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19 August 2019

## 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 (IC) to Establishment of Green Chemistry Cell, Preparation of training materials for introductory training workshop on GC principles and Facilitation of a 2-day introductory training workshop
Period of assignment/services (if applicable):	September - December 2019
Duty Station:	Hanoi and home office
Tender reference:	D190804

1. Submissions should be sent by **email** to: [nguyen.thai.duong@undp.org](mailto:nguyen.thai.duong@undp.org) no later than:

**23.59 hrs., 26 August 2019 (Hanoi time)**

With subject line:

**D190804 – 01 International Consultant (IC) to Establishment of Green Chemistry Cell.**

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 **30 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.
- After submitting proposal, bidder should send notification by email (without attachment) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org) informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

**2. Please find attached the relevant documents:**

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#) ..... (Annex IV)
- [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
- Signed Letter to UNDP Confirming Interest and Availability
- 2 samples of analytical report writing, and/or academic publications in areas related to Green Chemistry

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- 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 the above currency at UN Exchange Rate at the submission deadline.

**4. Evaluation**

The technical component will be evaluated using the following criteria:

<b>Experiences/qualifications</b>	<b>Max. points</b>
Master's degree or higher qualification in chemistry, chemical engineering, environmental studies/environmental science, waste management or related fields;	<u>150</u>
Minimum 10 years of recent working experience in green chemistry/cleaner production/waste management;	<u>200</u>
Proven experience of work with Green Chemistry centres and networks;	<u>200</u>
Experience in working in developing countries for donor supported projects	<u>150</u>
Track record of analytical report writing, and/or academic publications in areas related to Green Chemistry;	<u>150</u>
Proven track record of work experience in the development and delivery of training programmes	<u>150</u>
Total	<u>1000</u>

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 subject to positive reference checks on the consultant's past performance.**

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:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>  
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 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 upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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.**

## ANNEX I



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### TERMS OF REFERENCE

Position	01 International Consultant (IC)
Consultancy service	Establishment of Green Chemistry Cell Preparation of training materials for introductory training workshop on GC principles Facilitation of a 2-day introductory training workshop
Type of appointment	Individual contract
Location	Home-based and Hanoi
Duration	22 working days including mission to Hanoi

#### 1. BACKGROUND

In Viet Nam, while the chemical and manufacturing sectors play a very important role in the development of the national economy and in the industrialization and modernization of the country, certain chemicals, which are potentially hazardous/toxic, their production processes and products containing such chemicals are becoming of increasing concern because of their impact on human health, the local and global environment and ecosystems.

Because of various legacy issues, surveys in Viet Nam (1999 – 2010) indicated higher levels of chemicals of concern in soil, water, and human milk than those measured in most other countries.

This situation is further aggravated by chemical pollution and releases, industrial related accidents and spills caused by the national chemicals and manufacturing industry, which is predominantly using old technologies, outdated production processes and/or end of pipe solutions. This is a cause of great concern and puts a significant burden on the Government of Viet Nam and local authorities, as these impacts are further jeopardizing the health of the country's population as well as its ecosystems.

The low concern and awareness of the environmental risk associated with obsolete industrial processes and the consumption, release or storage of hazardous chemicals in any stage of industrial manufacturing has often resulted in serious environmental accidents.

#### 2. APPLICATION OF GREEN CHEMISTRY IN VIET NAM

Green Chemistry is defined as “the design of chemical products and processes that reduce or eliminate the use and generation of hazardous substances”. The green chemistry approach has been standardized in 12 general principles: 1. Prevent waste; 2. Maximize atom economy; 3. Design less hazardous chemical syntheses; 4. Design safer chemicals and products; 5. Use safer solvents and reaction conditions; 6. Increase energy efficiency; 7. Use renewable feedstocks; 8. Avoid chemical derivatives; 9. Use catalysts, not stoichiometric reagents; 10. Design chemicals and products to degrade after use; 11. Analyze in real time to prevent pollution; 12. Minimize the potential for accidents<sup>1</sup>.

Although many of the Green Chemistry principles have not yet been applied in Viet Nam, their application could play an important role in reducing the potential for toxic releases or emissions from processes and products that continue to use or emit POPs.

Since 2018, UNDP in Viet Nam has been implementing the project “*Application of green chemistry in Vietnam to support Green Growth and reduction in the use and release of POPs/harmful chemicals*”. The project aims to create the enabling environment for the introduction of Green Chemistry in Viet Nam and introduce GC applications in productive sectors with the specific goal of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project will also stimulate reduction in use and releases of chemicals of high concern not covered under the Conventions. Co-benefits may arise from adopting GC application in reducing Green House Gas (GHG) emissions.

Specifically, the project aims at reduction of the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through introduction of green chemistry approaches in six industrial sectors in Viet Nam: chromeplating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides and solvents. Specific guidance for each sector will be developed, and the green chemistry approach will be streamlined into the relevant legislation. Two industrial facilities from 2 different sectors (out of the above six sectors) will be selected for the practical demonstration of the Green Chemistry approach.

