



12 November 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 National Consultants to produce a Special Report on Youth for Climate Action in Viet Nam
Period of assignment/services (if applicable):	November 2020 – December 2020
Duty Station:	Vietnam
Tender reference:	T201101

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

23.59 hrs., 19 November 2020 (Hanoi time)

With subject line:

T201101 – 03 National Consultants to produce a Special Report on Youth for Climate Action in Viet Nam

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:

Qualifications	Points
▪ Minimum Bachelor degree or higher in Education, Environment, Natural Resources, Climate Change, Public Policy or related field	150
▪ A minimum of 2 years' experience in youth-led organisations and facilitating youth workshops, conferences and/or physical activities	200

▪ Experience with participatory methods and interactive games used in conferences and workshops	250
▪ Fluent in English and Vietnamese, providing proven experience in facilitating workshops and/or conferences in both languages (e.g organised by UN agencies, development organisations or international NGOs)	250
▪ Previous experience with UN agencies, development organisations or international NGOs	150

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.

TERMS OF REFERENCE

Title: **03** National Facilitators to produce a Special Report on Youth for Climate Action in Viet Nam
Duty Station: Hanoi, Viet Nam with possible travel to other provinces
Duration of contract: **6 days**
Duration of assignment: November - December 2020
Starting Date: November 20th 2020
Report to: UNDP Programme Officer on Climate Change and Disaster Risk Reduction

1. BACKGROUND

In 2019, UNDP launched the ‘Climate Promise,’ a global programme through which it committed to supporting at least 100 countries in enhancing their NDCs by 2020. Under [the Climate Promise programme](#), UNDP will continue to work with the Government of Viet Nam, particularly with the Department of Climate Change (DCC) of the Ministry of Natural Resources and Environment (MONRE), which is the UNFCCC Focal Point, to enhance the capacity and inclusion of the Youth in the NDC planning and implementation process.

In collaboration with MONRE, UNDP recently launched the initiative **Youth4Climate** in 2020. The initiative aims to strengthen the capacity of existing youth representatives and youth networks in stepping-up their climate actions in different frontlines to advance Viet Nam’s NDC. This initiative builds on UNDP’s long experience in mobilising and working with Youth and students in Viet Nam, including the 2030 Youth Force Viet Nam and in youth social entrepreneurship.

Specifically, the *Youth4Climate* initiative will:

- Raise environmental awareness of the Youth by building on active Youth networks, empower them to be agents of change and take swift actions to implement the climate commitments laid out in Viet Nam’s NDC.
- Listen to Youth’s voices to capture the current bottlenecks and opportunities they face in undertaking climate actions.
- Establish regular platforms for dialogues with the Government and policymakers in delivering the NDC in Viet Nam; and mentor Youth Delegates to contribute to Pre-COP26 Youth Events.

As such, it intends to deliver the following outcomes:

- **01 Special Report ‘Youth for Climate Action in Viet Nam,’** which will depict key challenges/bottlenecks faced by Youth and introduce ambitious youth-led strategies to foster climate actions.

- **01 Youth for Climate Innovation Award**, celebrating the contribution of youth-led initiatives.
- **01 Roadmap for Youth Participation**, establishing annual meetings and cooperation mechanisms between Youth leaders and the Government of Viet Nam.

To develop the Special Report ‘Youth for Climate Action in Viet Nam’, a 3-day Climate Camp is organised as a writeshop which gathers selected youth from three regions across the country, subject matter experts and representatives of youth-led organisations to write the Report together. The Climate Camp will take place in a province in the Central Viet Nam late November or early December this year. Please see Annex 1 for the tentative agenda of the Camp.

2. OBJECTIVE OF THE ASSIGNMENT

Overall, the National Facilitator is expected to ensure the efficiency and inclusiveness in the participation of the attendants during the Camp, which aims at facilitating the youth in co-creating the Special Report ‘Youth for Climate Action in Viet Nam’.

