



15 September 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 Development of an Action Plan for plastic reduction in crop production and livestock sector
Period of assignment/services (if applicable):	20 days from September to November 2020
Duty Station:	Hanoi, and travels on sites
Tender reference:	P200904

1. Submissions should be sent by **email** to: nguyen.ngoc.phuong@undp.org no later than:

23.59 hrs., 22 September 2020 (Hanoi time)

With subject line:

P200904 – National consultant for Development of an Action Plan for plastic reduction in crop production and livestock sector

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:

- Detailed CV addressing the experience and work
- Financial offer
- Letter of Interest and Availability
- At least 2 reports/documents in English to be submitted
- Relevant English certificate

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:

Researcher - Qualification related to the services		
1	Master degree in natural resources, environmental management, agricultural system	200
2	Ten years of relevant professional experience in waste/plastic management, wastewater management, environmental assessment	250
3	Excellent skills in qualitative and quantitative research.	150
4	Proven knowledge and familiarity with waste management, environmental policies in Viet Nam	200
5	Good relationships and proven experience working with MONRE and DONRE, MARD is an asset	100
6	Excellent communication skills, including strong ability in written and oral English (relevant English certificate and at least two reports in writing submitted)	100
Total		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 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 the new online security awareness training is 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.

1. Payment

- 50% of the payment will be made upon reception Deliverable 1
- 50% of the payment will be made upon reception final report (deliverable 2)

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

ANNEX I



TERMS OF REFERENCE

Title:	Development of an Action Plan for plastic reduction in crop production and livestock sector
Type of Contract:	National Consultant
Duty Station:	Hanoi, and travels on sites
Duration:	20 days from September to November 2020
Reporting:	Programme Officer on Waste and Chemicals, UNDP Viet Nam

1- Background

The United Nations Development Programme (UNDP) works to eradicate poverty while protecting the planet. Since 1978, UNDP has been working closely with the Government and other partners to expand the choices for people and ensure that everyone has equal access to opportunities to realise their full potentials. Viet Nam's SEDP 2016-2020 aspires to build an inclusive and sustainable development model balancing economic, social and environmental imperatives, so all citizens benefit from development gains.

UNDP Country Programme Document (CPD) 2017-2021 provides a solid framework for UNDP's support to the Government to address some key development challenges, especially in the areas of natural resources management and climate change.

The Climate Change and Environment Unit aims to help Viet Nam accelerate its transition to sustainable development and green growth while enhancing adaptation and resilience to climate change and natural disasters. It supports the country to be more effective in managing and protecting valuable natural resources and biodiversity and mainstreaming the circular economy approach in Viet Nam's development plans.

Waste management has become a significant concern in Viet Nam, as waste generation is increasing at an unprecedented pace and is projected to triple over the next 15 years. Currently, the country does not have the capacity to effectively handle this waste: 70% is disposed of in landfills where the implementation of environmental standards is limited; while the rest is burned or discarded in nature, with much of it eventually ending up into the sea. The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data and poor regional coordination worsen the situation. Citizens and businesses are not generally aware of the negative impacts improper waste management causes on human health, in addition to soil, air and water pollution; which calls for increased investment in education.

Plastic use is expected to reach unprecedented levels in the coming decades, doubling within 15 years and more than quadrupling by 2050. Moreover, the petrochemical industry's demand for oil is expected to accelerate and reach over half of global oil consumption growth by 2040. 80 percent of plastic found in the ocean originates from land-based sources, and 8 million tons of plastic enter the sea every year. Plastic waste poses high risks to aquatic life, with serious consequences for the

ocean ecosystem and the sustainability of fisheries.

Four ASEAN member countries (Viet Nam, Indonesia, Thailand, and the Philippines) are responsible, with China, for 60 percent of the plastic discharged into the ocean every year (Ocean Conservancy, 2015). These countries are indeed large plastic producers and importers, but they also possess limited waste management systems, leading to leakage of plastics into the environment. Constraints to effective implementation of such waste systems include rapid urbanization, population growth, and increase in per capita income leading to increased consumption; alongside lack of environmental awareness. However, the topic of plastic pollution is gaining momentum, and ASEAN member countries endorsed in June 2019, the Bangkok Declaration on Combating Marine Debris in the ASEAN region.

