietnam; Knowledge of M&E and evaluation methodology or previous experience with results-based monitoring and evaluation methodologies.	300

	Proven past experience in conducting evaluations GEF/UNDP projects, especially environment-related projects, will be an advantage;	
3	Proven experience in the areas of environmental and chemical management. Certain knowledge or familiarity with POPs/POP pesticides issue or relevant hazardous waste management will be an asset;	100
4	Proven team work experience through past assignments	50
	Technical proposal	450
5	-Understanding the objective and task of the assignment (not a merely copy from TOR) -Proven knowledge of GEF Monitoring and Evaluation Policy and its strategies will be advantage	150
6	Logical and visible presentation of TE approach/methodology to carry out the task and coordinate with international consultant	150
7	Feasibility to implement within the project context and budget	100
8	Proficient English writing with correct technical term	50
	TOTAL	1000

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

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

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- 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.

6. 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	Milestone
<i>First payment: 20%</i>	Final work plan agreed by UNDP CO in 2 weeks after contract signing
<i>Second payment: 50%</i>	Following submission of the 1 st draft terminal evaluation report with agreement of UNDP CO
<i>Final payment: 30%</i>	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

8. Notification of selection result: UNDP will contact only successful bidder for contracting.

TERMINAL EVALUATION TERMS OF REFERENCE (FOR BOTH INTERNATIONAL AND NATIONAL CONSULTANT)

INTRODUCTION

In accordance with UNDP and GEF Monitoring and Evaluation (M&E) policies and procedures, all full and medium-sized UNDP support -GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the project “Building capacity to eliminate POP Pesticides in Viet Nam” _PIM 3578

The essentials of the project to be evaluated are as follows:

PROJECT SUMMARY TABLE

Project Title:	Building Capacity to eliminate POP pesticides in Viet Nam			
GEF Project ID:	PIM 3578		<i>at endorsement (Million US\$)</i>	<i>at completion (Million US\$)</i>
UNDP Award/Project ID:	00049750/00060927	GEF financing:	4,300,800	
Country:	Vietnam	IA/EA own:	110,000	
Region:	Asia & Pacific	Government:	6,390,109	
Focal Area:	Chemicals/POPs	Other:	100,000	
FA Objectives, (OP/SP):		Total co- financing:	6,600,109	
Executing Agency:	VEA/MONRE	Total Project Cost:	10,900,909	
Other Partners involved:	FAO, MARD	ProDoc Signature (date project began): 15/10/2009		
		(Operational) Closing Date:	Proposed: December 2012	Actual: December 2015

OBJECTIVE AND SCOPE

The overall objective of this POP Pesticide project is to remove barriers to the sustainable elimination of POP pesticides in Vietnam. This project consists of the following three operational component outcomes:

- Outcome 1 - Improved capacity facilitates elimination of POP pesticides stockpiles
- Outcome 2 - All known stockpiles are destroyed and impacts on human health relieved
- Outcome 3 - Improved chemicals management prevents importation and use of POP pesticides.

The Project, which began in April 2010 and will be completed in Dec 2015, achieved the following key results during its implementation:

1. Completion of all capacity building activities in Outcome 1;

2. Technical Guidelines for the sustainable management of POP pesticide contaminated site have been developed & adopted in details for local use. Up to June 2015 **appx 300** Government staff (both provincial & central level) trained on the Technical Guideline Trainings also included practical field works on site inventory, soil and groundwater sampling, risk assessment and designing of contaminated site management plan. These guidelines will continue serving for the national programs on treatment of contaminated sites;
3. Up to July 2015 the GEF-UNDP-MONRE project has excavated, packaged, transported and destroyed approximately 720 tons of POP pesticide waste including stockpiles and heavily POP pesticides contaminated soil in 10 sites of Thai Nguyen, Nghe An-Ha Tinh; Additional 100 tones will be collected and treated during July-Sept 2015.
4. Appropriate risk reduction measures to isolate, control run-off, reduce erosion and implement restricted land-use have been applied to several thousand cubic meters of slightly POP pesticides contaminated soil in three sites Nghe An and Ha Tinh. The specific risk management measures include maintenance of run-off interception drains, site fencing and tree planting for long-term containment and enhanced degradation of POP pesticides in the soil. In total approximately 5,200 m³ of low and medium contaminated soil has been contained safely;
5. On prevention of illegal importation and use of POP pesticides, the project had a number of workshops in cooperation with Customs Department and Plant Protection Department. Technical guideline on Standard Store Design for chemical & pesticides was issued. Pilot upgrading old stores for confiscated pesticides at boulder gates are also part of facility support to reduce the risks from illegal importation of chemical & pesticides. Two stores in Lao Cai and Binh Thuan provinces were repaired in line with the standard guideline;
6. 520 customs, market inspectors and local staff trained on risks of POP pesticides and pesticide empty-container management

Several on-going activities at present will contribute further to project results and sustainability at the end of the project such as: piloting non-combustion technologies (3 technologies) for treatment of contaminated soil at medium concentration interval, training on sampling and mapping contaminated sites; a database and set of M&E indicators for POP pesticides contaminated site management etc.

