



23 March 2021

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 to develop circular economy policy and supports its application and implementation in Viet Nam
Period of assignment/services (if applicable):	April – December 2021 (30 working days)
Duty Station:	Ha Noi, Viet Nam
Tender reference:	A-210303

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

23.59 hrs., Tuesday 6 April 2021 (Hanoi time)

With subject line: A-210303 Intl Consultant for Circular Economy Policy

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 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
- Copy of 1-3 publications/writing samples on relevant subject.
- Letter of Introduction
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **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	Qualification	Points
1	MSC's degree in economic development, environmental management, environmental sciences or related fields	150
2	15 years' experience in waste management and circular economy	250
3	Experience in capacity building and policy advices on chemicals managements, circular economy	200
4	Experience of policy review and formulation of environmental policies/laws	200
5	Previous work experience in Viet Nam or ASEAN member states countries are preferred;	100
6	Excellent English and writing skills (two sample reports must be submitted)	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 the payment.

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

ANNEX I



TERMS OF REFERENCE (TOR)

Title:	01 International Consultant to develop circular economy policy and supports its application and implementation in Viet Nam
Type of contract:	Individual contract
Project ID and title:	Scaling Up a Socialised Model of Domestic Waste and Plastic Management in Five cities in Viet Nam (DWP5C)
Duration & timing:	30 days
Duty station:	Hanoi, Viet Nam
Reporting to:	UNDP, Programme Officer on Waste and Chemicals, UNDP Viet Nam

1) GENERAL BACKGROUND

Viet Nam is among the fastest-growing economies in the world. However, this drastic change in the GDP has also increased the challenges related to environmental degradation and pollution, particularly when it comes to waste and plastic issues.

With the support of the Government of Norway, UNDP is currently implementing a project entitled Scaling-up a Socialised Model of Domestic Waste and Plastic Management, in Ha Long, Danang, Quy Nhon, Binh Thuan, and Binh Duong. It aims to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities. This objective will be met through the achievement of five key outcomes: (1) Five cities established effective small-scale models of domestic waste management; (2) Enhanced regulatory framework and capacity of the local authorities and stakeholders through the promotion of the circular economy approach; (3) Increased awareness and participation of all stakeholders in reducing single-use plastic and in improving waste management; (4) Increased income and safety of the waste picker groups; (5) Innovation and information platforms promoted.

Recently, the concept of CE has gained prominence in Viet Nam and in ASEAN member states. A circular economy entails gradually decoupling economic activity from the consumption of finite resources and designing waste out of the system. The circular model builds economic, natural, and social capital. It represents a systemic shift that builds long-term resilience, generates business and economic opportunities, and provides environmental and societal benefits (Ellen MacArthur Foundation, 2020). Viet Nam doesn't have yet any specific legislations related to the circular economy. Instead, the circular economy principles are mainly related to actual models for recycle and reuse of waste as well as found in many legislation documents on waste management in Vietnam.

In 2019, the Government of Viet Nam (GoV) issued Resolution No. 09/NQ-CP of February 3, 2019, in which the Government assigned the Ministry of Natural Resources and Environment (MONRE) to be the focal point of unified state management of solid waste nationwide. MONRE will take the leading role and coordinate with other relevant ministries/branches to undertake the integrated management of solid waste, including minimising, reusing/recycling, and recovery energy from waste.

In addition, the GoV plans to review and assess suitable models for the circular economy in the context of implementing the sustainable development goals and responding to climate change for the next 10-year Socio-economic Development Strategy (SEDS) 2021-2030 and 5-year Socio-economic Development Plan (SEDP) 2021-2025. Under this context, MONRE is the only governmental agency that has been mandated to prepare policy inputs and recommendations on models for a circular economy for considerations during the up-coming Party Congress as well as for the development of SEDS-SEDP for the post-2020 period. .

