

27 April 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Project Coordinator Consultant based at Ministry of Planning and Investment (MPI)
Period of assignment/services (if applicable):	One year with possibility of extension of maximum one additional year (expected starting May 2021) (~260 days)
Duty Station:	mainly in Ha Noi
Tender reference:	P210408

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

23.59 hrs., 3 May 2021 (Hanoi time)

With subject line:

P210408– National Project Coordinator Consultant based at MPI - NAP

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:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- At least two writing samples submitted, preferable on relevant topic

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:

Consultant's experiences/qualification related to the services		
1.1	Minimum 10 years working experience in the disciplines of environmental science/management, natural resource management, climate change in Governmental Agencies	200
1.2	Experience in building at least 10 provincial climate change adaptation plans, climate change action plans, or relevant aspects of adaptation is an advantage	100
1.3	Experience in coordinating projects/programmes relating to climate change adaptation at national/local level in Viet Nam	150
1.4	Good knowledge of the legislative and policy aspects of the adaptation framework in Viet Nam. Strong knowledge about the political and socio-economic context related to the Vietnamese climate change development context, including legal and policy enforcement at national and subnational levels;	100
1.5	Demonstrated track record in the management, monitoring and reporting of similar projects, preferably working with government, private sectors, NGOs, and other key stakeholders	100
1.6	Experience in guiding and supervising multi-disciplinary project teams	100
1.7	Sound knowledge on National Adaptation Plan and relevant agreements such as the UNFCCC and its financing mechanisms, familiarity with the UNFCCC and its implementation in Viet Nam and at global level would be an advantage	100
1.8	Excellent English drafting with 02 written examples	100
1.9	Good knowledge of gender equality and civil society participation are advantageous	50
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant's past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

"Lump-sum" Individual Contract will be applied for freelance consultant (Annex II)

"Lump-sum" RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

Payments will be paid on a monthly basis based on a monthly report submitted and acceptance by UNDP Programme Officer on CC/DRR – Project Manager and MPI Project Focal point and certified worked days.

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

TERMS OF REFERENCE

Service Nature:	National Project Coordinator Consultant based at Ministry of Planning and Investment (MPI)
Project title:	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project
Direct supervisor	MPI Project Director and UNDP Project Manager
Coordination	MONRE Project Management Unit, UNDP Climate Change and Environment, line ministry focal points for the project, UNDP International and National Technical Experts
Duration:	One year with possibility of extension of maximum one additional year (expected starting May 2021)

1) GENERAL BACKGROUND

Ranked 8th on the 2017 Climate Risk Index¹, Viet Nam is a country highly vulnerable to climate change. Average temperatures have risen by 0.5 degrees and sea levels by 20 cm in the last 50 years. Extreme weather events such as typhoons and tropical storms have increased in frequency and intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage infrastructure. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

Consequently, climate change adaptation (CCA) has been well recognized in Viet Nam through a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. The Government of Viet Nam (GoV) has developed the National Strategy on Climate Change 2012-2020. Some elements of a National Adaptation Plan (NAP) are already in place, such as integration of CCA into the national five-year Socio-Economic Development Plan (SEDP). To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and its Nationally Determined Contribution (NDC), which has an adaptation component.

The main readiness challenge in Viet Nam is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include a lack of technical capacity to integrate data/information and undertake assessments for adaptation planning, a lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-

¹ Germanwatch, 2017, Global Climate Risk Index 2017. (<https://germanwatch.org/de/download/16411.pdf>)

ministerial coordination, a lack of active participation from private sector and local communities, a lack of financing strategies, limited government and external resources, and a lack of participatory and results-based monitoring and evaluation frameworks.

ABOUT THE PROJECT

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project** is designed along the following outcomes:

- Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review².
- Outcome 2:** NAP and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation.
- Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to *“establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.”* The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

The project will be conducted in two phases:

1. The first phase aims to complete the upstream work, background studies, tools and guidelines, preliminary project pipeline, and capacity building in order to deliver the Vietnam NAP before the end of 2020, the target date set by the government. The participatory and result-based monitoring and evaluation (M&E) framework and necessary capacity building support will also be completed in the first phase.
2. The second phase of the project will focus on the implementation of NAP and adaptation mainstreaming as well as its M&E framework. The second phase will also prepare financing strategy together with detailed concept notes of the high priority adaptation projects chosen from the project pipeline prepared in the first phase.

Outcome 1 and 3 will also contribute to the operationalization of the NAP and will be aligned with the review process of the NDC adaptation component. This includes defining priority adaptation options for mobilizing investment, supporting monitoring and evaluation of adaptation, and reporting the results through national communications and forthcoming global stock-takes.

This is a multi-stakeholder project involving collaboration between a number of ministries, including: MONRE (Ministry of Natural Resource and Environment), MARD (Ministry of Agriculture and Rural Development), MPI (Ministry of Planning and Investment), MOT (Ministry of Transportation), and MOH (Ministry of Health). Outside of the GoV, research institutions, civil society, and private sector organizations will also be involved.

Outcome 1: MONRE will be the lead agency to carry out activities, in close collaboration with MPI, MARD, MOT, and MOH.

Outcome 2: MPI will take the lead in the implementation of Outcome 2 in close collaboration with MONRE, MARD, MOT, and MOH.

Outcome 3: MONRE will be the lead agency for Outcome 3 to coordinate M&E of the NAP Process in coordination with MPI, MARD, MOT, and MOH. Achievement of NDC targets will also be monitored.