The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

The main stakeholders in the evaluation process are UNDP Country Offices and relevant ministries involved in the project (Ministries of Natural Resources and Environment (MONRE)) as well as the project implementing institutions and relevant parties (MARD, FAO).

The principal objective of the evaluation is to assess the achievement of project results, and to draw lessons that can both improve the sustainability of the benefits from this project, and aid in the overall enhancement of UNDP programming.

Taking into account that a mid-term evaluation of the project was conducted in October 2012, one of the main focus of the terminal evaluation is to review the project's progress from mid to final project time and to assess whether the project have addressed and duly responded to the concerns of the mid-term evaluation accepted by the management team.

The second main focus, as a terminal evaluation is to take a final, technical and independent look at the project and its results, provide ratings in accordance with the guidelines, and provide recommendations for the project closure on ensuring sustainability and on the replication approach of the project (through a summary of what elements in the project could be replicated and shared with other countries and/or what products/lessons can be scaled-up due to their applicability and usefulness to other entities).

The results of the final/terminal evaluation will primarily be used by:

1. The UNDP CO and national project team in addressing any final steps in securing sustainability of the project and a smooth transition for handover of the project-implemented expertise and knowledge to the national counterparts;

2. The national counterparts, to ensure that the facilities developed continue to contribute to the national goal, which is *sustainable elimination of POP pesticides and sustainable management of POP pesticides contaminated sites in Vietnam* upon completion of the project in December 2015;
3. The UNDP Unit **in charge of Stockholm Convention**, national & regional UNDP offices in dissemination of lessons learned from the project to other projects in the organizations related to POP/chemicals management and treatment under the Stockholm Convention.

The scope of evaluation includes the following principal components:

- An analysis of the attainment of national environment objectives, outcomes, impacts, project objectives and delivery and completion of project outputs (based on indicators);
- An analysis to what extent the overall global project has achieved;
- An evaluation of project achievements according to following GEF Project Review Criteria:
 - Implementation approach;
 - Country ownership/driven;
 - Stakeholder participation/Public involvement;
 - Sustainability;
 - Replication approach;
 - Financial planning;
 - Cost-effectiveness;
 - Monitoring and evaluation.

EVALUATION APPROACH AND METHOD

An overall approach and method¹ for conducting project terminal evaluations of UNDP supported -GEF financed projects have developed over time. The evaluators are required to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects. A set of questions covering each of these criteria have been drafted and are included with this TOR (annex C). The evaluators are required to amend, complete and submit this matrix as part of a draft evaluation report, and shall include it as an annex to the final report.

The evaluators shall consult with UNDP CO in the development of the methodology and evaluation approach. The methodology that will be used by the evaluators should be presented in the report in detail. It shall include detailed information on:

- Documentation review;
- Interview with related stakeholders;
- Field visits (if any);
- Questionnaires; and
- Participatory techniques and other approaches for the gathering and analysis of data.

The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluators are expected to follow a participatory and consultative approach ensuring close engagement with government counterparts, in particular the GEF operational focal points, UNDP Country Office, project team, UNDP GEF Technical Adviser based in the region and key stakeholders.

The assessment of progress and sustainability issues also need to be looked at important project activities in the field (at least 2 sites among 10 sites) of the project and field visit is required. Travel arrangement/cost for field visits will be made/covered separately by the project.

¹ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

The evaluators will review all relevant sources of information, such as the project document, project reports – including Annual APR/PIR, project budget revisions, mid-term review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluators considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluators for review is included in [Annex B](#) of this Terms of Reference.

EVALUATION CRITERIA & RATINGS

An assessment of project performance will be carried out, based against expectations set out in the revised Project Logical Framework/Results Framework of inception report (see [Annex A](#)), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact**. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in [Annex D](#).

Evaluation Ratings:			
1. Monitoring and Evaluation	rating	2. IA& EA Execution	rating
M&E design at entry		Quality of UNDP Implementation	
M&E Plan Implementation		Quality of Execution - Executing Agency	
Overall quality of M&E		Overall quality of Implementation / Execution	
3. Assessment of Outcomes	rating	4. Sustainability	rating
Relevance		Financial resources:	
Effectiveness		Socio-political:	
Efficiency		Institutional framework and governance:	
Overall Project Outcome Rating		Environmental :	
		Overall likelihood of sustainability:	

PROJECT FINANCE / COFINANCE

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluators will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the co-financing table below, which will be included in the terminal evaluation report.

