



Vietnam Environment Administration



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TERM OF REFERENCE

Title: Three (03) national consultants for Assessing POPs, PTS monitoring capacity in Vietnam (Activity code: 2.1.1.1 and 2.1.2.1)
Project: Vietnam POPs and Sound Harmful Chemicals Management (Project ID 91381)
Type Contract: Individual contracts
Duration: During period **Jan 2017 – July 2017**
Duty Station: Hanoi and other provinces (if necessary)
Report to: UNDP and PMU

1. GENERAL BACKGROUND

The project “Vietnam POPs and Sound Harmful Chemicals Management Project” is funded by the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP). The project is executed by Vietnam Environment Administration / Ministry of Natural Resources and Environment as the UNDP’s National Implementing Partner (NIP). The official starting date of the project is 29/1/2016 and expected closure date is 31/12/2018.

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 Substances (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.

In order to achieve the project, four main components are envisaged:

- Component 1. Policy framework for sound chemicals management, including POPs, PTS developed and implemented.
- Component 2. Monitoring and report of POPs and PTS.
- Component 3. Management of POPs contaminated sites.
- Component 4. National Mercury baseline inventory and release reduction strategy.

Under the Component 2, the project aims at enhancing the national capacity on POPs, PTS monitoring and reporting through strengthening capacity of national laboratory network on POP/PTS sampling and analysis. Assessment of POPs, PTS monitoring capacity in Vietnam is activity to prepare for developing a plan for building capacity of the labs.

UNDP and Project Management Unit (PMU) are looking for three (03) national consultants to carry out this assessment. The assessments and assignment entails the following information:

2. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to assess the current status of POPs, PTS monitoring and POPs, PTS monitoring capacity in Vietnam, including assessment of the current POPs, PTS monitoring data and capacity of national and provincial laboratories, with a focus on the laboratories network under MONRE/DONREs.

3. **SCOPE OF WORK**

Under supervision of assigned UNDP staff and PMU, the three national consultants are responsible (but not limited to) the following tasks:

National Consultant 1 (NC1) – Team leader: Legal Framework and data collection

Task 1: Coordination and team management (20 working days)

- Consolidate information from different sources and team members as well as written comments and feedbacks from related parties to deliver the final report on POP, PTS monitoring capacity in Vietnam;
- Document comments in technical meetings and consultation workshop (if any) to deliver meeting minutes
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- Prepare and Present findings and recommendations at a technical meeting with PMU and UNDP and at a consultation workshop with provincial labs and relevant parties.

Task 2: Desk review (10 working days)

- Review international practices on POPs, PTS monitoring including criteria for selection of PTS to be monitored and documents on risk profile from WHO; IARC; EU risk assessment reports; US EPA, etc.;
- Review Vietnam legal framework and regulations on POP, PTS monitoring (laws, decrees, decisions, circulars, national and sector technical standards/regulations, etc.) and recommendation for improvement of monitoring regulation for POPs and PTS in Vietnam; A priority will be given to 26 POPs of Stockholm Convention and Mercury.
- Based on the information collected on international and national monitoring practices, suggest a detailed mechanism on reporting and sharing information of monitoring data on POPs, PTS by provinces or other organizations /agencies in Vietnam.
- Are there any study in Vietnam about impacts of chemicals, POPs/PTS to women and men by labs, university, research institutes, etc ? ex. Research on Dioxin in breast milk of Bien Hoa women by CEM.

Task 3: Data collection and analysis on POP, PTS monitoring in Vietnam (30 working days)

- Review and collect the data/information related on POPs, PTS monitoring in all relevant ambient environment (air, water, soil) and receptor (human, biota, food), which monitored by national, provinces and sectors (*what POPs/PTS are monitoring, in where and by whom*);
- Provide advices/comments for questionnaire and contribute to carry out a survey to collect information on POP, PTS analysis capacity of Laboratories;
- Field visit to selected labs at provinces (tentatively 3 provincial labs under DONREs);
- Contribute to analyse monitoring data and mapping of key POPs/PTS contaminated area/ releasing points.

