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Date: 18 November 2015

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	International Consultant For Finalization Of Investment Guidelines For Green Growth In Vietnam
Project name:	Strengthening Capacity and Institutional Reform for Green Growth and Sustainable Development in Vietnam (CIGG)
Period of assignment:	20 days between December 2015 and March 2016

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1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than **29 November 2015 (Ha Noi time)**.

With subject line: International Consultant For Finalization Of Investment Guidelines For Green Growth In Vietnam

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) |
| • Insurance Coverage Table | (Annex IV) |

- [Vendor Form](#) (Annex V)
 - [Guidelines for CV preparation](#)..... (Annex VI)
 - [Format of financial proposal](#)..... (Annex VII)
3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:
- a. Technical component:**
- Signed Curriculum vitae
 - Writing sample
- b. Financial proposal (with your signature):**
- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex 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 US Dollar at UN Exchange Rate at the submission deadline.
4. Evaluation:

The technical component will be evaluated using the following criteria:

Technical Proposal Evaluation		Max. Points
Consultant's experiences/qualification related to the services		
1	A university/postgraduate degree in development or environmental economics, development planning, or related field.	100
2	At least 15 years work experience in investment planning, economics and financing development/development aid with government agencies and development partners.	350
3	Demonstrated experience in development of appraisal tools, guidelines, and decision support tools related to green growth, climate change, and/or environmental management.	350
4	Strong writing and analytical skills and the ability to synthesize technical information into user-friendly material.	200
TOTAL POINT		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.

Payments will be made in 3 installments based on successful completion of the three milestones:

Receiving and acceptance of annotated outline	20% of the contract value
Submission of draft Guideline	40% of the contract value
Submission and approval (MPI and UNDP) of the final terminal evaluation report	40% of the contract value

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.



TERMS OF REFERENCE
**CONSULTANCY FOR FINALIZATION OF INVESTMENT GUIDELINES FOR GREEN
GROWTH IN VIETNAM**

Title:	Finalization of Investment Guideline for Green Growth in Viet Nam
Duty Station:	home-based, part-time
Requirement:	One international consultant
Duration and timing:	20 days between December 2015 to March 2016
Starting date:	December 14, 2015
Project ID and title:	UNDP/MPI - “Strengthening Capacity and Institutional Reform for Green Growth and Sustainable Development in Vietnam (CIGG)
Reporting:	Report to UNDP and Ministry of Planning and Investment (MPI)

1) GENERAL BACKGROUND

In October, 2012, Vietnam unveiled the “National Strategy on Green Growth for the period 2011- 2020 with vision to 2050” (hereafter referred to as Viet Nam’s Green Growth Strategy or VGGS) with the objective of orienting its development trajectory towards a green economy. The VGGS defines the green growth as an important part of sustainable development that ensures rapid, effective, sustainable economic development and significantly contributes to the implementation of Viet Nam’s national strategy on climate change. It establishes the objectives for low carbon green growth and identifies three strategic tasks:

- Reducing greenhouse gas emission: Greening the economy to implement joint efforts on climate change adaptation and mitigation.
- Greening production: Restructuring the economy towards in-depth development, reduction of use of natural resources, intensification of eco-industries and environmental services, and renovation of technologies (or the supply aspect of the economy).
- Greening lifestyles and consumption: Establishing green ways of life and sustainable consumption (or the demand aspect of the economy)

Following the official adoption of VGGS in 2012, the Government of Viet Nam issued the Viet Nam National Action Plan on Green Growth (VGGAP) in March 2014. The VGGAP outlines 66

distinct intervention areas (programs, projects) and related responsibilities among Ministries, Departments and Agencies (both leading and collaborating) for designing and implementing these initiatives. According to the GGAP, these activities are categorized into four key areas: (1) awareness raising; (2) institutional improvement; (3) economic restructuring in sectors, localities and enterprises; (4) innovative technologies.