Co-financing (type/source)	UNDP own financing (mill. US\$)		Government (mill. US\$)		Partner Agency (mill. US\$)		Total (mill. US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Grants								
Loans/Concessions								
In-kind support								
Other								
Totals								

MAINSTREAMING

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programs. The evaluation will assess the extent to which the project was successfully

mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

IMPACT

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.²

CONCLUSIONS, RECOMMENDATIONS & LESSONS

The evaluation report must include a chapter providing a set of **conclusions, recommendations** and **lessons learned**. Annex F gives the complete structure of the Evaluation Report that has to be written by the evaluation team. Annex G is the Evaluation Report clearance form and has to be attached to the Evaluation Report.

IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Vietnam. The UNDP CO will contract the evaluators (a team of 1 international and 1 national) and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Management Unit (PMU) will be responsible for liaising with the evaluators team to set up stakeholder interviews, field visit arrangement (if any), coordinate with the Government etc.

If any discrepancies have emerged between impressions and findings of the evaluation team and the above-mentioned parties, these should be explained in an annex attached to the final report.

EVALUATION TIMEFRAME

The number of working days estimated for the evaluation task is 27 days for each consultant according to the following tentative allocation:

Activity	Timing	
	Inter Const	Na. Const
Preparation (<i>including desk review, interview questions and questionnaires if any</i>)	5 days	5 days
Evaluation Mission + Debriefings	Appr. 10 days in Vietnam (depend on requirement of field visit)	Appr. 10 days in Vietnam (depend on requirement of field visit)
Draft Evaluation Report	5 days	2 days
Final Report (<i>including consultation with relevant national and international stakeholders</i>)	7 days	5 days + 5 days translating the final version to Vietnamese

The exact number of working days should be proposed in the proposed tentative work plan attached to the application/letter of interest.

² A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROtI Handbook 2009](#)

The assignment is expected to be taken during **Aug-Sept 2015**. Submission of first draft report is expected in **Oct 30, 2015** at the latest.

Submission of final report is expected in **Nov 30, 2015** at the latest

EVALUATION DELIVERABLES

The evaluation team is required to deliver the following:

Deliverable	Content	Indicative Timing	Responsibilities
Work plan (or Inception Report)	Evaluators provide clarifications on timing and method	-The tentative submitted as a part of application -The final work plan submitted in 2 weeks after contract signing	Evaluators submit application to UNDP CO
Presentation at debriefing	Initial Findings	End of evaluation mission in Hanoi	To UNDP CO and PMU
Draft Final Report	Full report, (per annexed template) with annexes	Within 3 weeks of the evaluation mission	Sent to UNDP, PMU and reviewed by RTA
Final Report*	Revised report	Within 1 -2 weeks of receiving comments from UNDP & relevant parties on draft	Sent to UNDP CO, PMU and RTA for uploading.

The final reports must be submitted to UNDP CO in electronic format, in both English and Vietnamese version. The national consultant is responsible for the quality of translation.

*When submitting the final evaluation report, the evaluators are required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

TEAM COMPOSITION

A team of one independent international and one national experts will conduct the final/terminal evaluation. Experts should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The International Consultant plays the role of a **Team Leader**, which has overall responsibility for the work and operation of the evaluation team, including the coordination of inputs from national team member. The Team Leader is responsible and overall accountable for the production of the agreed outputs. The specific duty of the international expert is described as below:

- Desk review of existing project plans, survey/ research/ evaluation reports and databases;
- Conduct fieldwork together with the national counterpart and interview stakeholders, and communities (if necessary) to generate authentic information and opinions;
- Write and compile the information and reports as needed;
- Make a presentation of key findings highlighting achievements, constraints, and make practical recommendations;
- Draft and finalize the Evaluation Report.