National Consultant 2 (NC 2) – Team Member : Lab capacity assessment

Task 1: Support NC1 - Team Leader (5 working days)

- Take note in meetings in provinces with Labs and DONREs as well as in meetings in Hanoi with relevant parties and workshop as inputs to team leader to write the final consolidated report

Task 2: Data collection (30 working days)

- In coordination with team leader, lead the design of questionnaire survey to collect information on POP, PTS analysis capacity of Laboratories. The questionnaire design should cover gender aspect such as women –men number and ratio in labs, how women and men think about the impacts of chemicals and hazardous chemicals when working at the lab and doing sample analysis, etc
- Carry out questionnaire survey and data entry to an excel file for statistic analysis or a statistic software (*This will be decided by discussion between national consultants and UNDP/PMU at the inception of the assignment*);
- Field visit to selected labs at provinces (tentatively 3 provincial labs under DONREs) to collect information through interview, report/list of lab equipment and secondary data;
- Contribute to assessment and recommendation based on collected data and information;
- Contribute to preparation of presentation on findings and recommendation at a technical meeting with PMU and UNDP and a consultation workshop with provincial labs and relevant parties;

National Consultant 3 (NC 3) – Team Member: Mapping specialist (20 working days)

- Under guidance of Team leader, mark key POPs/PTS contaminated areas/releasing points in Vietnam map based on collected data/information (category available data and mapping by administrative/provincial geography)
- Contribute to preparation of presentation on findings related to mapping at a technical meeting with PMU and UNDP and a consultation workshop with provincial labs and relevant parties.

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4. TIMING, DURATION AND DUTY STATION

Timing and Duration: Estimated 115 working days for the group of consultants during the period Jan. 17 – July 2017.

National Consultant 1 (NC 1) – Team Leader: 60 working days

National Consultant 2 (NC 2) – Team Member: 35 working days

National Consultant 3 (NC 2) – Team Member: 20 working days

Duty station: Hanoi and three provinces (tentatively) where provincial lab are selected for the review and assessment.

Travel to provinces if required will be paid separately by PMU based on UN-EU cost norms.

The detailed schedule will be developed and agreed with UNDP/PMU before commencement of the consultancy assignment.

5. DELIVERABLES

For the group

- A consolidated detail work plan of the team with proposed activities, time, responsibility of each consultant, tools/approach for carry out the assignment and template of final data results ;
- Questionnaire survey that agreed by UNDP/PMU;
- Final report on current status of POPs, PTS monitoring and POPs, PTS monitoring data in Vietnam, including recommendation, annex and raw data table;
- A presentation on finding and recommendation at technical meeting with UNDP/PMU in Hanoi and a technical consultation workshop with provincial labs and relevant parties.

NC1

- Report on international experience on POPs, PTS monitoring and reporting;
- Matrix on POPs/PTS, those are currently required monitoring by Vietnam legal framework and regulations;
- Comprehensive matrix of available POPs, PTS monitoring data with focus on Volatile organic compounds (VOCs and semi VOCs) in different environment component (air, water, soil) and receptors (human, biota, food) from all relevant sources, with highlights on the areas of lacking data;
- Recommendations for improvement of national report to Stockholm Convention and Stockholm Convention effectiveness evaluation.

NC2

- Questionnaire;
- Raw and consolidated data tables from questionnaires on POPs/PTS monitoring capacity including list of labs and POPs and PTS parameters are currently measured by each lab for each environmental matrix and receptor; the analytical methods/procedure adopted; the existing quality control and assurance with reference with GLP criteria.

NC3

- A Vietnam map of key POPs/PTS contaminated areas/releasing points based in collected data.