The Ministry of Planning and Investment (MPI) is assigned as the focal point for green growth, responsible for leading and coordinating with ministries, sectors and PPCs and centrally managed cities to implement the Green Growth Strategy. Within MPI, the Department of Science, Education, Natural Resources and Environment (DSENRE/MPI) is implementing with UNDP the project “Strengthening Capacity and Institutional Reform for Green Growth and Sustainable Development in Vietnam (CIGG)” to support MPI’s efforts to advance the implementation of the VGGs and VGGAP.

Recent efforts supported by MPI and UNDP, complemented by other technical assistance, include analytical work such as:

- Marginal abatement cost curve (MACC) analysis for the energy sector, agricultural sector, forestry and land use change in 2011-2012;
- Climate change adaptation prioritization framework for socio-economic development planning issued by Ministry of Planning and Investment in 2013;
- The Climate Public Expenditure and Investment Review (CPEIR) in 2010-2014;
- Monitoring and Evaluation (M&E) indicators for Green Growth;

These studies inform and help shape green growth action plans, and catalyze significant changes in terms on how Viet Nam manages its economic growth path. Implied in these efforts is full-cost accounting of environmental as well as social externalities, and the identification of green growth investment gaps to inform resource mobilization from domestic and international sources.

To support these efforts, UNDP and the Global Green Growth Institute (GGGI), based in the Republic of Korea, are collaborating with MPI to prepare an “Investment Guideline for Green Growth in Viet Nam”, with the overall objective to provide analytical and decision-support tools and guidance to assist MPI and its sub-national departments to review and appraise investment options and proposals development by provinces and line ministries to promote alignment with Vietnam’s Green Growth Strategy and Action Plan.

2) OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to finalize the draft “Investment Guideline for Green Growth in Viet Nam”, containing an analytical framework that will guide decision-making by MPI and other ministries on the review and appraisal of green growth investments. The final Guideline will contain practical guidance and methods to assist government officials to prioritize investments aligned with the Green Growth Action Plan, as well as other investment proposals that may be received by MPI. The Guideline will serve as a key decision-support tool in the

context of investment planning for the next generation SEDP from 2016 to 2020, as well as annual investment planning by MPI.

A series of national consultations have contributed to the elaboration of a draft Investment Guideline for Green Growth in Vietnam, authored by a national team of two technical experts. In parallel, two national experts in energy and agriculture have been contracted to develop modules in these sectors to be appended to the Investment Guideline. Prior to finalization of the guideline, MPI has requested technical support to promote closer alignment between the draft guideline and emerging international practice on investment appraisal supportive of green growth objectives.

Outputs of this assignment will include:

- Output 1: Refinement of the analytical framework used for the review, appraisal, and prioritization of public investment projects in accordance with the Green Growth Action Plan.
- Output 2: Finalization of the draft Guideline, including drafting and revision of sections, annexes, and decision-support tools, indicators, and matrices for end- users.
- Output 3: Finalization of a consultation draft of the Guideline, to be presented to MPI for endorsement in consultation with provincial and line ministry representatives.

The targeted audience for the Guideline is MPI and provincial Departments of Planning, together with line ministries and departments responsible for implementation of various aspects of Viet Nam's Green Growth Action Plan.

3) SCOPE OF WORK

The international consultant will build on the work conducted by national consultants by providing MPI, UNDP, and GGGI with technical inputs based on emerging international practice to promote green growth through public investment planning, technically-sound methodological approaches and guidance on integration of green growth considerations into develop plans of line ministries and provinces.

Task 1: Desktop Review of Investment Appraisal Tools to Promote Green Growth

Investment in green growth is an emerging area of international practice subject to a variety of definitions, frameworks and national practices. Viet Nam stands in the group of countries that are leading efforts to integrate green growth into national investment planning. Based on work MPI has undertaken to date to guide the implementation of the GGS and GGAP, the international consultant will:

- a. Review the methodologies and outputs from GGGI, including its assessment of international best practice, the KOICA study on legal and policy review for green growth, and relevant valuation and appraisal guidelines in use by the Government of Viet Nam and other relevant countries;
- b. Review and assess the applicability to Viet Nam of various green investment guidelines and approaches prepared by international institutions such as World Bank, IFC, UNDP, OECD, UNEP/MCA4C, KfW, World Resources Institute, and others as relevant;
- c. Build on opportunities identified by national expert team to introduce practical green growth

indicators and guidance to facilitate the review, appraisal and prioritization of investments during the formulation of the next generation of Viet Nam's SEDP (2016-2020) and annual investment planning.