The Local Consultant plays the role of **Team Member**, which assists and collaborates with the Team Leader in all the tasks mentioned above including fieldwork, mission schedule/logistic arrangement in cooperation with PMU, desk-based translation, etc. and assists with interpretation in meetings/discussions during the field mission. The national consultant will be mobilized several days before the Team Leader in an effort to collect data related to the project beforehand. Specific tasks of the Team Member are as following:

- Desk review of project materials and databases in national language (Vietnamese) and process data from this documentation necessary for the purposes of the evaluation;
- Fieldwork participation together with international consultant and national counterpart. Carry out stakeholders interview and do interpretation work (if necessary);
- Write brief notes, or certain parts of the evaluation report as agreed with the Team Leader;
- Provide inputs either by written or verbally through discussions to international consultants for consolidating a presentation of key findings highlighting achievements, and constraints at debriefing;
- Contribute to draft and final Evaluation Report
- Translate the final report from English to Vietnamese

The Team Leader and Team Member must present the following qualifications:

For Team Leader:

International Consultant (Team Leader) should have following competencies and qualifications:

- Post graduate degree in development study, environmental engineering, environmental science, chemistry, bio-chemical, biology, biological science, or related fields;
- At least 10 years of working experience or technical expertise in the field of hazardous waste management, POPs waste or environmental and chemical management;
- Experience with POP contamination nature in Vietnam is desirable, knowledge on actual POP pesticides contaminated sites is strong asset;
- Knowledge of POP waste remediation technology, POPs technical issues and/or knowledge of Stockholm Convention and other related international conventions will be considered as an asset;
- Experience in project management and /or evaluation of ODA projects; Proven experience in GEF-UNDP project evaluation will be an advantage
- Proven knowledge of UNDP/GEF policies and strategies and was responsible for summarizing expert inputs and finalizing the report. Previous experience with results-based monitoring and evaluation methodologies, especially proven previous experience GEF/UNDP monitoring and evaluation policy and approaches would be preferable;
- Strong conceptual thinking and analytical skill;
- Experience as team leader of project evaluations;
- Proven proficiency in the English language, especially competent in technical English writing (through writing sample and tentative work plan provided for assessment).

For Team Member

National Consultant should have following competencies and qualifications:

- Post graduate degree in development study, environmental engineering, environmental science, chemistry, biology, biological science, or environment related fields;
- At least 5 years' experience in project implementation, management and evaluation or consultancy works for donor-funded development projects in Vietnam;
- Proven experience in the areas of environmental and chemical management. Certain knowledge or familiarity with POPs issue or hazardous waste management will be an asset;

- Knowledge of M&E and evaluation methodology or previous experience with results-based monitoring and evaluation methodologies. Proven past experience in conducting evaluations GEF/UNDP projects, especially environment-related projects, will be an advantage;
- Proficient English writing and communication skills, with an ability to act as translator for international counterpart and to translate written documents from/to Vietnamese are essential (*writing sample must be provided for assessment*);
- Proven team work experience through past assignments.

EVALUATOR ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)

PAYMENT MODALITIES AND SPECIFICATIONS

%	Milestone
20%	Final work plan agreed by UNDP CO in 2 weeks after contract signing
50%	Following submission of the 1 st draft terminal evaluation report with agreement of UNDP CO
30%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report

Note: Domestic travel during field mission (if any) will be arranged and provided separately by PMU. Two separate IC contract to be issued separately for international and national consultant.

ANNEX A: PROJECT LOGICAL FRAMEWORK

Goal, Objective, Outcomes, Outputs	Indicators	Baseline values	Target	Means of Verification	Activities
Overall goal: “To support sustainable development in Vietnam through the elimination of POPs from the environment”.					
Project Objective: To remove capacity barriers to the sustainable elimination of POPs pesticides in Vietnam	Number of sites posing threat to human health	At least 600 sites with known or potential adverse human health impacts and risk for the environment	By the end of the project at least 1140 tons of POPs waste is destructed and the sites where the pesticides are removed for disposal are rehabilitated, acute risks to human health and the environment are eliminated and potential and latent risk are respectively remediated on the mid-term and contained for the long term. For these sites an aftercare and monitoring program is available. By the end of the project the project Team is trained and has experiences in managing such rehabilitation POPs pesticides project and more than one destruction company is able to destruct POPs pesticides in Vietnam.	Project evaluation report and aftercare program per site	
Outcome 1: Improved capacity facilitates elimination of POPs pesticides	International standards met in management of pesticide	Management and destruction of POPs pesticides follows no set standards	Within 18 months of the start of project implementation, International standards	Project reports; government policy papers	

stockpiles	stockpiles. Government budget allocations adequate to destroy stockpiles and manage contaminated sites		have been adopted for management of pesticide stockpiles		
Output 1.1: List of POPs pesticides disposal and soil remediation companies	Existence of potential qualified and licensed National and International companies besides Holcim	Not aware of more than one National qualified company. International qualified companies are known	Month 9 of project potential qualified and licensed National and International companies are identified	List with potential qualified and licensed National and International companies including their contact details and contact persons	Carry a desk study to identify potential and licensed National and International companies
	Expression of interest received from potential qualified and licensed National and International companies	Potential qualified and licensed national and International companies are not aware of the upcoming site rehabilitation project including POPs pesticide destruction. Project Team is not aware if potential qualified and licensed National and International companies have interest in this site rehabilitation project including POPs pesticide destruction.	Month 9 of project potential qualified and licensed National and International companies have expressed their interest to tender	Received Expression of Interests	Contact potential qualified and licensed national and International companies handling POPs pesticide and inform them about the upcoming project

