



15 April 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 and 01 National Consultant for Terminal Evaluation Report |
| Period of assignment/services (if applicable): | May – August 2021 International Consultant: 20 working days National Consultant: 25 working days |
| Duty Station: | Homebased with possible travel to Ha Noi and provinces (based on travel possibilities) |
| Tender reference: | A-210401 |

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:
23.59 hrs., Wednesday 28 April 2021 (Hanoi time)

With subject line:

A-210401 International Consultant for Terminal Evaluation Report

Or

A-210401 National Consultant for Terminal Evaluation Report

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 (Cover Letter)
- 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 and Vietnamese dong for National 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:

International Consultant:

| | Consultant's experiences/qualification related to the service | Points |
|---|--|--------|
| 1 | Experience with result-based management evaluation methodologies | 100 |
| 2 | Experience applying SMART indicators and reconstructing or validating baseline scenarios | 100 |
| 3 | Competence in adaptive management, as applied to chemical management | 100 |
| 4 | Experience working with the GEF or GEF-evaluations is preferred. | 50 |
| 5 | Experience working in Asia | 50 |
| 6 | Work experience in relevant technical areas for at least 10 years | 150 |
| 7 | Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender sensitive evaluation and analysis. | 150 |
| 8 | Demonstrable analytical and report-writing skills by provision of two reports writing | 100 |

| | | |
|--------------|--|-------|
| 9 | Project evaluation/review experiences within United Nations system is preferred | 50 |
| 10 | A Master's degree in chemical engineering, environment, or other closely related field | 150 |
| TOTAL | | 1,000 |

National Consultant

| | Consultant's experiences/qualification related to the service | Points |
|--------------|--|---------------|
| 1 | Experience with result-based management evaluation methodologies | 150 |
| 2 | Experience applying SMART indicators and reconstructing or validating baseline scenarios | 100 |
| 3 | Competence in adaptive management, as applied to POPs and chemical management | 100 |
| 4 | Experience working with the GEF or GEF evaluations as an asset | 50 |
| 5 | Excellent English language abilities, written with two writing samples submitted | 100 |
| 6 | Work experience in relevant technical areas for 05 years | 100 |
| 7 | Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender sensitive evaluation and analysis. | 100 |
| 9 | Demonstrable analytical skills | 100 |
| 10 | Project evaluation/review experiences within United Nations system will be considered an asset | 50 |
| 11 | A Master's degree in chemical engineering, environment, or other closely related field | 150 |
| 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 and 01 National Consultant for Terminal Evaluation Report |
| Type of contract: | Individual contract |
| Duration & timing: | May – August 2021 - International consultant: 20 days (completed by 31 August 2021) - National consultant: 25 days (completed by 31 August 2021) |
| Duty station: | Homebased with possible travel to Ha Noi and provinces (based on travel possibilities) |

BACKGROUND

1. Introduction

In accordance with UNDP and GEF M&E policies and procedures, all full- and medium-sized UNDP-supported GEF-financed projects are required to undergo a Terminal Evaluation (TE) at the end of the project. This Terms of Reference (ToR) sets out the expectations for the TE of the *full- or medium-sized* project titled **Application of GC in Vietnam to support Green Growth and reduction in the use and release of POPs/harmful chemicals Project** (PIMS 5723) implemented through the Vietnam Chemicals Agency (VINACHEMIA)/Ministry of Industry and Trade (MOIT). The project started on the 4th January 2018 and is in its 4 year of implementation. The TE process must follow the guidance outlined in the document ‘Guidance for Conducting Terminal Evaluations of UNDP-Supported, GEF-Financed Projects’¹

2. Project Background and Context

The project aims to create the enabling environment for the introduction of Green Chemistry in Viet Nam and introduce Green Chemistry applications in productive sectors with the purpose of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project also expects to result in a reduction in the use and release of chemicals of concern not covered under the MEAs, as well as improve energy and natural resource efficiency and generate Green House Gas (GHG) release reduction co-benefits in the sectors and industries supported by the project.

The project will reduce the use of Persistent Organic Pollutants (POPs) and release of Unintentional Persistent Organic Pollutants (U-POPs) through the introduction of green chemistry approach in six industrial sectors in Viet Nam: chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides and solvents. Specific guidance for each sector will be developed, and the green chemistry approach will be streamlined into the relevant legislation. Two industrial facilities from 2 different sectors (out of the above six sectors) will be selected for the practical demonstration of the green chemistry approach. The project is structured in 3 components:

1. Developing the enabling environment for Green Chemistry in Viet Nam;

¹ http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf

2. Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles; and,
3. Introduce Green Chemistry approaches into priority sectors and at least 2 entities.