The Law on Environmental Protection revised (LEP revised) was adopted in November 2020 by the National Assembly of the Socialist Republic of Viet Nam. The Institute of Strategy of Natural Resources and Environment (ISPONRE), in its role of think-tank operating under the MONRE, has been assigned the tasks of producing and disseminating research related to the CE transition in Viet Nam and developing the key inputs and policy recommendations on CE. In particular, ISPONRE will oversee the formulation of the upcoming draft Decree guiding in detail the implementation of the LEP revised 2020, that will be submitted to the GoV, in May or June 2021. The Government will then conduct all necessary procedures for the review, improvement and approval of such Decree between August and September 2021. The final version of the Decree will be then submitted to the Prime Minister for approval and signature, marking the final step in the Vietnamese legislation. The Decree will have to be promulgated before the date that Law of Environmental Protection comes into force of 1st January 2022.

With the support of the Government of Norway, UNDP is currently implementing a project entitled Scaling-up a Socialised Model of Domestic Waste and Plastic Management, in Ha Long, Danang, Quy Nhon, Binh Thuan, and Binh Duong. It aims to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities. One of the components of this project is to enhance the regulatory framework and capacity of the local authorities and stakeholders by promoting the circular economy approach and promoting innovation and information platforms.

In 2020, UNDP Vietnam and ISPONRE jointly developed an Analytical Report on Circular Economy, which reviewed plastic, agriculture and construction sectors, case studies, and best practices on CE in Viet Nam and globally.. . The report is now at the drafting stage and there is a need for improvement, quality assurance, finalization before dissemination.

Continued to its support to ISPONRE on the development of the Decree, UNDP is looking for 01 qualified International Consultant to work with 02 National Consultants and the taskforce group at ISPONRE/MONRE for the drafting of the Decree with the section of the circular economy, upgrading the Analytical Report on CE and implementing several activities with regard to CE at UNDP Vietnam.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to draft the Decree with the section of circular economy, upgrade the Analytical Report on CE, and implement several activities within the field of CE at UNDP Viet Nam.

3) SCOPE OF WORK

The international consultant (IC) will work with UNDP and ISPONRE and 2 National Consultants to develop an approved work plan, as well as an iterative methodology for undertaking the assignment, and conduct relevant meetings and interviews as needed.

During the assignment, the IC shall undertake necessary consultation with experts, and authorities supported and/or organized by UNDP and ISPONRE to generate quality deliverables as defined:

a) Support to the formulation of the Decree to guide the implementation of the Law on Environmental Protection with regard to the section on circular economy

- Review and develop a concise summary of international best practices on legal framework and policy for the circular economy, which is suitable for applying in developing countries similar to Vietnam.
- Based on readiness analysis and sectors suggestion from NCs and ISPONRE, identify barriers and develop recommendations for overcoming them to develop a roadmap on circular economy, including existing technical specification for raw materials in key sectors to be considered as standard for the generation of recycled raw material;
- Review and propose circular economy roadmap, criteria and incentive mechanism to facilitate the transition toward a circular economy in Viet Nam, focusing on efficient use of resources and waste reduction, reuse and recycling; work with NCs for drafting the relevant sections to include in the Decree.
- Participate in meetings with ISPONRE and taskforce group upon request
- Develop a concise report in English summarizing the support to the Decree.

b) Review and upgrade the draft Analytical Report on Circular Economy Study, which was drafted by UNDP and ISPONRE in 2020

- Review the report on CE in the chemical sector prepared by the Green Chemistry Project, and combine it with the Analytical Report.
- Update the report in light of the revised Law on Environmental Protection, adopted in 2021
- Improve the consistency and coherence of the report, especially the linkages between review and recommendations, ensure the quality of the case studies, improve and expand the recommendations section and in particular outline how these best practices could be scaled up at provincial or national level .
- Review the structure of the report, improve the visualization and conciseness if necessary.
- Provide in-depth recommendation for the sectoral applications of CE in the country.

c) Support the implementation of EPPIC and DWP5C project on the activities related to circular economy

