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Date: 16 March 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country: Viet Nam

Description of the assignment: 01 International Consultant for Project Inception phase

Project name: 91381 Vietnam POPs and Sound Harmful Chemicals Management Project

Period of assignment: 20 days, during period April-May 2016

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1. Submissions should be sent by email to: huynh.huong.thanh@undp.org no later than **Wednesday 23 March 2016 (Ha Noi time)**.

With subject line: International Consultant for Project Inception phase.

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	Postgraduate degree in the field of chemical, chemical management, hazardous waste management, environmental management, environment science and/or related field ;	100
2	At least 5-7 years of extensive professional and practical work experience in environment/chemical management and chemical research; Proven experience, knowledge and advisory capability in GEF environment/chemical management projects; preferably specific experience with POP/PTS and mercury management project, previous experience as international advisor in GEF/ POPs related projects and Stockholm Convention	300
3	Proven experience, knowledge and advisory capability in environment/chemical project development/management, especially GEF projects; Strong understanding and experience in project management, formulation and implementation; Specific experience with GEF-UNDP project formulation, project inception, UNDP result-based M&E and risk management including process and template would be an asset.	300
4	Proves experience/knowledge of chemical/environmental policy framework and specific experience with POP/PTS projects and mercury issues in Viet Nam and other developing countries will be an advantage;	100
5	Good interpersonal experience to communicate and mediation with related Government Agencies;	100
6	Fluent English skills (Example of written articles/publications/reports must be provided for assessment).	100
	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).

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:

Upon submission of tentative work plan that agreed by UNDP and VEA/PMU	30% of the contract value
Upon submission the draft inception report with satisfactory acceptance by UNDP, VEA/MONRE and VINACHEMIA	30% of the contract value
Upon the completion of the final inception report under the contract, with satisfactory acceptance by UNDP	60% 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

Title	01 International Consultant for Project Inception phase
Project	91381 Vietnam POPs and Sound Harmful Chemicals Management Project
Location of Assignment:	Home-base, with 01 mission to Vietnam
Duration	20 days, during April-May 2016

1. BACKGROUND

According to statistical data, approximate. 4000 chemical substances are created per day globally and hundred millions of substances were registered so far.

Chemical management including production & use of hazardous substances and promotion of safety manner in chemical use is increasingly demand in Vietnam due to public concern about raising impacts of chemicals to human health, especially children.

Today, people all know that chemical substances are great inventions and indispensable to their model life but also a potential disaster to health of human-being if applying improperly. Proper management of chemicals through its lifecycle from production or import to use & waste disposal is a global trend to reduce the release of toxic chemical to environment. Also, it is an on-going process to promote alternative or non-toxic chemicals together with BAT/BEP to replace the evidence-based toxic ones.

Strengthening chemical management, particularly toxic chemicals as listed in international conventions, is one of the important priority in Vietnam. In line with the nation need and priority, the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP) support Vietnam implementing the project “Vietnam POPs and Sound Harmful Chemicals Management Project (PHCM)”.

The project will contribute to the improvement of the environmentally sound management for chemicals and hazardous waste, focused on persistent organic pollutants (POPs), persistent toxic substance (PTS) and mercury build on UNDP and Vietnam past experience addressing POPs/PTS issues.

The objective of the project is the continued reduction of environmental and health risks through POPs and harmful chemicals release reduction. The project has four main components:

Component 1. Policy framework for sound chemicals management, including POPs/PTS developed and implemented.

Component 2. Monitoring and reporting of POPs and PTS

Component 3. Management of POPs contaminated sites

Component 4. National mercury baseline inventory and release reduction.

The project now starts its inception phase after the appraisal and official approval by the Government. This is a necessary stage to review the project implementation strategy compare with national condition at project design and approve by GEF and UNDP. The review will be done in consultation with related stakeholders and build a common understanding of related parties on the project objective for future success. This includes review of project context, project baseline compare to the baseline at the project design, project management structure, partnership coordination mechanism, design of work packages, M&E plan, communication plan, risk management strategy and result-based first annual work plan.

UNDP is looking for an experienced International Consultant that is familiar with GEF-UNDP chemical projects to support VEA/ MONRE, VINACHEMIA/MOIT, Project Management Unit (PMU) and related partners developing an Inception Report. The Inception Report will be an integral part of the Project Document (Prodoc) and fundamental for project implementation.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to review project context, project baseline and assumptions compare to the baseline and assumptions, which used at the project design, in order to recommend revision of project key activities (if necessary) and implement strategy toward achieving project overall objective. The assignment also aims at review and make recommendation for project management structure, partnership coordination mechanism, designing of work packages, M&E plan, communication plan, risk management strategy and 1st year annual work plan.