Output 1.2: One data set with all available inventory data	<p>Data sheets of sites and a data system that is easy for uploading data, to extract information and to store data, suitable for the use during and after project end to store and update site data</p> <p>PSMS (Pesticides Stockpiles Management System) installed at MARD.</p>	<p>Four different inventories are made using four different data formats. The data vary in level of details and quality. In total 1153 sites have been recorded and most likely less than half of the sites are visited for an inventory. Information on the site data sheet varies from only a site name to detailed assessments. These data are partly entered in two different data sets with a different set up</p>	<p>Month 9 of project available data of the 1153 sites are entered in data system</p>	<p>The presence of one data set</p>	<p>Make one data set and enter all inventory data. Cooperate with FAO to install PSMS on MARD system</p>
Output 1.3: List with priority sites in categories	<p>A database is made available to the relevant operators and authorities, which contains relevant and reliable data for the characterization of environmental and human health risks and for planning site cleanup.</p>	<p>Around 500 sites are being prioritized based on the Cir 07 and Article 92. In total 6 priority classes are used but only based on concentration in the soil and not on risks</p>	<p>Month 12 of project prioritization is carried out and the most risk full sites are identified</p>	<p>A list of prioritized sites</p>	<p>Evaluate all available inventory data and assess the acute, potential and latent risks (preliminary site assessment) for the sites that have enough data (around 300 - 400).</p>
	<p>Data base with all the POPs pesticides sites is accessible and data are stored consistent</p>	<p>Around 500 sites are being categorized based on the Cir 07 and Article 92. In total 6 categories are used. A clear distinction between burial sites and stockpiles is difficult to</p>	<p>12 month of the categorization is completed</p>	<p>Database existence</p>	<p>Establish a limited number of site categories. Make a site categorization of the assessed sites (300 - 400)</p>

		make. It is also difficult to select sites with high risks			
Output 1.4: Technical guidelines and managerial guidelines on POPs waste management developed	Appropriated and cost effective short, mid and long term actions. Description of the standard rehabilitation plan for each category that can be used for budgeting and time planning for each POPs pesticide site category.	No preliminary risk assessment made acute, potential and latent risks are not identified	Month 15 of the project the standard short, mid and long term actions eliminating acute, reducing potential and containing the latent risks are determined	Guidelines, Environmental Management Plans, Standard Operation Procedures	Design standard managerial (process) and technical guidelines including site assessment, short mid and long term actions eliminating acute risks (removal of reclaimable pesticide and hot spots), reducing potential risks (containment and in situ and on site soil remediation) and containing the latent risks (phyto remediation, fencing, restricted land use etc.)
	Existence of piloted emptied container management program	No container management program	Feasibility study released	Draft program, pilot reports	Carry out feasibility study on container management for empty container management program
Output 1.5: Specifications of tender document including detailed CSM, rehabilitation plan with budget estimates of a limited number of priority sites prepared	Complete CSM per site including pictures, drawings, analytical data and a detailed risk assessment. Bidding Documents containing technical	No CSMs for the 6 priority sites site exist	Month 12 of the project 6 priority sites are selected and approved by all stakeholders and the site surveys and the CSM are completed	CSM, draft 1 of EMP reports	Selection of a limited number priority sites based on the preliminary risk assessment and other practical issues. Make a gap analyses and design detailed survey per site. Carry out detailed site survey

	specifications, site specific rehabilitation plan, and estimated bill of quantities for each site / group of sites with enough detail to allow a bidder to make a bid. Bidding documents for POPs contaminated sites developed.				to fill in the gaps to make a complete CSM
	Filled in standard rehabilitation plan supplemented with site specific rehabilitation aspects, an estimated budget for each site. A contractor should be able to make a bid, and cost estimate	No site rehabilitation plan exists	Month 15 of the project 6 detail rehabilitation plans including an estimated budget are completed	Signed official approval of the 6 site rehabilitation plans including a cost estimates for budgeting purposes	Formulate principles of rehabilitations plans with the standard short, mid and long term actions eliminating, controlling and maintaining respectively the acute, potential and latent risks including aftercare and estimate costs
Output 1.6: Staff of government agencies is trained by experienced trainer(s) on POPs pesticides site cleanup	CV details are in lines with the TOR/requirement for the trainer	No trainer(s) contracted	Month 18 of the project a competent trainer is contracted	Signed contract	Identification of a foreign training partner to arrange the classroom and on the job training
	Staffs of government agencies are trained in appropriate technologies and		Very limited number of government agencies have sufficient knowledge on contaminated site management, monitoring, disposal facilities, soil	Number of Trainees that has followed trainings and obtained certificates. Reports on study tours and/or	Select the correct personnel to be trained. Organize a classroom and on the job training. Select representative