3. SCOPE OF WORK

The National Facilitator is expected to:

Before the Climate Camp:

- Conceptualise the full process and report requirements of the Special Youth Report and the specific objectives and agenda of the Camp
- Learn background of the attendants in the Camp and attempt to remember their names prior to the Camp
- Propose a joint facilitation plan for the full process in close coordination with UNDP, Lead Consultant - Reporter for the Special report and other facilitator as a team. The plan includes specific participatory methods and interactive games to be used in the Camp
- Take turns as a team virtually via [Viet Nam Youth4Climate Facebook group](#) to connect youth in preparation, introduction and division of tasks for individual youth inputs into the report and process
- Attend 02 virtual briefings with UNDP – lead reporter and CSOs to prepare for the Camp

During the Climate Camp:

- Attend the 3-day Climate Camp, facilitating the group discussions and the breaks in each day
- Attentively listen to attendants and prompt them to make constructive contribution and have critical thinking in the discussion of each thematic area session
- Support with the translation of discussions from Vietnamese/English and English/Vietnamese
- Ensure full participatory, gender and right-based inclusiveness of all youth
- Be adaptive and flag up issues that UNDP should be adapted/adjusted in the event organisation as required
- Wrap up and reflect the facilitation plan of each day, including sharing key findings, highlight youth quotes as inputs for the Report

- Coordinate with the Lead Reporter Consultant to ensure all major discussions throughout the Camp captured in the Report

After the Climate Camp:

- Provide feedbacks on the performance of the youth and recommend youth that are potential for future youth-led climate activities for UNDP
- Share lessons learnt on facilitating a Write-up Camp for future similar events organised by UNDP

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: The contractor is expected to provide the specified services from November to December 2020

Duty station: Home-based and travels for the Climate Camp in Central Viet Nam.

An indicative of 3-day Climate Camp is expected in Quy Nhon, the consultants are expected to include this field mission costs in their financial offer (air fare or car rental, daily allowance, etc.).

5. PROVISION OF MONITORING AND PROGRESS CONTROLS

The National Facilitator shall report to the UNDP Programme Officer on Climate Change and Disaster Risk Reduction. The Facilitator is expected to work closely with the Lead Reporter Consultant for the Special Report and works under the technical oversight of UNDP experts, including Climate change and Circular Economy Officer and Climate change Programme Assistant.

6. DEGREE OF EXPERTISE AND QUALIFICATIONS

- Minimum Bachelor degree or higher in Education, Environment, Natural Resources, Climate Change, Public Policy or related field
- A minimum of 2 years' experience in youth-led non-profit organisations and facilitating youth workshops, conferences and physical activities
- Experience with participatory methods and interactive games used in conferences and workshops
- Excellent communications skills: attentive listener, strong interpersonal skills, excellent in communicating with people from diverse background
Previous experience and knowledge of UN agencies, development organisations or international NGOs an advantage

*** Language Requirement:** Fluency in **English and Vietnamese** are required

7. DELIVERABLES

No.	Work	Deliverables	Milestones
1	Attendance in virtual briefings prior to the Camp	Attend 02 virtual briefings prior to the Camp	November 20 th and November 25 th , 2020
2	Preparation for the facilitation prior to the Camp	A detailed facilitation work plan	November 25 th , 2020
		Key tools for group	

		discussion and games	
3	Facilitation in group discussions and other activities during the Climate Camp	Attend 03 days of the Camp	November 28-30 th or December 4-6 th or December 5-7 th , 2020
4	The Camp Wrap-up Report	01 Wrap-up Report which includes: - A list of feedback on the final draft of the Special Report and the Youth Statement - A list of the lessons learnt drawn out of this Camp for better preparation of other similar events organised by UNDP	Dec 2020

8. EVALUATION CRITERIA

Qualifications	Points
▪ Minimum Bachelor degree or higher in Education, Environment, Natural Resources, Climate Change, Public Policy or related field	150
▪ A minimum of 2 years' experience in youth-led organisations and facilitating youth workshops, conferences and/or physical activities	200
▪ Experience with participatory methods and interactive games used in conferences and workshops	250
▪ Fluent in English and Vietnamese, providing proven experience in facilitating workshops and/or conferences in both languages (e.g organised by UN agencies, development organisations or international NGOs)	250
▪ Previous experience with UN agencies, development organisations or international NGOs	150

9. PAYMENT TERM

100% of the payment will be made upon reception of deliverables 1, 2 and 3,4 and acceptance by UNDP

ANNEX 1.