This review will include a kick-off workshop for the project implementation and consultative reviews with related stakeholders through the workshop and meetings.

3. SCOPE OF WORK

3.1 . General scope

- Review and update the context of the project and determine the implications of changes and/or detailed plan for the project implementation.
- Based on the review results, define the project implementation strategy for the entire project and its key elements including:
 - i) Updated Logical Framework;
 - ii) Review and revision of the project work plan and budget, and detailed first year annual work plan;
 - iii) Proposed Concepts / TORs for major activities / work packages and project pilots;
 - iv) Detailed project M&E plan;
 - v) Risk Management Strategy; and
 - vi) The project implementation and management arrangements.

3.2 . Tasks

The Inception Consultant should undertake the following tasks:

Task 1: Meeting with relevant parties and resource person (VEA/MONRE, VINACHEMIA/MOIT, ...) to collect update information and review data and information relevant to the Project:

- Review the project documents and, in consultation with UNDP and key project partners, identify the potential gaps/areas that need to be re-examined in the inception phase.
- Review the status of Law on Environmental Protection, Law on Chemicals, the related secondary legislation and different regulations, policies with respect to environmentally sound

management of chemicals, coverage of POPs, PTS and mercury in comparison with the status of the same during the project preparation stage (i.e. any update of the legislation in the past 3 years)

- Review pilot provinces and suggest revision where necessary
- Update on-going activities relating to project and identify the opportunities for collaboration and ensure the synergy among different initiatives.
- Develop a list of relevant stakeholders.
- Develop and implement a consultation plan (meeting schedule and workshop plan).

Task 2: Update the Project Logical Framework

- Review the Project Logical Framework to ensure that indicators and milestones of impact at the Output, Purpose and Goal levels are S.M.A.R.T and updated, and assumptions/risks are verified and updated.
- Review Project Outcomes, outputs and activities to identify how to adjust the proposed ones to meet with project's goal;
- Identify the appropriate approaches to ensure the project will meet its goal and objectives.
- Outline the scope of work (objectives, tasks and team) for all key major activities, grouped in work packages where appropriate, in line with recommended project implementation strategy.
- Recommendation for revision of activities/outputs if necessary.

Task 3: Review and develop a detailed M&E plan of the project

- Describe yearly targets/milestones that must be linked to progress indicators and/or project outcome indicators as mentioned in the updated Project Logical Framework.
- Determine scope of data and information requirement for each indicator a plan for data collection.
- Detail in the M&E plan the roles and responsibilities of PMU personnel, UNDP/GEF staff, auditor and other involved government agencies with deliverable outputs.

Task 4: Review Risks Assessment and develop Risk Management Strategy

- Review and update the Project Risks Assessment and Mitigation Measures (possible barriers to successful project implementation and identified externalities that may reduce project effectiveness).
- Prepare a detailed Risk Management Strategy for project implementation.

Task 5: Assist to prepare a project work plan

- Review and revise, if appropriate, the full project work plan and budget in approved Prodoc.
- Suggest relevant activities for the detailed annual work plan of the first year project implementation. .

Task 6: Review and upgrade the project management arrangement

- Review and finalize the project management arrangement diagram (MONRE, MOIT, involved VEA departments and agencies, PMU, ..), including reporting lines.
- Identify other operational issues and propose solutions for further discussion at the Inception Workshop.

Task 7: Compile an draft Inception Report

- Take into account all analyses and updates as above-mentioned tasks.

Task 8: Make a presentation at Inception Workshop with key stakeholders

- Present update status, findings and suggestions at one-day Inception workshop in Hanoi, including updated project logical framework, schedule for Steering Committee Meetings, reporting and M&E requirements, Risk Management Strategy and work plans.

- Key note of agreed/collective comments to reflect in final Inception Report and attached to the report as an Annex.

Task 9: Submit final Inception Report

- Taking into account comments and feedback from the Inception workshop, UNDP RO and related parties, finalize the Inception Report. This should include recommendations to VEA/PMU and UNDP on necessary changes of the project documents (log frame, M&E, etc.) mentioned in 3.1.

Working method

The International Consultant will lead the assignment and VEA/PMU will support with data collection and inputs, as well as consultations with partners. The division of labour and implementation arrangements will be further detailed at the beginning of the assignment in the work plan, to be discussed with VEA/PMU and UNDP.

VEA/PMU, VINACHEMIA/MOIT will assist the consultant in interviews and meetings with proposed stakeholders.

UNDP will provide administrative support to the consultants where appropriate.