### **3. A GREEN CHEMISTRY CELL**

A Green Chemistry Cell (GCC) will be established under the project to build technical capacity among government entities and industry, increase capacity of existing institutions and partnerships for Green Chemistry, and establish a network of trained experts, consultants and firms who will work as a help desk to provide advice to industry in adopting Green Chemistry practices. It will serve as a reference link on Green Chemistry accessible by industries to assist in resolving specific questions on the implementation of Green Chemistry.

The primary objective of the GCC will be to share data and information, transfer knowledge and best practices as well as promote demand driven and action-oriented mechanisms for on-ground implementation of innovative approaches in Green Chemistry.

### **4. OBJECTIVE OF THE CONSULTANCY**

The overall goal of the consultancy is to assist the UNDP CO and VINACHEMIA to determine the type, size, structure, functions and mandate of the GCC, including roles and responsibilities, implementation arrangements, financial requirements and a performance measurement framework.

### **5. DUTIES AND RESPONSIBILITIES**

One International Consultant (IC) will work on this assignment. closely and share responsibilities to generate quality deliverables.

In carrying out the assignment, the IC will:

- Review the Vietnam Green Chemistry Project Document to ensure full understanding of the role that GCC is supposed to play in promoting capacity development on Green Chemistry and delivering related technical assistance to various national stakeholders;
- Hold a skype consultation meeting with UNDP CO and VINECHEMIA;
- On the basis of international best practice in establishing Centres of Excellence recommend type, size, structure functions and mandate, as well as other requirements (e.g. implementation arrangements, infrastructural requirements, etc.) of the Vietnam GCC;

- Review the possibilities of creating partnerships for sharing experiences with other international institutions doing similar work as well as propose appropriate mechanisms for operationalization of such collaborativenetworks;
- Prepare training materials for a 2-day introductory training workshop for selected experts from the Government, academia and industry on the concepts, principles and methodologies of Green Chemistry;
- Provide strategic and operational guidance for the establishment of the Vietnam GCC, propose performance measurement framework, determine financial requirements and identify mechanisms for financial sustainability of the GCC;

## 6. DELIVERABLES

The International Consultant will produce the following deliverables in English:

- An Inception report outlining the workplan, approach and methodology for conducting the assignment one week after commencement date of the consultancy services;
- A written Concept Note on set-up of GCC in Vietnam, including strategy for development of a network of trained experts for provision of advice to industry in adopting Green Chemistry practices, identification of key partners, and milestones foretablissement of the GCC in Vietnam;
- Training materials for an introductory training workshop on the concepts, principles and methodologies of Green Chemistry;
- A 2-day introductory training workshop on the concepts, principles and methodologies of Green Chemistry in Hanoi;
- Final Report from the assignment that will include the above items as well as assessment of the results of the training workshops;

## 7. DURATION OF ASSIGNMENT AND DUTY STATION

Estimated number of working days for IC: 22 working days, during September and December 2019

Duty Station: Home-based with 5-day mission to Hanoi

Milestone	Work Days	Place
Inception Report with workplan	2	Home office
Concept Note on GCC	5	Home office
Mission to Hanoi including the training workshop	8	Vietnam
Final Report	7	Home office

## 8. COMPENTECIES

- Demonstrated commitment to UNDP's mission, vision and values;
- Sensitivity and adaptability to culture, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty.
- Functional Competencies
- Excellent analytical and research skills;
- Excellent communication skills (spoken, written and presentational);
- Good interpersonal skills and ability to work in and with teams;
- Ability to set priorities and manage time effectively;

## 9. EXPERIENCE AND QUALIFICATIONS

- Master's degree or higher qualification in chemistry, chemical engineering, environmental studies/environmental science, waste management or related fields;
- Minimum 10 years of recent working experience in green chemistry/cleaner production/waste management;
- Proven experience of work with Green Chemistry centres and networks;
- Experience in working in developing countries for donor supported projects;
- Track record of analytical report writing, and/or academic publications in areas related to Green Chemistry;
- Proven track record of work experience in the development and delivery of training programmes;
- Fluency in English, both spoken and written;

## 10. PAYMENT TERMS

Payments will be authorized upon approval and acceptance of the contract deliverables by UNDP.

- First payment of 10% of the contract value will be made upon submission and acceptance of the Inception Report;
- Second payment 40% of the contract value will be made upon completion of the mission to Hanoi and the training programme;
- Last payment of 50% of the contract value will be made upon submission and acceptance of the Final Report;

## 11. EVALUATION CRITERIA

<b>Experiences/qualifications</b>	<b>Max. points</b>
Master's degree or higher qualification in chemistry, chemical engineering, environmental studies/environmental science, waste management or related fields;	<u>150</u>
Minimum 10 years of recent working experience in green chemistry/cleaner production/waste management;	<u>200</u>
Proven experience of work with Green Chemistry centres and networks;	<u>200</u>
Experience in working in developing countries for donor supported projects	<u>150</u>
Track record of analytical report writing, and/or academic publications in areas related to Green Chemistry;	<u>150</u>
Proven track record of work experience in the development and delivery of training programmes	<u>150</u>
<b>Total</b>	<u><b>1000</b></u>

ANNEX IV

**OFFEROR'S LETTER TO UNDP**  
**CONFIRMING INTEREST AND AVAILABILITY**  
**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;



D) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES  NO  If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization


P) Do you have any objections to our making enquiries of your present employer?

YES  NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES  NO  If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

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.