- Provide review and quality assurance to the annual reports, knowledge products, workplans of the DWP5C and EPPIC projects
- Design and provide technical assurance and assistance to the technical training to business on the principles of CE
- Provide quality assurance and technical review to the upcoming platform on CE led by ISPONRE with the support of UNDP
- Provide peer review and quality assurance to a report assessing the cost and benefits of adopting the CE principles in one agro-value chain in Viet Nam. Oversee the development of the methodology, in collaboration with other IC in the portfolio and NCs
- Contribute and provide quality assurance to the position paper (including a number of thematic briefing) by UNDP Viet Nam on the transition to CE in Viet Nam

The International Consultant will propose and discuss with the UNDP and ISPONRE the approach in undertaking the assignment. This shall include: (i) desk-study of the related documents and information; and (ii) meet and consult with relevant stakeholders.

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

- ☐ Duration: 30 working days
- ☐ Timing: from April 2021 to December 2021
- ☐ Duty station: Hanoi, Vietnam.

5) DELIVERABLES

The International Consultant is expected to submit the following deliverables:

No.	Deliverables	Timelines
1	Draft decree on CE accepted by ISPONRE and UNDP	15 May 2021
2	Analytical report on CE finalized and disseminated	30 August 2021
3	Written input to project documents and peer-review and quality assurance provided to the CBA report on CE in agro-value chain	30 October 2021

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The International Consultant will perform tasks as required under the direct supervision of the UNDP PO on Circular Economy, Waste and Chemicals and ISPONRE. The consultant is required to regularly report to UNDP and ISPONRE on the progress of the work. After the signing of the contract, the selected consultant, ISPONRE, and UNDP will agree on the mechanism and actual timeline of the reporting requirement. Upon that the consultant will develop a detailed work plan which must be agreed by UNDP and ISPONRE.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualifications and experience of the Consultants are as follows:

- At least MSC's degree in economic development, environmental management, environmental sciences or related fields
- Minimum 15 years' experience in waste management and circular economy
- Experience in capacity building and policy advisory on chemical and waste management, and circular economy.
- Experience of policy review and formulation of environmental policies/laws.
- Previous work experience in Viet Nam or ASEAN member states countries are preferred;
- Excellent English and writing skills (two sample reports must be submitted)

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

ISPONRE and UNDP will assist the selected consultant with administrative support related to, but not necessarily limited to:

- ☐ Assistance with acquiring official letters in case of visits or conducting interviews with official partners.
- ☐ Organizing necessary consultation meeting(s).

9) SCHEDULE AND PAYMENT TERMS

The payments will be paid upon submission of the deliverables with satisfactory acceptance by ISPONRE and UNDP, according to the timeline as follows:

No	Deliverables	Indicative timeline	Payment amount
1	Draft section or some provision on criteria, technical standards, incentives and roadmap for implementation of circular economy to include in the draft Decree	15 May 2021	20%
2	- Section or some provision on criteria, technical standards, incentives and roadmap for implementation of circular economy to include in the draft Decree - Draft updated Analytical Report on Circular Economy Study	30 August 2021	40%
3	- Final consolidated reports which reflects all review, findings and proposal with regard to the Decree - Final Analytical Report on Circular Economy Study	30 October 2021	40 %

10) EVALUATION CRITERIA

International Consultant

No	Qualification	Points
1	MSC's degree in economic development, environmental management, environmental sciences or related fields	150
2	15 years' experience in waste management and circular economy	250
3	Experience in capacity building and policy advices on chemicals managements, circular economy	200
4	Experience of policy review and formulation of environmental policies/laws	200
5	Previous work experience in Viet Nam or ASEAN member states countries are preferred;	100
6	Excellent English and writing skills (two sample reports must be submitted)	100
	Total	1.000

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ PARTIAL

ANNEX IV

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

Date _____

United Nations Development Programme

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 (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 behavels 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).