	application of standards and guidelines for site assessment including topsoil survey. Project Team and PM are also equipped to manage site cleanup campaigns.		survey and soil in-situ, onsite remediation	conferences made by Project staff and/or PM	sites for the training on the job. Project Team and PM attend conference, workshops, and study tours on contaminated land management, POPs pesticides and destruction of POPs pesticides.
Output 1.7: Legal document revision and development	Contribution to the legal document revision and development is issued and appreciated by MONRE	National plan lack contribution of the PMU, PM and Project Team	Technical contributions issued	Report with contribution	Contribute to complete and promote the approval process of the National Plan "Treatment and Prevention of environmental pollution caused by Pesticides Stockpiles all over the nation" to be approved by the Prime Minister. Review current legislation on the treatment of environmental pollution caused by POP pesticides" and propose direction for improvement
Output 1.8: Monitoring plan for removal and disposal of POPs waste / stockpiles drafted, approved and disseminated	Existence of Monitoring plan in Vietnamese.	No plan exists	Within 21 months of the start of project implementation a participatory monitoring plan to ensure application of International standards has been developed	Site plan, monitoring reports	Identify all monitoring aspects including hold and witness points for all phases in this POPs project for site cleanup including the inventory, design,

					contracting, implementation, disposal of stockpiles and aftercare phase. Make monitoring and aftercare plan. FAO M&E system is available on request
Output 1.9: Communications plan including awareness raising in activity	Existence and dissemination of a communication plan on both the issues of pesticide management and contaminated sites, to allow possible population exposed to contaminated sites to adopt countermeasures to reduce exposure.	No communication plan	Within 15 months communication in accordance with the plan is implemented	Report of contract completion	Design communication plan which should include the web site on POPs pesticides, periodically TV/media program and others... In cooperation with MARD, office 33 and PCB project. - - Invite communication company TV to work in steps of elimination.
Output 1.10: Three EOI and Tender Documents, TORs short lists of competent companies, RFPs and Three companies are contracted	Three contracts fulfilling the project objectives within the project budget	No contracts	Three contracts are signed in accordance with Vietnam Procurement Law (for 2 domestic packages) and UN procurement rule (for international package)	Contract documents	Carry out two domestic package (excavation and packaging; site rehabilitation) and one international package (disposal) Prequalification prior to disposal package
Outcome 2: At least 7 sites with 1000 tons of highly contaminated POPs waste/stockpiles will be treated, impact on	Evaluation site reports and aftercare and monitoring confirm the results	Stockpiles slowly destroyed and buried pesticides continuing forming an environmental treat by not applying	By the middle of 2013, 1140 tons of POPs pesticides are destroyed and mid and long term measures are implemented to control	Destruction certificates, approved site evaluation reports and aftercare and monitoring plans	

human health relieved.		International standards	and contain potential and latent risks at the sites where pesticides are removed.		
Output 2.1: Selected company is licensed to handle and destruct POPs pesticides	Company is performing a test for obtaining license	Only Holcim has license to handle and destruct POPs pesticides	After two years of the start of the project the test and assessment for obtaining license to handle and destruct POPs pesticides is started	Approved monitoring program for the assessment, report on assessment and approval with permission to issue license or disapproval and letter to inform contractor of termination of the contract.	Assist selected company obtaining the license. Assess performance and issue license when in compliance.
Output 2.2: Acute risks are eliminated at selected priority sites on the short term by removing POPs waste from the site	Approved completion document in line with project document.	No short term actions eliminating acute risks are completed at selected priority sites	After four years the project objectives for the short term are completed	Evidences of POPs waste / stockpile removed, transported and disposal as per national and international rules (hazardous waste manifests, waste analysis, disposal certificates)	Manage and monitor operation carried out by contractor and approve completion
Output 2.3: Potential and latent risks are reduced and contained and aftercare and monitoring program is delivered for the selected priority sites	Approved completion document in line with EMP.	No mid and long term actions reducing and containing potential and latent risks at selected priority sites	After four years the project objectives of the mid and long term are completed	Approved completion reports of site rehabilitation	Manage and monitor operation carried out by contractor and approve completion
Output 2.4: Mid and long term actions are allocated for the coming 10 years and implemented	Transfer documents are signed and local competent staff is	Responsibilities are not allocated for these sites	After four years the responsibilities are transferred for the mid and long term	Site hand-over minutes/report	Responsibilities are transferred for maintenance of mid and long term actions to local

