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Date: 2 Feb 2016

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Senior Policy Advisor on Climate Change Policy in Viet Nam
Project name:	Project “Capacity Building and Support to the Implementation of the National Climate Change Strategy - CBICS”.
Period of assignment/services (if applicable):	17 work-days, spread over February - October 2016)

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **16 February 2016 (Hanoi time)**.

**With subject line: International Senior Policy Advisor on Climate Change Policy in Viet Nam**

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
- Copy of 1-3 publications/writing samples on relevant subject.

- 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 **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:

<b>Consultant's experiences/qualification related to the services</b>		
	<b>Criteria</b>	<b>Maximum Points</b>
1	An advanced university degree in environmental policy, water management, climate change, or closely related field	100
2	At least 20 years of working experience on climate change policy, environment and sustainable development and/or a closely related discipline, preferably in Viet Nam	150
3	In depth knowledge of climate change policy, renewable energy development and sustainable development in Viet Nam and globally	100
4	Profound experience in providing strategic advice and policy formulation on climate change, and dealing with the government and international development partners at senior level	100
5	Outstanding experience in leading and undertaking climate change studies, developing policy discussion papers, and facilitating and chairing consultations and policy dialogues	150
6	In depth knowledge of UNFCCC negotiations, with direct climate negotiation experience or extensive experience as advisor to negotiators; In-depth understanding of climate change policies and negotiation interests of developing countries (G77, LDCs, SIDS, etc.), as well as developed countries (EU, Umbrella Group, etc.)	150
7	Experience as a trainer in negotiation skills and as a climate policy workshop resource person	100
8	Strong inter-personal skills of leadership, networking, facilitation, coordination, and management	100
9	Excellent written and oral English language skills; knowledge of the Vietnamese language is a distinct advantage	50
	<b>TOTAL</b>	<b>1000</b>

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.

- The 1<sup>st</sup> instalment of 40% of total contract amount shall be paid upon submission of the products 1, 2, 3, 4 and 5.
- The 2<sup>nd</sup> and last installment of 60% of total contract amount shall be paid upon satisfactory submission of the products 6, 7, 8.

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.

## TERMS OF REFERENCE (TOR)

<b>TITLE:</b>	<b>International Senior Policy Advisor on Climate Change Policy in Viet Nam</b>
<b>Duration of Appointment</b>	17 work-days, spread over 9 months (February - October 2016)
<b>Contract type:</b>	Individual Contract

### 1) BACKGROUND

The outcome of the 21<sup>st</sup> Conference of Parties to the UN Framework Convention on Climate Change (UNFCCC) in Paris in December 2015 has widely been hailed as “historic”. This includes the “Paris Agreement” that aims to “strengthen the global response to the threat of climate change” and in addition a COP Decision.

The Government of Viet Nam is very pleased with the outcome of COP21. It also noted that with this outcome there is a need for new policy actions in Viet Nam, in the near future as well as after 2020, when the Paris Agreement will come into force.

The Paris outcome will be beneficial for Viet Nam because its ambitious long-term temperature goal, if achieved, will limit the effects of climate change. Furthermore, various UNFCCC mechanisms and work programmes will be consolidated and reinforced, creating additional opportunities for financing, technology transfer, and capacity building on greenhouse gas emissions mitigation and climate change adaptation in Viet Nam and other developing countries.

However, Viet Nam also must do a number of things in the near and longer-term future, with its domestic means as well as with international support. Deputy Prime Minister Hoang Trung Hai assigned the concerned ministries and agencies to urgently build an action plan to implement the outcome of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP 21), along with the construction of target programs on Climate Change Adaptation and Green Growth in the period 2016-2020.

### 2) OBJECTIVES OF THE ASSIGNMENT

This assignment aims to support the Government of Viet Nam and UNDP to prepare an Action plan for implementation of the Paris Agreement. The assignment is designed to achieve the following objectives:

1. *Supporting the CBICS project, UNDP and the government to co-organize a forum of the National Climate Change Committee (NCCC) with Development Partners (DPs) to address the implementation of the Paris Agreement in Viet Nam, as well as a pre-forum technical workshop.*
2. *Supporting the Government on developing the Action Plan for the implementation of Paris Agreement.*

### 3) SCOPE OF WORK AND SPECIFIC TASKS

1. ***Supporting the CBICS project to organize a Policy Forum of the NCCC with DPs (in early March) to address the ways to ensure that Viet Nam will be ready to implement the Paris Agreement.***

The first outcome of the Forum should be a broad agreement on (i) what Viet Nam needs to do in the post-Paris context, especially pre-2020, including changes in institutional arrangements, capacity improvements, research, policy formulation and investment, and (ii) which responses/policy actions the Development Partners will be able to support in different ways.

This broad agreement will be prepared based on an in-depth pre-Forum workshop with inputs from different Ministries and development Partners on a wide range of relevant subjects.

The second outcome should be *an Action Plan of Viet Nam to prepare for implementation of the Paris Agreement*. This is expected to be formulated with inputs from different ministries and development partners, as well as experts.

- To develop a concept note for the Policy Forum.
- To provide inputs into the pre-forum technical workshop
- To support formulation of three major inputs/presentations for the Forum from the Government side: (i) implications of the Paris Agreement for Viet Nam, and what Viet Nam must do as a result of the Paris Agreement; (ii) Reassessment of the INDC before transforming it into NDC, and (iii) SP-RCC policy actions on in response to the Paris Agreement.
- To identify ways for active engagement of key stakeholders (key ministries, civil society, Development Partners, and NGOs).
- To support formulation of a joint Statement of the Government and development Partners, to be adopted at the forum
- To keep track of the Forum's minutes and prepare Forum report.