The specific project objectives are: (i) To create the enabling environment for the application of Green Chemistry in Vietnam; (ii) to introduce Green Chemistry applications and benefit to decision makers, public and industrial sectors/sub-sectors; and (iii) to demonstrate GC actions or technologies aimed at reducing the use and /or releases of POPs and mercury in two manufacturing sectors.

In order to achieve the project objectives, four project components are envisaged:

- Component 1. Developing the enabling environment for Green Chemistry in Viet Nam.
- Component 2. Promote awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles.
- Component 3. Introduce Green Chemistry approaches into priority sectors and at least 2 entities.
- Component 4. Project Monitoring and Evaluation and Dissemination of Project Results Lessons Learned and Experiences.

This project will contribute to the following Sustainable Development Goal (s): SDG 12: Responsible Consumption and Production, SDG 13: Climate Action, SDG 9: Industry, Innovation and Infrastructure, SDG 5: Gender Equality

This project will be linked to the following output of the UNDP Strategic Plan

Output 1.3: Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste.

Indicator 1.3.1: Number of new partnership mechanisms with funding for sustainable management solutions of natural resources, ecosystem services, chemicals and waste at national and/or subnational level.

Output 2.5: Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation.

Indicator 2.5.1: Extent to which legal or policy or institutional frameworks are in place for conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems.

This project will contribute to the following country outcomes included in the UNDAF/Country Programme Document:

Outcome 2.1: Low-carbon, climate and disaster resilient development: By 2021, Viet Nam has accelerated its transition to low-carbon and green development, and enhanced its adaptation and resilience to climate change and natural disasters, with a focus on empowering the poor and vulnerable groups.

Outcome 2.2: Sustainable management of natural resources and the environment: By 2021, Viet Nam has enhanced sustainable management of natural capital, biodiversity and ecosystem services and improved the quality of the environment, while contributing to the implementation of multilateral environmental agreements.

Consistency of the project with national policies

The Government of Viet Nam signed the Stockholm Convention on May 23, 2001 and ratified the Convention on July 22, 2002. The country's first National Implementation Plan (NIP) for the

implementation of the Stockholm Convention was prepared with the assistance of UNDP and submitted to the Stockholm Convention Secretariat in November 2007. The proposed project is entirely in line with the Viet Nam 2007 NIP and addresses 6 of the 15 priorities taken up in the NIP (Priorities No. 8; 11; 12; 13; 14; and 15). Therefore, it can be concluded that the proposed project is entirely consistent with Viet Nam's National Strategies pertaining to POPs.

Furthermore, the project is fully in-line with national strategies and plans, such as the:

- National Strategy on Environment Protection (NSEP) to 2020, with Visions to 2030
- Viet Nam Sustainable Development Strategy (2011- 2020)
- Viet Nam Green Growth Strategy (VGGS)
- National Action Plan (NAP) on Green Growth for the period of 2014 – 2020
- National Socio-Economic Development Plan (2011-2015)
- National Strategy on Cleaner Industrial Production to 2020
- National Strategy on exports and imports for 2011-2020
- National Action Plan on Sustainable Production and Consumption to 2020, with vision towards 2030

3. TE Purpose

The TE report will assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming. The TE report promotes accountability and transparency and assesses the extent of project accomplishments.

The primary purpose of a project evaluation is to make improvements; to continue or scale up an initiative; to assess sustainability and replicability in other settings; to demonstrate accountability for results; or to consider alternatives. Project evaluations play an important role in accountability to donors and Governments involved in financing projects”

Evaluations focus on determining the relevance, impact, effectiveness, efficiency and sustainability of UNDP work in order to make adjustments and improve contributions to development.

The TE is expected to provide input to the review of 5-year country programme (2017-2021), and formulation of the next country programme (2022-2026), in the context of the country's social economic development strategy (2021-2030) and plan (2021-2025), the new One UN Cooperation Framework (2022-2026) that are under going.

DUTIES AND RESPONSIBILITIES

4. TE Approach & Methodology

The TE must provide evidence-based information that is credible, reliable and useful.