	trained				competent authorities
Outcome 3: Improved chemicals management prevents importation and use of POPs pesticides	Volumes of pesticides illegally imported	At least 10 tonnes per month	By the end of the project, the volumes of illegal pesticides confiscated are no more than 2 tonnes per month (based on equal level of effort)	Project reports, surveys	
Output 3.1: National chemicals safety standards	Adoption of national chemical safety standards		The Law on Chemistry has been ratified in 2007, the Decree 108/2008/ND-CP has been adopted in 2008. Circular 28/2010/TT-BCT adopted in 2010.	Under law document of Draft Law on Env. Protection	Cooperate with related sectors to develop missing standards on pesticides Contribute to the revision of Law on Environment Protection
Output 3.2: Line agency staff trained in management of POPs pesticides.	Completion of training courses	No training in management of POPs pesticides	By the middle of 2012 staff of all line agencies trained in management of POPs pesticides	MONRE and other government reports, Workshop and training reports	Invite Custom representatives to participate training courses and capacity building; implement IPM & IVM.
Output 3.3: A compendium of legal documents on POPs pesticides management	Dissemination of compendium	No compendium exists	By the end of 2011 a compendium of legal documents on POPs pesticides management has been disseminated to all Customs offices	Survey reports, Compendium, workshop reports	Develop a compendium of legal document and technical guidelines to handle and store confiscated pesticides for use by Customs and other key agencies involved in management and destruction of POPs pesticides.
Output 3.4: Task forces between Vietnamese border	MOU with neighboring countries signed:				Approved to Take out after MTR

provinces and their Chinese, Laos and Cambodian counterparts	Task forces functioning				
Output 3.5: Facilities for handling and storage of confiscated pesticides at key border sites	Number of facilities that is improved; Standard criteria and design for storage completed	Storage at Lang Son limited to 20m ³	By the end of 2012, storage facilities of at least 50 m ³ built at five or more key sites	Construction reports, standard criteria and design of storages	Build handling and storage of illegal pesticides

ANNEX B: LIST OF DOCUMENTS TO BE REVIEWED BY THE EVALUATORS

Document	Description	Note
Project document	-Signed UNDP Prodoc -Project identification form (PIF) -CEO endorsement document	-Attached to the TOR
Project reports	-Inception report -Mid-term evaluation report	-Attached to the TOR
Work plans & Budget	-Annual PIRs reports -Project tracking tool -Quarterly work plans & report -Project budget, broken out by outcomes and outputs	-will be provided after contract signing and during field mission
Minutes	-Technical discussion minutes with experts, team staff etc. -Technical Conferences /workshops/meetings	-will be provided after contract signing and during field mission
Other relevant materials	-As identified during the document review, including relevant legislation and policy documents -Partners and stakeholders 's agreements during project implementation where appropriate to the evaluation	-will be provided after contract signing and during field mission
Communication materials /reports produced by the project activities	-Communication campaign leaflets, guidelines, brochures, Press release, reports, films/documentaries, etc. -Communication evaluation report -Project impact report -Further technology demonstration report -Draft technical guideline for technology selection and demonstration	-will be provided after contract signing and during field mission
UNDP/GEF documents	-As relevant and requested by the evaluation team	-will be provided after contract signing and during field mission

ANNEX C: EVALUATION QUESTIONS

This is a generic list, to be further detailed once the contract is signed.

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the GEF focal area, and to the environment and development priorities at the local, regional and national levels?			
•	•	•	•
•	•	•	•
•	•	•	•
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
•	•	•	•
•	•	•	•
•	•	•	•
Efficiency: Was the project implemented efficiently, in-line with international and national norms and standards?			
•	•	•	•
•	•	•	•
•	•	•	•
Sustainability: To what extent are there financial, institutional, social-economic, and/or environmental risks to sustaining long-term project results?			
•	•	•	•
•	•	•	•
•	•	•	•
Impact: Are there indications that the project has contributed to, or enabled progress toward, reduced environmental stress and/or improved ecological status?			
•	•	•	•
•	•	•	•