In December 2019, Prime Minister Nguyen Xuan Phuc has issued a national action plan on marine plastic waste management by 2030 that aims to reduce 75 percent of plastic debris in the ocean in the next 10 years. The action plan targets that by 2030, the country will reduce 75 percent of plastic waste in the ocean, have 100 percent of lost or discarded fishing tools collected, and eradicate the direct discharge of fishing tools into the ocean. With this scheme, Vietnam also hopes all tourist sites, tourist accommodation establishments and other tourism service providers in coastal areas will not use disposable plastic products or non-biodegradable plastic bags. Meanwhile, all coastal nature reserves will become free of plastic waste by 2030.

On 20 August 2020, The Prime Minister has just issued Directive 33/CT-TTg on strengthening the management, reuse, recycling, treatment and reduction of plastic waste. The PM instructed ministries, branches and localities to issue directives and plans to reduce and recycle plastic waste no later than October 30; as well as to minimise the use of disposable plastic products, and prioritise the selection of recycled and environmentally friendly products.

The Ministry of Agriculture and Rural Development assigned IAE to perform the following task: “Investigation and assessment of the impact of plastic litter in agricultural production activities on the environment and propose solutions to control environmental pollution caused by plastic litter (with a focus on crop production and livestock sector)”.

In order to support Institute for Agricultural Environment, a focal point in MARD to develop the plan in agricultural sector, UNDP is looking for a national consultant, with knowledge on agriculture and policy formulation to work with UNDP and IAE to draft the plan in crop production and livestock sector.

2- Objective

The main objective of this assignment is to support UNDP and IAE to formulate a draft action plan following the Directive 33/CT-TTg on strengthening the management, reuse, recycling, treatment and reduction of plastic waste in crop production and livestock sector.

3- Scope of work and responsibilities

The NC will work under the supervision of the Programme Analyst – Chemicals/ Waste and VIFEP. The multi-disciplinary nature of this assignment will require tight coordination with the other sectors and consultants at UNDP, simultaneously undertaking tasks and completing deliverables, as follow. The National Consultant is expected to deliver as follow:

- Map and analyse successful cases studies of reducing plastic litter in crop production and livestock sector in Viet Nam; as well as in ASEAN countries with support from UNDP international consultant.
- Identify the current policies governing waste management in crop production and livestock sector.

- Based on the recent survey undertaken and by IAE and data/information provided by IAE as well as other available source of information, provide analysis and assessment on:
 - Use of plastic in crop production and livestock sector in Viet Nam. Indicate the type of materials and their usage (e.g. pesticide packaging, greenhouses, tunnels, mulching, plastic reservoirs and irrigation systems, silage wrapping etc)
 - Primary sources of plastic pollution, quantity and typology of plastic items (e.g.: PP, PE, PVC) most commonly discarded.
 - Identify waste management systems, (if any), to collect, dispose, and recycle plastic in crop production and livestock sector.
- Draft a plan for plastic reduction in crop production and livestock sector with proposed baseline, indicator, target, means of verification and priority activities to achieve the target.
- Participate in 03 half day meetings, 01 full day workshop in Hanoi held by UNDP and IAE
- Based on the comments and feedback provided, revise the draft of the plan and develop final report.

4- Duration of the assignment

The estimated duration of the assignment is 20 days for the consultant between September and November 2020. The consultant is expected to be home-based with meeting, workshop in Hanoi. Travel outside Hanoi if occurs, will be requested and paid by UNDP separately.

5- Deliverables and key milestones

No	Expected results	Days	Timeline
1	Report on Current management of plastic waste in crop production and livestock in Vietnam and some countries in the world and draft Action Plan	15	15/10/2020
2	Final and Action Plan on plastic reduction in in crop production and livestock and final report of the assignment (English and Vietnamese)	05	30/11/2020

6- Payment Terms

50% of the payment will be made upon reception Deliverable 1

50% of the payment will be made upon reception final report (deliverable 2)

7- Consultant presence required on the duty station

Partial

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.

