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17 July 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultant for Developing the 2020 Viet Nam EPI Report
Period of assignment/services (if applicable):	July 2020 – October 2020
Duty Station:	Vietnam
Tender reference:	T200701

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:

23.59 hrs., 22 July 2020 (Hanoi time)

With subject line:

T200701 - 01 National Consultant for Developing the 2020 Viet Nam EPI Report

Submission received after that date or submission not in conformity with the requirements specified in 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 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

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:

No.	Criteria	Score
1.	Master's degree in environmental sciences, environmental management, or related field.	150
2.	At least 10 years' experience in environmental monitoring and data analysis.	250
3.	Excellent knowledge of and experience with Viet Nam's systems of environmental monitoring for emissions, wastewater, etc.	200
4.	Ability to collect data required for the 2020 EPI indicator framework.	300
5.	Good English proficiency	100
	Total	1,000

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 to the payment.

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.



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TERMS OF REFERENCE

Title:	National Consultant for Developing the 2020 Viet Nam EPI Report
Project ID and title:	89760 Enhancing Capacity for Implementing Rio Conventions
Contract Type:	Individual consultant
Duty station:	Hanoi
Duration & timing:	30 days from July 2020 – October 2020
Reporting to:	UNDP

INTRODUCTION

The Project **Enhancing Capacity for Implementing Rio Conventions** aims to enhance the capacity for implementing the Rio Conventions by developing and applying tools that will lead to global environmental benefits. It attempts to achieve this through two outcomes:

1. Viet Nam has the environmental management tools that fully address global environmental concerns; and
2. Viet Nam is integrating global environmental concerns into its national strategic planning and development processes.

As one project result, a 2018 Environment Performance Index report was initially developed. In order to develop a revised version of the report for publication in 2020 with the integration of new and updated data, UNDP is looking for 01 local consultant to assist in data collection.

BACKGROUND

Viet Nam started working on an Environmental Performance Assessment (EPA) in 2005, notably with the support of the Asian Development Bank (ADB) through the development of an EPA within the Greater Mekong Sub-region initiative. In the framework of this initiative, ISPONRE undertook a national EPA study to assess the country's environmental protection activities over the period of 2006-2010. In 2010, the Center for Environmental Monitoring (CEM) under the Viet Nam Environment Administration (VEA) undertook research on the Environmental Sustainability Index (ESI) ranking that included 15 test indicators divided into 5 categories. The ESI has now been institutionalized in the General Statistical Office (GSO) operations and is mentioned in the new Draft Statistics Law.

During 2014 and 2015, with the help of UNDP, a Viet Nam EPI feasibility study was undertaken by international consultants from Yale University (the originators of the global EPI), supported by a team of national consultants that was coordinated by ISPONRE under the NRE project. A feasibility report was produced and presented at a stakeholder workshop in June 2015. The report includes the proposed EPI indicator framework, policy area and

indicator descriptions, data gap analysis, as well as conclusions, recommendations and the way forward for implementing a Viet Nam EPI.

Based on the EPI feasibility study and further consultations by ISPONRE, a plan for EPI piloting has been developed. In late 2015, the *Air Quality* and *Forest Cover* indices were tested using satellite data provided by Yale University. In 2016, UNDP under the Rio project further expanded the number of indicators in the EPI, by adding the *Water Quality Index* using data collected from existing sources (mainly GSO), but also comparing the GSO data with alternative and innovative data from other sources provided by CEM.

With the support of the Rio project, a consultancy firm was recruited to collect water quality data for 63 provinces in Viet Nam in the period 2013 – 2016. As a result, an updated Viet Nam EPI was developed in June 2017, including 5 selected indicators: *Population-Weighted Average NO₂ Concentration*, *Population-Weighted Average PM_{2.5} Concentration*, *Forest Cover*, *Tree Cover Loss*, and *Water Quality Index*. Data on two further indicators – *Mangrove Cover* and *Land Degradation Neutrality* – were later collected and assessed for further integration, and an updated EPI was developed in June 2018 to incorporate these two factors into the report.

Given the passage of time and the accumulation of new data since the report's last iteration, UNDP is in the process of developing a fully revised and updated EPI report for Viet Nam, with a view to launching the new EPI report by mid-2020. A new framework for the 2020 report has been devised, and as such, UNDP is looking for **01 local consultant** to assist in the collection of data to reflect the additional indicators.

OBJECTIVES

The assignment aims to deliver a comprehensive Viet Nam EPI report for 2020 by using 10 different environmental quality indicators assigned to 6 different policy categories: *Air Quality*, *Water Quality*, *Air Pollution*, *Biodiversity & Habitat*, *Forests*, and *Waste*. The EPI report is envisioned to be of high quality and clarity, making the case for appropriateness of the approach and for future expansion of indicators included.

The new and expanded EPI report is scheduled for launching in the summer or early fall of 2020.

SCOPE AND TASKS

Based on the outcomes of the Viet Nam 2018 EPI report, the scope and tasks of the local consultant include, but are not limited to, as follows:

- Collect the data necessary for developing the 2020 EPI report, identifying the needs for further data collection and required resources for data collection.
- Develop an updated 2020 EPI report in collaboration with the expert team and with approval by UNDP.
- Provide the Vietnamese context for the report finalisation, including translation of the final report into Vietnamese.

DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration and timing: 30 days during July – October 2020, expected to start as soon as possible.

Duty station: Hanoi

DELIVERABLES/OUTPUTS

No.	Deliverables	Due date
1.	Inception report.	2 weeks after contract signing
2.	Assist in the collection and sharing of relevant data for use in the 2020 Viet Nam EPI report.	31 August 2020
3.	Final EPI report (in collaboration with the local consulting firm and other consultants) approved by UNDP.	30 October 2020

PROVISION OF MONITORING AND PROGRESS CONTROL

The selected local consultant will have regular meetings and discussion among team members and with UNDP. She/he is required to regularly report to UNDP on the progress of the work based on the agreed work plan.

REQUIREMENTS/QUALIFICATIONS

- Master's degree in environmental sciences, environmental management, or related field.
- At least 10 years' experience in environmental monitoring and data analysis.
- Excellent knowledge of and experience with Viet Nam's systems of environmental monitoring for emissions, wastewater, etc.
- Access to the data required for the 2020 EPI indicator framework.
- Good English proficiency.

SELECTION CRITERIA

No.	Criteria	Score
6.	Master's degree in environmental sciences, environmental management, or related field.	150
7.	At least 10 years' experience in environmental monitoring and data analysis.	250
8.	Excellent knowledge of and experience with Viet Nam's systems of environmental monitoring for emissions, wastewater, etc.	200
9.	Ability to collect data required for the 2020 EPI indicator framework.	300
10.	Good English proficiency	100
	Total	1,000

PAYMENT TERMS

No.	Deliverables	Due dates	Payment
1.	Inception report.	2 weeks after contract signing	50%
2.	Assist in the collection and sharing of relevant data for use in the 2020 Viet Nam EPI report.	31 August 2020	
3.	Final EPI report (in collaboration with the local consulting firm and other consultants) approved by UNDP.	30 October 2020	50%

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;

I) 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.

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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant and USD for International Consultant).

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

No.	Description	Quantity	Unit Rate	Total
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 65 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* Individual Consultants/Contractors who are over 65 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.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

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

(The costs should only cover the requirements identified in the Terms of Reference (TOR)
Travel expenses are not required if the consultant will be working from home).