ANNEX D: RATING SCALES

<p><i>Ratings for Outcomes, Effectiveness, Efficiency, M&E, I&E Execution</i></p> <p>6: Highly Satisfactory (HS): no shortcomings 5: Satisfactory (S): minor shortcomings 4: Moderately Satisfactory (MS) 3. Moderately Unsatisfactory (MU): significant shortcomings 2. Unsatisfactory (U): major problems 1. Highly Unsatisfactory (HU): severe problems</p>	<p><i>Sustainability ratings:</i></p> <p>4. Likely (L): negligible risks to sustainability 3. Moderately Likely (ML): moderate risks 2. Moderately Unlikely (MU): significant risks 1. Unlikely (U): severe risks</p>	<p><i>Relevance ratings</i></p> <p>2. Relevant (R) 1.. Not relevant (NR)</p> <p><i>Impact Ratings:</i></p> <p>3. Significant (S) 2. Minimal (M) 1. Negligible (N)</p>
<p><i>Additional ratings where relevant:</i> Not Applicable (N/A) Unable to Assess (U/A)</p>		

ANNEX E: EVALUATION CONSULTANT CODE OF CONDUCT AND AGREEMENT FORM

Evaluators:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Evaluation Consultant Agreement Form³

Agreement to abide by the Code of Conduct for Evaluation in the UN System

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at place on date

Signature: _____

³www.unevaluation.org/unegcodeofconduct

ANNEX F: EVALUATION REPORT OUTLINE⁴

- i. Opening page:
 - Title of UNDP supported GEF financed project
 - UNDP and GEF project ID#s.
 - Evaluation time frame and date of evaluation report
 - Region and countries included in the project
 - GEF Operational Program/Strategic Program
 - Implementing Partner and other project partners
 - Evaluation team members
 - Acknowledgements
- ii. Executive Summary
 - Project Summary Table
 - Project Description (brief)
 - Evaluation Rating Table
 - Summary of conclusions, recommendations and lessons
- iii. Acronyms and Abbreviations
(See: UNDP Editorial Manual⁵)
1. Introduction
 - Purpose of the evaluation
 - Scope & Methodology
 - Structure of the evaluation report
2. Project description and development context
 - Project start and duration
 - Problems that the project sought to address
 - Immediate and development objectives of the project
 - Baseline Indicators established
 - Main stakeholders
 - Expected Results
3. Findings
(In addition to a descriptive assessment, all criteria marked with (*) must be rated⁶)
- 3.1 Project Design / Formulation
 - Analysis of LFA/Results Framework (Project logic /strategy; Indicators)
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g., same focal area) incorporated into project design
 - Planned stakeholder participation
 - Replication approach
 - UNDP comparative advantage
 - Linkages between project and other interventions within the sector
 - Management arrangements
- 3.2 Project Implementation
 - Adaptive management (changes to the project design and project outputs during implementation)
 - Partnership arrangements (with relevant stakeholders involved in the country/region)
 - Feedback from M&E activities used for adaptive management
 - Project Finance:
 - Monitoring and evaluation: design at entry and implementation (*)
 - UNDP and Implementing Partner implementation / execution (*) coordination, and operational issues
- 3.3 Project Results
 - Overall results (attainment of objectives) (*)
 - Relevance(*)
 - Effectiveness & Efficiency (*)
 - Country ownership
 - Mainstreaming
 - Sustainability (*)

⁴The Report length should not exceed 40 pages in total (not including annexes).

⁵ UNDP Style Manual, Office of Communications, Partnerships Bureau, updated November 2008

⁶ Using a six-point rating scale: 6: Highly Satisfactory, 5: Satisfactory, 4: Marginally Satisfactory, 3: Marginally Unsatisfactory, 2: Unsatisfactory and 1: Highly Unsatisfactory, see section 3.5, page 37 for ratings explanations.

- Impact
4. Conclusions, Recommendations & Lessons
- Corrective actions for the design, implementation, monitoring and evaluation of the project
 - Actions to follow up or reinforce initial benefits from the project
 - Proposals for future directions underlining main objectives
 - Best and worst practices in addressing issues relating to relevance, performance and success
5. Annexes
- ToR
 - Itinerary
 - List of persons interviewed
 - Summary of field visits
 - List of documents reviewed
 - Evaluation Question Matrix
 - Questionnaire used and summary of results
 - Evaluation Consultant Agreement Form

ANNEX G: EVALUATION REPORT CLEARANCE FORM

(To be completed by CO and UNDP GEF Technical Adviser based in the region and included in the final document)

Evaluation Report Reviewed and Cleared by

UNDP CO

Name: _____

Signature: _____ Date: _____

UNDP GEF RTA

Name: _____

Signature: _____ Date: _____

Annex VI

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 VII

FINANCIAL OFFER

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

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

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her technical proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

No.	Description	Number of days	Rate (VND)	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). *			
2.5	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