The Consultant is expected to communicate with the VEA/PMU via email and/or Skype and will team up with PMU staff during the mission in Viet Nam.

4. DELIVERABLES

No	Deliverables	Due date
1	Tentative work plan including proposed duration of mission in Hanoi	1 week after signing the contract
2	Inception Workshop presentation and key note of comments	April 15-16, 2016
3	Draft Inception Report	April 30, 2016
4	Final Inception	May 30, 2016

The Project Inception Report shall be written in English and contains the following suggested (but not limited) elements:

- Introduction:
 - + Update on the status of POPs, PTS wastes, mercury and contaminated sites and their unintended release in Vietnam, including institutional/policy context.
 - + Detail the purpose, process, and description of the key findings during the inception phase.
- Project operational strategy:
 - + Statement of the implementation strategy.
 - + Updated logical framework.
- Workplan:
 - + Work packages identified and agreed.

- + Full project work plan and budget confirmed.
- + Detailed first year work plans finalized and accepted by all project stakeholders.
- Project M&E:
 - + Detailed annual monitoring and evaluation plan with means and verification indicators of the project, including annual milestones/targets.
- Project Risk log:
 - + Reviewed Risks Assessment.
 - + Risk Management Strategy.
- Project implementation arrangements.
 - + Description of roles and responsibilities of, and the links between, the project implementers and project stakeholders detailed and clarified.
 - + Organigram of the project implementation arrangement.
 - + Database of stakeholders.

The following items can be included in the report as annexes:

- Concepts / TORs of work packages / main activities.
- Inception Workshop Report.
- Notes of the meetings and stakeholders consultations.

5. TIMING AND DURATION

Duration and Timing: Estimated 20 working days during the period April – May 2016.

Duty station: Home based with one mission to Hanoi and project sites if requested.

The detailed schedule will be developed and agreed with UNDP and the VEA/MONRE before commencement of the consultancy assignment. The assignment shall include at least 5 working days mission in Ha Noi, Viet Nam (estimated during April 2016). In case of in-country travel (if needed), travel costs will be covered by the project based on the UN-EU cost norm.

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected international consultant will work under supervision of Head of Sustainable Development Cluster, UNDP and Project NPD assigned by VEA/MONRE.

The selected Consultant will work closely with agencies in VEA/MONRE, VINACHEMIA/MOIT, UNDP, and PMU staff under the lead of the National Project Director (NPD).

7. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Logistic and administrative issues including field visit if needed will be supported by PMU and VEA/MONRE.

PMU and VEA/MONRE will support arrangement of meetings with related parties; organization of inception workshop and field trip (if required), provide Prodoc and national available reference documents.

Relevant reference documents including ProDoc, applicable policy documents and data.

Copies of following documents will be made available to the Consultant upon commencement of the assignment by the VEA/PMU, as well as UNDP-Viet Nam:

1. Project Documents and documents of relevant policies;
2. Viet Nam - United Nations Harmonized Programme and Project Management Guidelines (HPPMG); and
3. Contact list of key stakeholders of the project.

8. REVIEW TIME REQUIRED AND PAYMENT TERM

- The first instalment of 30% contract value will be paid upon submission of tentative work plan that agreed by UNDP and VEA/PMU
- The second instalment of 30% contract value will be paid upon submission the draft inception report with satisfactory acceptance by UNDP, VEA/MONRE and VINACHEMIA;
- The final payment of 40% will be paid upon the completion of the final inception report under the contract, with satisfactory acceptance by UNDP.

9. DEGREE OF EXPERTISE AND QUALIFICATION

The International Consultant shall have the following minimum qualifications and experience:

- Postgraduate or post education degree in the field of chemical, chemical management, hazardous waste management, environmental management, environment science and/or related field ;
- At least 5-7 years of extensive professional and practical work experience in environment/chemical management and chemical research; Prove experience, knowledge and advisory capability in GEF environment/chemical management projects; preferably specific experience with POP/PTS and mercury management project, previous experience as international advisor in GEF/ POPs related projects and Stockholm Convention
- Prove experience, knowledge and advisory capability in environment/chemical project development/management, especially GEF projects;
- Prove strong understanding and experience in project management, formulation and implementation; Specific experience with GEF-UNDP project formulation, project inception, UNDP result-based M&E and risk management including process and template would be an asset.
- Knowledge of chemical/environmental policy framework and specific experience with POP/PTS projects and mercury issues in Viet Nam and other developing countries will be an advantage;
- Prove good interpersonal experience to communicate and mediation with related Government Agencies;
- Fluently English skills (Example of written articles/publications/reports must be provided for assessment).

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

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)