The TE team will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP) the Project Document, project reports including annual PIRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation. The TE team will review the baseline and midterm GEF focal area Core Indicators/Tracking Tools submitted to the GEF at the CEO endorsement and midterm stages and the terminal Core Indicators/Tracking Tools that must be completed before the TE field mission begins.

The TE team is expected to follow a participatory and consultative approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), Implementing Partners, the UNDP Country Office(s), the Regional Technical Advisors, direct beneficiaries and other stakeholders.

Engagement of stakeholders is vital to a successful TE. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to:

- Vietnam Chemicals Agency (VINACHEMIA), Industrial Safety Techniques and Environment Agency/Ministry of Industry and Trade (MOIT);
- Waste Management Department, (VEA), Vietnam Environment Protection Fund/ Ministry of Natural Resources and Environment (MONRE);
- Selected DOITs and DONREs (Thai Nguyen);
- Senior officials, key experts and consultants in the subject area, Project Steering Committee (PSC), and Project Management Unit (PMU);
- Non-government organizations; Vietnam Chemical Society, Responsible Care;
- University: Hanoi University of Science and technology, Hanoi University of Industry and Phenikaa University
- Research Institutes;
- Industries of 6 priority sectors
- Plato and Nishu Company

Additionally, the TE team is expected to conduct field missions in Vietnam, including the following project sites: Hanoi, Ha Nam, Thai Nguyen, Phu Tho.

The specific design and methodology for the TE should emerge from consultations between the TE team and the above-mentioned parties regarding what is appropriate and feasible for meeting the TE purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The TE team must, however, use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the TE report.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation should be clearly outlined in the inception report and be fully discussed and agreed between UNDP, stakeholders and the TE team.

The final TE report should describe the full TE approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the evaluation.

5. Detailed Scope of the TE

The TE will assess project performance against expectations set out in the project's Logical Framework/Results Framework (see TOR Annex A). The TE will assess results according to the criteria outlined in the [Guidance for TEs of UNDP-supported GEF-financed](#).

The Findings section of the TE report will cover the topics listed below.

A full outline of the TE report's content is provided in ToR Annex C.

The asterisk “(*)” indicates criteria for which a rating is required.

Findings

- i. Project Design/Formulation
 - National priorities and country driven-ness

- Theory of Change
- Gender equality and women's empowerment
- Social and Environmental Safeguards
- Analysis of Results Framework: project logic and strategy, indicators
- Assumptions and Risks
- Lessons from other relevant projects (e.g. same focal area) incorporated into project design
- Planned stakeholder participation
- Linkages between project and other interventions within the sector
- Management arrangements

ii. Project Implementation

- Adaptive management (changes to the project design and project outputs during implementation)
- Actual stakeholder participation and partnership arrangements
- Project Finance and Co-finance
- Monitoring & Evaluation: design at entry (*), implementation (*), and overall assessment of M&E (*)
- Implementing Agency (UNDP) (*) and Executing Agency (*), overall project oversight/implementation and execution (*)
- Risk Management, including Social and Environmental Standards

iii. Project Results

- Assess the achievement of outcomes against indicators by reporting on the level of progress for each objective and outcome indicator at the time of the TE and noting final achievements
- Relevance (*), Effectiveness (*), Efficiency (*) and overall project outcome (*)
- Sustainability: financial (*), socio-political (*), institutional framework and governance (*), environmental (*), overall likelihood of sustainability (*)
- Country ownership
- Gender equality and women's empowerment
- Cross-cutting issues (poverty alleviation, improved governance, climate change mitigation and adaptation, disaster prevention and recovery, human rights, capacity development, South-South cooperation, knowledge management, volunteerism, etc., as relevant)
- GEF Additionality
- Catalytic Role / Replication Effect
- Progress to impact

iv. Main Findings, Conclusions, Recommendations and Lessons Learned

- The TE team will include a summary of the main findings of the TE report. Findings should be presented as statements of fact that are based on analysis of the data.
- The section on conclusions will be written in light of the findings. Conclusions should be comprehensive and balanced statements that are well substantiated by evidence and logically connected to the TE findings. They should highlight the strengths, weaknesses and results of the project, respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to project beneficiaries, UNDP and the GEF, including issues in relation to gender equality and women's empowerment.
- Recommendations should provide concrete, practical, feasible and targeted recommendations directed to the intended users of the evaluation about what actions to take and decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation.
- The TE report should also include lessons that can be taken from the evaluation, including best and worst practices in addressing issues relating to relevance, performance and success that can provide

knowledge gained from the particular circumstance (programmatic and evaluation methods used, partnerships, financial leveraging, etc.) that are applicable to other GEF and UNDP interventions. When possible, the TE team should include examples of good practices in project design and implementation.