No	Deliverables	Due date
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		(tentative)
1	A consolidated detail work plan of the team with proposed activities, time, responsibility of each consultant, tools/approach for carry out the assignment and template of final data results ;	1-2 week after signing the contract
2	Questionnaire survey that agreed by UNDP/PMU;	End of February 2017
3	Report on international experience on POPs, PTS monitoring and reporting;	End of February 2017
4	Matrix on POPs, PTS those are currently required monitoring by Vietnam legal framework and regulations;	March 2017
5	Comprehensive monitoring data of POPs, PTS (with focus on VOCs and semi VOCs) in different environment component (air, water, soil) and receptors (human, biota, food) from all relevant sources, with highlights on the areas of lacking data;	April 2017
6	Mark key POPs/PTS contaminated areas/points in Vietnam map based on collected data	May 2017
7	Raw and consolidated data tables from questionnaires;	May 2017
8	Recommendations for improvement of national report to Stockholm Convention and Stockholm Convention effectiveness evaluation;	May 2017
6	A presentation on finding and recommendation at technical meeting with UNDP/PMU in Hanoi and a technical consultation workshop with provincial labs and relevant parties;	May 2017
7	Final report on current status of POPs, PTS monitoring and POPs, PTS monitoring data in Vietnam, including recommendation, annex and raw data table;	June 2017

All products are in Vietnamese. The final report must be delivered in both Vietnamese and English.

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected group of national consultants will work under supervision of National Project Director (NPD) assigned by VEA/MONRE, assigned staff of UNPD/PMU Manager (PM).

The selected group of national consultants will discuss further details with UNDP and PMU/PCD at the beginning of the assignment in the work plan.

The selected group of national consultants will have regular meetings and discussion among the team members and with UNDP/PMU. They are required to regularly report to and consult with UNDP and PMU on the progress of the work based on the agreed work plan.

The selected group of consultants are expected to communicate with the PMU/PCD via email and/or Skype /direct communication and will be supported by PMU staff during the mission.

The selected group of consultants will work closely with agencies in VEA/MONRE, such as PCD, CEM under the lead of VEA/the National Project Director (NPD).

VEA/PMU and UNDP will provide support with comments and inputs to the consultants where appropriate.

7. ADMINISTRATIVE ARRANGEMENT

Logistic arrangement:

VEA/PMU will provide all logistical and administrative support to the selected national consultant regarding travel to the field (if any);

VEA/PMU will support the arrangement of all meetings, partners/stakeholders consultations or/and field assessments as needed;

Documents:

Copies of the following documents will be made accessible to the consultants upon commencement of the assignments: 1) Project documents and 2) Reference documents on POPs/PTS such as 10 years SC implementation, NIP update, etc

8. DEGREE OF EXPERTISE AND QUALIFICATION

The consultants shall have the following minimum qualifications and experience:

For NC1 - Team Leader: Legal Framework and data collection

- Minimum Master degree in the field of chemical, chemical management, environmental management, environmental science and/or related field;
- At least 10 years of work experience in the field of research, assessment, synthesis and analysis of data with special focus on chemicals and waste management;
- Track-record experience in developing/ implementing/ analysing the policies / legal framework related to POPs/PTS monitoring in Vietnam;
- Proven experience in analysing the capacity of lab related to POPs/PTS monitoring in Vietnam; Experience in working with MONRE, DONREs, and associated laboratories will be advantage;
- Proven strong understanding and experience on the Stockholm Convention; management of POPs in Vietnam;
- Track-record experience in working as team leader of a consultancy team;
- Fluently English and report writing skills (Example of written consultancy reports must be provided for assessment).

For NC2 - Team Member: Lab capacity assessment

- Master degree in the field of Chemical, chemical management, Chemical engineer and/or related field; Specific trainings on laboratory practitioner and POP/PTS monitoring would be preference
- At least 5 years practical working experience in a laboratory
- Practical experience on lab skills and regulations, including taking samples, sample analysis, reporting and verifying of sample analysis results; Skill and knowledge on sampling, analysis, reporting and verifying of environmental elements (water, air, soil, ..). Specific lab skills for POP/PTS assignment will be advantage
- Track -record experience on lab capacity assessment and training; experience on developing questionnaire, questionnaire to collect information from labs will be an asset