Task 2: Revision of Draft Guideline

- a. Input into the preparation of a revised annotated table of contents describing the core sections of the Guideline, including annexes containing, for example: analytical tools, further resources, and examples of completed appraisal of investment options.
- b. The Guideline should contain: a) guiding principles to inform decision-making that advances green growth; b) an analytical framework that situates the range of policy, program and project options, including those contained in the Green Growth Action Plan, to advance green growth in Viet Nam; c) a description of tools and methods, such as user-friendly approaches to multi-criteria analysis (MCA), to inform investment choices, including associated information requirements; d) description of criteria and methodology to appraise investments options, inclusive of assessing trade-offs, measuring costs and benefits, in the context of meeting the targets Vietnam's Green Growth Action Plan; and e) annexes outlining case-studies that demonstrate to users how to put the Guideline into practice. Limited to a maximum 50 pages, inclusive of annexes.

Task 3: Final Draft of Guideline

- a. Based on technical inputs from MPI, UNDP and other stakeholders, prepare the final draft of the Guideline for submission to MPI's for its endorsement and adoption.

4) DURATION OF ASSIGNMENT, DUTY STATION AND TRAVEL

- The lump sum contract is for part-time support, with an estimated level of effort of 20 days.
- The proposed duty station is home-based.
- Detailed working schedule and estimated days as follows:

No.	Tasks	ExpectedOutputs	Due
1	Task 1: <i>Stocktaking of Investment Guideline</i>	- Detailed summary of proposed amendments to draft Guideline. Maximum 10 pages.	December 28, 2015
2	Task 2: <i>Revision of Draft Guideline</i>	- Draft annotated table of contents for Guideline. Maximum 3 pages.	January 15, 2016
		- Revised draft guideline. Maximum 50 pages, inclusive of annexes.	February 19, 2016
3	Task 3: Final Draft of Guideline	- Final draft of Guideline submitted to UNDP and MPI. Maximum 50 pages, inclusive of annexes.	March 1, 2016

5) PROVISION OF MONITORING AND PROGRESS CONTROL

The assignment will supervised by UNDP and the Deputy National Program Director/ MPI.

6) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

- The consultant will be working home-based and provided with access to:
- The Viet Nam Green Growth Strategy (VGGS) and VGGAP
- The National Climate Change Action Plan
- The Socio-Economic Development plan 2011-2015
- Relevant sector master plans (PDP-VII for power supply, Agricultural and Rural Development, etc.)
- Draft Investment Guideline on Green Growth in Vietnam

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualifications:

1. A postgraduate degree in Development/Environmental Economics and/or development planning or relevant fields,
2. At least 15 year work experience in planning, economics and financing development/development aid with government agencies and development partners,
3. Proven track publication/consultancy in policy development, relevant to sustainable development, investment and planning, green growth, climate change and related issues
4. Experience in policy development, especially in sustainable development, green growth and climate change related issues
5. A proven consultancy track-record with roles as consultant/team leader,
6. Experience writing technical documents for in English.

8) REVIEW TIME REQUIRED AND PAYMENT TERM

20% upon receiving and acceptance of annotated outline, 40% upon submission of draft Guideline; and the last installment of 40% upon submission of the final draft of the Guideline and acceptance by MPI and UNDP.

International Technical Advisor	
1. A university/postgraduate degree in development or environmental economics, development planning, or related field.	100
2. At least 15 year work experience in investment planning, economics and financing development/development aid with government agencies and development partners.	350
3. Demonstrated experience in development of appraisal tools, guidelines, and decision support tools related to green growth, climate change, and/or environmental management.	350
4. Strong writing and analytical skills and the ability to synthesize technical information into user-friendly material.	200
Total	1000

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)