- It is important for the conclusions, recommendations and lessons learned of the TE report to include results related to gender equality and empowerment of women.

The TE report will include an Evaluation Ratings Table, as shown in the ToR Annex.

6. Expected Outputs and Deliverables

The TE consultants shall prepare and submit:

- TE Inception Report: TE team clarifies objectives and methods of the TE no later than 2 weeks before the TE mission. TE team submits the Inception Report to the Commissioning Unit and project management. Approximate due date: 10th June 2021
- Presentation: TE team presents initial findings to project management and the Commissioning Unit at the end of the TE mission. Approximate due date: 15th July 2021
- Draft TE Report: TE team submits full draft report with annexes within 4 weeks of the end of the TE mission. Approximate due date: 25th July 2021
- Final TE Report* and Audit Trail: TE team submits revised report, with Audit Trail detailing how all received comments have (and have not) been addressed in the final TE report, to the Commissioning Unit within 1 week of receiving UNDP comments on draft. Approximate due date: 20th August 2021

*The final TE report must be in English. If applicable, the Commissioning Unit may choose to arrange for a translation of the report into a language more widely shared by national stakeholders.

All final TE reports will be quality assessed by the UNDP Independent Evaluation Office (IEO). Details of the IEO's quality assessment of decentralized evaluations can be found in Section 6 of the UNDP Evaluation Guidelines.²

7. TE Arrangements

The principal responsibility for managing the TE resides with the Commissioning Unit. The Commissioning Unit for this project's TE is UNDP Country Office in Vietnam.

The Commissioning Unit will contract the consultants and ensure the timely provision of per diems and travel arrangements within the country for the TE team. The Project Team will be responsible for liaising with the TE team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

8. Duration of the Work

The total duration of the TE will be approximately 45 working days over a time period of 16 weeks starting on 1 June 2021 and shall not exceed five months from when the TE team is hired. The tentative TE timeframe is as follows:

- 05 May: Selection of TE Team
- 20 May: Prep the TE team (handover of project documents)

² Access at: <http://web.undp.org/evaluation/guideline/section-6.shtml>

- 25 May: 4 days: Document review and preparing TE Inception Report
- 10 June: 4 days: Finalization and Validation of TE Inception Report- latest start of TE mission
- 30 June: TE mission: stakeholder meetings, interviews, field visits
- 15 July: Mission wrap-up meeting & presentation of initial findings- earliest end of TE mission
- 25 July: Preparation of draft TE report
- 10 August: Circulation of draft TE report for comments
- 15 August: Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
- 25 August: Preparation & Issue of Management Response
- 31 August: Full TE completion

9. Duty Station

For international consultant:

- Due to COVID-19, depending on the travel possibility, travel to Vietnam may or may NOT be required. If travel is required, all cost related to travel to Viet Nam and provinces, DSA will be covered separately by UNDP.

For National consultant:

- National Consultant is required to carry out 5 days mission to Hanoi and 10 days mission to Ha Nam, Thai Nguyen, Phu Tho and 10 days home based.
- Financial proposals must be “all inclusive” and expressed in a lump-sum for the total duration of the contract. The term “all inclusive” implies all cost (professional fees, domestic travel costs, per diems etc.);

REQUIRED SKILLS AND EXPERIENCE

10. TE Team Composition and Required Qualifications

The evaluation team will be composed of **1 international evaluator** and **1 national evaluator** (the international evaluator will be the team leader and will be responsible for finalizing the report). The consultants shall have prior experience in evaluating similar projects. Experience with GEF-financed projects is an advantage.

Below consultants are not eligible to bid due to conflict of interest:

- Have participated in the project preparation, formulation and/or implementation (including the writing of the project document)
- Have conducted this project’s Mid-Term Review
- have a conflict of interest with the project’s related activities.

International Consultant

Qualifications

Education

- A Master’s degree in chemical engineering, environment, or other closely related field.

Experience

- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to chemical management;
- Experience working with the GEF or GEF-evaluations;
- Experience working in Asia is an advantage;
- Work experience in relevant technical areas for at least 10 years;
- Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender-sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical and report-writing skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;

Responsibilities

- Lead and manage the evaluation mission in close collaboration with the National Consultant;
- Design the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Develop work plan with timelines within the evaluation team;
- Conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the evaluation described above);
- Draft related parts of the evaluation report; and
- Finalize the entire evaluation report.