2) OBJECTIVES OF THE ASSIGNMENT

² As a part of the overall management and coordination of climate change adaptation, the government envisions that the entire NAP process will align with the National Determined Contributions on climate change adaption (NDC-Adaptation) review and update process.

Under the supervision of the MPI's Project Director and the UNDP Project Manager, the consultant will be responsible for the day-to-day coordination and facilitation of the thematic inter-agencies/inter-ministries working groups across line ministries for Adaptation Planning and Operationalization.

3) SCOPE OF WORK

The key results of the consultant will have an impact on the success of the Project interventions, UNDP's overall contribution, and GCF's and UNDP's visibility.

The consultant will be based at the MPI offices in Ha Noi. Specifically, the consultant will be expected to:

- Manage day-to-day coordination of the MPI's Public-Private Sector Finance Working Group and related stakeholders;
- Support the MPI in regular coordination and reporting following government regulations and GCF reporting obligations;
- Support the development of and comment on the TORs from all project focal points in the line ministries;
- Regularly coordinate with other ministries to carry out the activities under Outcome 2, which is led by MPI;
- Develop a project partnership development plan for the NAP Public-Private Sector Finance Working Group, incorporate it into the annual work plans, and update it annually in consultation with project stakeholders; coordinate its implementation;
- Coordinate the dissemination and implementation of knowledge management outputs of the project;
- Coordinate up-to-date and dynamic learning and sharing of knowledge and experiences relevant to the project;
- Provide support to NAP Project Manager and experts to develop knowledge projects and trainings in relevant subject matters;
- Supervise the project's capacity building efforts at the government counterparts and for relevant stakeholders;
- Ensure participation in UNDP NAP project team coordination meetings.

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

One year with possibility of extension of maximum one additional year, full-time (expected starting May 2021). The consultant will be based in MPI with intermittent meetings at UNDP office.

The assignment requires to work mainly in Ha Noi. If there is travel to provinces required, the project will cover the cost separately following UN-EU cost norm and practices.

5) FINAL PRODUCTS***

Annual and quarterly Workplans and Reports for the MPI's Project component including all coordinated activities with line ministries and facilitation of NAP working group on Private Sector financing

Monthly Report including key month priorities and timesheets as the basis for monthly salary payment

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the supervision of the MPI's Project Director and the UNDP Project Manager. ,

The Consultant shall report to UNDP Programme Officer on Climate Change and Disaster Risk Reduction on the deliverables of his/her work regarding a work-plan, deadlines and verification activities.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Minimum 10 years working experience in the disciplines of environmental science/management, natural resource management, climate change in Governmental Agencies within Ministries such as MPI or MONRE,

Experience in building at least 10 provincial climate change adaptation plans, climate change action plans, or relevant aspects of adaptation is an advantage,

Experience in coordinating projects/programmes relating to climate change adaptation at national/local level in Viet Nam.

Good knowledge of the legislative and policy aspects of the adaptation framework in Viet Nam.
Strong knowledge about the political and socio-economic context related to the Vietnamese climate change development context, including legal and policy enforcement at national and subnational levels;

Demonstrated track record in the management, monitoring and reporting of similar project, preferably working with government, private sectors, NGOs, and other key stakeholders,

Experience in guiding and supervising multi-disciplinary project teams,

Sound knowledge on National Adaptation Plan and relevant agreements such as the UNFCCC and its financing mechanisms, familiarity with the UNFCCC and its implementation in Viet Nam and at global level would be an advantage

Strong interpersonal skills, communication and strategic negotiation skills, ability to work in a team, especially in timely and accurate responses to emails

Excellent English drafting, presentation and facilitation skills

Good knowledge of gender equality and civil society participation are advantageous.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The project team in the Ministry of Planning and Investment will provide daily administrative and facilities for the consultant to perform the contract;

The project team and UNDP will provide all reference documents to the selected candidate to carry out the task. Any travel requirement from the project will need to be agreed by MPI/UNDP and all expenses will be covered separately by the project based on UN-EU cost norms.

The overall project proposal can be downloaded [here](#)

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payments will be paid on a monthly basis based on a monthly report submitted and acceptance by UNDP Programme Officer on CC/DRR – Project Manager and MPI Project Focal point and certified worked days.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☒ FULL-TIME

Evaluation scoring

Minimum 10 years working experience in the disciplines of environmental science/management, natural resource management, climate change in Governmental Agencies (200)

Experience in building at least 10 provincial climate change adaptation plans, climate change action plans, or relevant aspects of adaptation is an advantage (100)

Experience in coordinating projects/programmes relating to climate change adaptation at national/local level in Viet Nam (150).

Good knowledge of the legislative and policy aspects of the adaptation framework in Viet Nam.

Strong knowledge about the political and socio-economic context related to the Vietnamese climate change development context, including legal and policy enforcement at national and subnational levels; (100)

Demonstrated track record in the management, monitoring and reporting of similar projects, preferably working with government, private sectors, NGOs, and other key stakeholders (100)

Experience in guiding and supervising multi-disciplinary project teams (100),

Sound knowledge on National Adaptation Plan and relevant agreements such as the UNFCCC and its financing mechanisms, familiarity with the UNFCCC and its implementation in Viet Nam and at global level would be an advantage (100)

Excellent English drafting with 02 written examples (100)

Good knowledge of gender equality and civil society participation are advantageous (50)

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

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

Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
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). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 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).