- Proven knowledge of the POPs, PTS, Stockholm Convention and the status and management of POPs, PTS in Vietnam.
- Fluently English skills and report writing skill (Example of similar written reports must be provided for assessment)

For NC3 - Team Member data collection and mapping

- Bachelor degree in IT with specific experience on GIS and mapping skill. A degree on environmental/chemical subject with additional IT/GIS certificate/degree will be considered as relevant candidate.
- At least three to five years of working experience
- Track-record working experience on mapping assignment. POP/PTSs, hazardous waste management mapping would be an advantage .
- Experience in working with MONRE, DONREs, and associated laboratories will be preference;
- Knowledge of the POPs, PTS, Stockholm Convention would be an advantage .
- Proficient in English to carry out the work and make English remark in the map

9. REVIEW TIME REQUIRED AND PAYMENT TERM

The first installment of 20% contract amount will be paid upon submission of the work plan agreed by UNDP and NPD/PMU;

The second installment of 40% contract amount will be paid upon submission the draft reports with satisfactory acceptance by NPD/PMU and UNDP;

The final payment of 40% contract amount will be paid upon the completion of the final report under the contract with satisfactory acceptance by UNPD and NDP/PMU.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

(Interview will be set up if necessary to compensate CV evaluation)

For NC 1: *Team Leader*

Consultant(s)' experiences/qualification related to the services		
1	Minimum Master degree in the field of chemical, chemical management, chemical engineer, environmental management, environmental science and/or related field; Study in abroad in these subjects are preference	100
2	-At least 10 years of working experience in the field of research, assessment, synthesis and analysis of data with special focus on chemicals and waste management; -Proven track-record experiences in develop and review the policies/ legal framework and specific regulation related to POPs/PTS and POP/PTS monitoring in Vietnam;	250
3	-Previous assignments on capacity assessment -Previous assignment related to POPs/PTS and POPs/PTS monitoring in Vietnam; -Working experience in laboratories will be an asset	300
4	-Proven knowledge and understanding on the Stockholm Convention and management of POPs in Vietnam;	100
5	-Track-record assignment in the position of team leader or similar position; - Working experience in with MONRE, DONREs, and associated laboratories will be preference;	100
6	Fluently English skills and report writing skill (Example of similar written reports must be provided for assessment)	150
Total		1000

For NC 2

Consultant(s)' experiences/qualification related to the services		
1	Master degree in the field of Chemical, chemical management, Chemical engineer and/or related field; Specific trainings on laboratory practitioner and POP/PTS monitoring would be preference	100

2	-At least 5 year practical working experience in a laboratory -Track –record assignment on POP/PTS analysis and environmental monitoring will be preferable	150
	- Practical experience on lab skills and regulations, including taking samples, sample analysis, reporting and verifying of sample analysis results; Skill and knowledge on sampling, analysis, reporting and verifying of environmental elements (water, air, soil, ..). Specific lab skills for POP/PTS assignment will be advantage	200
3	-Proven experience on lab capacity assessment -Practical experience on developing questionnaire, questionnaire to collect information from labs will be an asset	200
4	Proven knowledge of Stockholm Convention, current status and management of POPs/ PTS in Vietnam.	100
5	-Track-record assignment in the position of consultancy members -Working experience in with MONRE, DONREs, and associated laboratories will be preference;	100
6	Fluently English skills and report writing skill (Example of similar written reports must be provided for assessment)	150
Total		1000

For NC 3

Consultant(s)' experiences/qualification related to the services		
1	Bachelor degree in IT with specific experience on GIS and mapping skill. A degree on environmental/chemical subject with additional IT/GIS certificate/degree will be considered as relevant candidate.	200
2	At least three to five years of working experience Track-record working experience on mapping assignment. Previous assignment on POP/PTSs, hazardous waste management mapping would be an advantage .	400
3	Experience in working with MONRE, DONREs, and associated laboratories will be preference;	100
4	Knowledge of the POPs, PTS, Stockholm Convention would be an advantage .	100
6	Proficient in English to carry out the work and make English remark in the map	200
Total		1000