International Consultant Evaluation

| | Consultant's experiences/qualification related to the service | Points |
|--------------|--|---------------|
| 1 | Experience with result-based management evaluation methodologies | 100 |
| 2 | Experience applying SMART indicators and reconstructing or validating baseline scenarios | 100 |
| 3 | Competence in adaptive management, as applied to chemical management | 100 |
| 4 | Experience working with the GEF or GEF-evaluations is preferred. | 50 |
| 5 | Experience working in Asia | 50 |
| 6 | Work experience in relevant technical areas for at least 10 years | 150 |
| 7 | Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender sensitive evaluation and analysis. | 150 |
| 8 | Demonstrable analytical and report-writing skills by provision of two reports writing | 100 |
| 9 | Project evaluation/review experiences within United Nations system is preferred | 50 |
| 10 | A Master's degree in chemical engineering, environment, or other closely related field | 150 |
| TOTAL | | 1,000 |

National consultant

Qualifications

- Master's degree in chemical engineering, environment, or other closely related field.
- Recent experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;

- Competence in adaptive management, as applied to POPs and chemical management;
- Experience working with the GEF or GEF evaluations;
- Work experience in relevant technical areas for 05 years;
- Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Excellent English language abilities, written and spoken;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;

Responsibilities

- Working closely under the guidance of international consultant.
- Documentation of evaluation and data gathering and consultation meetings;
- Contributing to the development of evaluation plan and methodology;
- Conducting specific elements of the evaluation determined by the International Lead Consultant;
- Contributing to presentation of the evaluation findings and recommendations at the evaluation wrap-up meeting;
- Contributing to the drafting and finalization of the MTR reports, notes of the meetings and other related documents prepared by the international consultant; and
- Performing translation for the international consultants during meetings with various stakeholders and necessary documents discussed during the international consultant's mission.

National Consultant Evaluation

| | Consultant's experiences/qualification related to the service | Points |
|--------------|--|---------------|
| 1 | Experience with result-based management evaluation methodologies | 150 |
| 2 | Experience applying SMART indicators and reconstructing or validating baseline scenarios | 100 |
| 3 | Competence in adaptive management, as applied to POPs and chemical management | 100 |
| 4 | Experience working with the GEF or GEF evaluations as an asset | 50 |
| 5 | Excellent English language abilities, written with two writing samples submitted | 100 |
| 6 | Work experience in relevant technical areas for 05 years | 100 |
| 7 | Demonstrated understanding of issues related to gender and POPs and chemical management; experience in gender sensitive evaluation and analysis. | 100 |
| 9 | Demonstrable analytical skills | 100 |
| 10 | Project evaluation/review experiences within United Nations system will be considered an asset | 50 |
| 11 | A Master's degree in chemical engineering, environment, or other closely related field | 150 |
| TOTAL | | 1,000 |

11. Evaluator Ethics

The TE team will be held to the highest ethical standards and is required to sign a code of conduct upon acceptance of the assignment. This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The evaluator must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The evaluator must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.

12. Payment Schedule

- 20% payment upon satisfactory delivery of the final TE Inception Report and approval by the Commissioning Unit
- 40% payment upon satisfactory delivery of the draft TE report to the Commissioning Unit
- 40% payment upon satisfactory delivery of the final TE report and approval by the Commissioning Unit and RTA (via signatures on the TE Report Clearance Form) and delivery of completed TE Audit Trail

Criteria for issuing the final payment of 40%

- The final TE report includes all requirements outlined in the TE TOR and is in accordance with the TE guidance.
- The final TE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other MTR reports).
- The Audit Trail includes responses to and justification for each comment listed.
- Financial proposals must be provided fee following the number of working day for the assignment.

13. Annexes to the TE ToR

- ToR Annex A: Project Logical/Results Framework
- ToR Annex B: Project Information Package to be reviewed by TE team
- ToR Annex C: Content of the TE report
- ToR Annex D: Evaluation Criteria Matrix template
- ToR Annex E: UNEG Code of Conduct for Evaluators
- ToR Annex F: TE Rating Scales and TE Ratings Table
- ToR Annex G: TE Report Clearance Form
- ToR Annex H: TE Audit Trail template

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 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).*