TENTATIVE CLIMATE CAMP AGENDA

1. **Date:** end November or early December, 2020 (3 full days)
2. **Tentative venue:**
 - Option 1: The International Centre for Interdisciplinary Science and Education (ICISE), 07 Science Avenue, Ghenh Rang, Quy Nhon, Binh Dinh, Viet Nam (<https://www.icisequynhon.com/>)
3. **Objectives:**
 - Co-create a **Special Report ‘Youth for Climate Action in Viet Nam’** report summarising (i) key challenges faced by the youth and (ii) solutions to support the implementation of the Paris Agreement
 - Develop a **Roadmap for Youth Participation in Implementing the NDC, including** cooperation mechanisms between Youth leaders and the Government of Viet Nam
 - Select/elect the **Youth Champion** who will join the Pre-COP26 in Italy (tentative)
4. **Participants:**

35 participants, including 20 selected youth, 06 representatives from three CSOs (Live & Learn; CHANGE; WildAct), 02 experts from MONRE, 02 representatives from Youth Union, 04 representatives from UNDP, 02 entrepreneurs and 01 consultant.
5. **Tentative agenda:**

	Session	Detailed Content
DAY 1		
8:00 - 8:30	Welcome - Opening Remarks	UNDP MONRE > DCC Youth Union
8:30 - 10:00	A. Round of Introduction/Warm-up	
	B. Setting the scene -	> Policy Context/ Revised NDC/ Youth Selection for COP26 > Objectives of the Climate Camp 1. Special Report and Youth Statement 2. Election of Youth going to COP26
10:00 - 10:20	Break	
10:20 - 11:00	Snap shot of the 3 Regional Consultations	What did we learn? What are the key bottlenecks? What are the key solutions?
11:00 - 12:00	Overview of the 4 Key	> Why did we choose them

	Thematic Areas / Building our common knowledge Group Work	> What did we learn so far
12:00 - 13:30	Lunch	
13:30 - 15:00	Thematic Area 1 – Session Climate Policy and Decision Making Process	> Overview of the COP and the climate negotiations (Italy/UK) > Presentation of the preparation of the NDC process (MONRE-DCC) > Overview of the implementation of climate plans at provincial level (DONRE)
15:00 -15:30	Break	
15:30 - 17:00	Mapping bottlenecks/ accelerators/solutions	Each group 10 pax
17:00 - 17:30	Rapid Introduction to the Youth Statement	> Sharing example/ international practices
17:30 - 18:00	Reflections and closing	
DAY 2		
8:00 - 8:30	Warm-Up	
8:30 - 10:00	Thematic Area 2 – Session Youth for Nature-Based Solutions	> What are Nature Based Solutions and case studies from Italy (Professor Marco – Italian Embassy) > Story of an International Youth Leader (Youth network UNDP) > Local case studies – Viet Nam implanted NBS (former WWF colleagues)
10:00 - 10:20	Break	
10:20 – 12:00	Mapping bottlenecks/ accelerators/solutions	
12:00 - 13:30	Lunch	
13:30 - 15:00	Thematic Area 3 – Session Youth in Disaster Risk Reduction and Climate Change Adaptation for SDGs	> Overview of the Adaptation section in Viet Nam NDC (MONRE-DCC) > The use of early warning systems for floodings (TBD) > Case study of 1 youth taking action in DRR/ CCA (TBD)
15:00 -15:30	Break	

15:30 - 17:00	Group Work Mapping bottlenecks/ accelerators/solutions	
17:00 - 17:30	1st Draft of the Youth Statement	
17:30 – 18:00	Reflections and closing	
DAY 3		
8:00 - 8:30	Warm-Up	
8:30 - 10:00	Thematic Area 4 - Session 'Innovation for Mitigation'	> Bringing off-grid solar technologies to remote communities (Ms. Khanh – GreenID) > Vietnamese youth-led innovation: 1516 wind turbine (Le Vu Cuong) > Mobilising youth and communities to take climate action (Change or Speaker from L*L - PamAir /EnXanh)
10:00 - 10:20	Break	
10:20 - 11:00	Mapping bottlenecks/ accelerators/solutions	
11:00 - 12:00	Overview of the 4 Key Thematic Areas / Building our common knowledge Group Work	> Why did we choose them > What did we learn so far
12:00 - 13:30	Lunch	
13:30 - 15:00	Final Draft of the Statement	
15:00 -15:30	Break	
15:30 - 17:00	Presentation of Key Thematic Sessions Election/ Annoucement of of the Youth going to COP26	
17:00 – 18:00	Reflections and Closing	

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).