## **2. Supporting the Government on developing the Framework design for action plan to implement the Paris Agreement.**

To follow up on the forum, articulating what needs to be done in terms of preparing for the implementation of the Paris Agreement (pre-2020).

- To draft an outline of the action plan of Viet Nam to implement the Paris Agreement.
- To review reports from national consultants in different areas of the action plan.
- To ensure quality of the action plan for the implementation of the Paris Agreement.

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

The assignment is designed for 17 **working days**, spread over a 9 month period, starting from February 2016 until October 2016. The International Senior Policy Advisor will have to attend a pre-forum technical workshop on March 4<sup>th</sup> (tentatively) in Ha Noi, a 2 day-write-shop on March 5<sup>th</sup>-6<sup>th</sup> near Ha Noi (tentatively), and 1 day Forum in the last week of March or the first week of April in Ha Noi. In total, the Policy Advisor will have at least 5 days in Ha Noi including travel from Hanoi to a write-shop venue near Hanoi (excluding international travel)

During the mission, the International Senior Policy Advisor can work at the UNDP Viet Nam Office or at the CBICS project office. Travel cost outside Ha Noi will be covered by the Project separately in accordance with EU-UN cost norms and shall be processed by the Programme Management Unit based on the approved travel plan of the consultant.

The contract may be extended subject to project needs and satisfactory performance of the individual contractor.

## **5) FINAL PRODUCTS**

*The expected outputs from this assignment during the 9 month period include:*

1. A concept note including clear objective and expected outcomes (what pre-2020 needs/what to do/what DPs can support), draft Forum programme, draft Forum's participation, inputs into the Forum, follow up to the Forum.
2. Three presentations for the NCCC Forum and written inputs (presentations for) the pre-forum workshop
3. A list of key stakeholders (key ministries, Development Partners, civil society, and NGOs) to be invited to the Forum.
4. Lead-contribution to the joint statement to be adopted at the forum
5. A brief Forum's report with clear view on what needs to be done in terms of preparing for the implementation of the Paris Agreement.
6. Outline of the action plan to implement the Paris Agreement.
7. Lead-contribution to the first draft of the action plan to implement the Paris Agreement (what need to be

done, by whom and when, what resources needed and what development partners can support) to be circulated among key ministries and other key stakeholders for comment, and a presentation at a national consultation workshop.

8. Lead-contribution to the second draft of the action plan after getting inputs from ministries and other key stakeholders.

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

- The International Senior Policy Advisor will work directly under the supervision of UNDP, and National Director of the project; will work directly with the CBICS PMU, National Policy Advisor and other consultants.
- A detailed work plan for the assignment shall be prepared and agreed with UNDP and CBICS PMU.
- After signing the contract, UNDP, PMU together with Policy Advisor identify and agree on the rules for monitoring the progress of each part and the whole package of work.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- a) An advanced university degree in environmental policy, water management, climate change, or closely related field.
- b) At least 20 years of working experience on climate change policy, environment and sustainable development and/or a closely related discipline, preferably in Viet Nam.
- c) In depth knowledge of climate change policy, renewable energy development and sustainable development in Viet Nam and globally.
- d) Profound experience in providing strategic advice and policy formulation on climate change, and dealing with the government and international development partners at senior levels.
- e) Outstanding experience in facilitating and chairing climate change consultations and policy dialogues.
- f) In-depth knowledge of UNFCCC negotiations, with direct climate negotiation experience or extensive experience as advisor to negotiators; In-depth understanding of climate change policies and negotiation interests of developing countries (G77, LDMC, LDCs, SIDS, etc.), as well as developed countries (EU, Umbrella Group, etc.).
- g) Strong inter-personal skills of leadership, networking, facilitation, coordination, and management.
- h) Excellent written and oral English language skills; knowledge of the Vietnamese language is a distinct advantage.

## **8) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

### **Logistical support:**

- Arrangement of Contract and payments will be provided and supported by UNDP.
- The CBICS PMU will provide necessary logistical support for implementation of the work.

### **Documentation/secondary information**

- All relevant project documents, publications, and materials available at UNDP relating to the work will be made available for reference.

## **9) REVIEW TIME REQUIRED AND PAYMENT TERM**

Payment shall be made based on the following milestone:

- The 1<sup>st</sup> instalment of 40% of total contract amount shall be paid upon submission of the products 1, 2, 3, 4 and 5.
- The 2<sup>nd</sup> and last installment of 60% of total contract amount shall be paid upon satisfactory submission of the products 6, 7, 8.

## 10) COPY RIGHT

All intellectual property and property rights, including the maps, drawings, photographs, documents, reports and other documents that are the outputs of policy advisers will become assets of the Ministry of Natural resources and Environment, UNDP Vietnam and CBICS project, the Policy Advisor have no right to publish or use of this material without the permission of the project, MONRE or UNDP Vietnam.

## 11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE                      ☐ PARTIAL                      ☒ INTERMITTENT                      ☐ FULL-TIME

## **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 USD .....

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

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Number of days</b>	<b>Rate (USD)</b>	<b>Total</b>
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	<b>TOTAL</b>			

*\* 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