**TERMS OF REFERENCE**

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| **Job ID/Title**: | National Consultant to support Green E-Transportation Initiative and Climate Business Index  |
| **Duty Station:** | Hanoi, Viet Nam with possible travel to other cities within Vietnam |
| **Category:** | Individual Contract |
| **Starting Date:**  | May 2021 |
| **Duration of Contract:** | 132 working days with possible extension based on positive performance and achievement of initial project results and UNDP requirement |
| **Expected Duration of Assignment:** | May 2021 to October 2021 (with possible extension) |
| **Reporting**  | Climate Change Private Sector Expert |
| **Coordination** | The consultant will work under regular supervision of the Climate Change Private Sector Expert and coordinate to work with other UNDP experts if necessary  |

1. **BACKGROUND**

UNDP aims to development of a voluntary platform for private sector entities to register their contributions to climate action in support of Government and Paris Agreement targets for Viet Nam. The platform will update the Catalogue of climate action good practice developed showcasing technologies and opportunities for private sector action in NDC implementation.

Users of CBI will involve two groups of entities: 1) reporting companies and 2) information users. Reporting companies will disclose their climate-related performance and potential contributions to the NDC targets in our system. Companies in the priority sectors for accelerated climate action will be invited, including those in the agriculture, forestry, energy, energy efficiency and transport sectors. To distinguish the impact of their core businesses on climate change, we categorize them into three groups: 1) List I companies that provide services or technologies that contribute positively to climate change mitigation and/or adaptation; 2) List II companies that want to reduce their GHG emissions by adopting climate smart practices or technologies; and 3) Mixed portfolio companies which have core businesses in both of the above.

The information users will include government agencies in Viet Nam which are mandated to take stock of progress in climate change mitigation, adaptation, and climate finance; other entities concerned with the lack of climate-related disclosure among Vietnamese businesses, such as NGOs, development agencies, and investor groups. CBI will serve as a valuable resource toward transparency.

As part of the corporate action to voluntarily respond to climate change issues in Vietnam, the Green E-Transportation Initiative is the sub-initiative of Climate Business Index, which was initiated by UNDP Vietnam in 2020. The Green E-Transportation Initiative is a public-private initiative and jointly planned and implemented by UNDP, MBI Viet Nam, Ecopark, Ecotek, and Hue city. The overall purpose of the Green E-Transportation initiative is to raise awareness of the importance of green transportation to address climate change and air quality issues in Viet Nam. It aims to promote green mobility to reduce air pollution and health risks resulting from the pollution.

As part of the corporate action to voluntarily respond to climate change issues in Vietnam, the Green E-Transportation Initiative is committed to carrying out pilot testing with 1-2 cities and awareness-raising programs to inform the public of the importance of green transportation based on pilot testing and the awareness-raising program.

MBI Motors (http://www.mbigear.com/), a partner of the project, has been in the motorcycle business in Korea for more than 20 years and is currently preparing a business based on e-bike and battery sharing system in some Asian countries such as China, India, Indonesia and Vietnam. Currently, the company established a local subsidiary in Vietnam and wants to conduct local pilot testing of e-bikes and battery sharing systems with international organization. The company hopes to see how their business contributes to social issues such as air quality and greenhouse gas reduction in Vietnam and to share it with the government and the public.

Currently, the Green E-transportation Initiative has been launched successfully in Ecopark with positive feedbacks so UNDP and MBI Vietnam are planning to expand the scope of the pilot testing in other areas and cities. After the pilot testing, UNDP analyzes all data in detail and create a report showing the impact on GHG reduction and air quality improvement. These results will be disclosed to the public and key stakeholders will be encouraged for active actions by sharing the results through public conferences with ministries, research institutes, international organizations, enterprises, NGOs and CSOs. In the context, UNDP would like to request for a consultancy service to conduct the works as below:

* Support conducting campaigns under Green E-transportation Initiative and other related communications activities
* Support conducting pilot testing, organizing events and producing quality reports and final analysis of Green E-transportation Initiative
* Supporting partnership activities and further cooperation opportunities with investors and stakeholders under Green E-transportation Initiative
* Support producing and promoting public relations materials and supporting promotional activities of Climate Business Index for companies as well as support companies’ response

UNDP is planning to recruit a national consultant to work with the Climate Change Private Sector Expert to support these works.

1. **OBJECTIVE**

The consultant will support UNDP’s Green E-transportation Initiative by supporting organizing events and materials such as analysis, reports, and other related communications materials, helping ensure effective data collection and responses to surveys and questionnaires, and support activities under Climate Business Index as well.

The consultant will work under the direct supervision of the Climate Change Private Sector Expert.

1. **SCOPE OF WORK**

The consultant is expected to undertake the following activities:

1. Support conducting activities under Green E-transportation Initiative
* Support the pilot testing of GETI in Hue and other cities (if any)
* Support the raise awareness campaigns and surveys
* Support producing the analysis reports related to GETI
* Support organizing events of GETI including launching of pilot-testing and a final symposium
* Supporting communications and advocacy via a variety of communication channels (website, social media channels, media presence, public outreach) to ensure effective advocacy on the main areas of work of the project
* Liaising with partners on various aspects of program implementation
1. Supporting partnership activities and further cooperation opportunities with investors and stakeholders
* Support to create additional contents for bridging companies and investors
* Work with the Climate Change Private Sector Expert to develop and implement partnerships with both government and private sectors
1. Producing and promoting public relations materials and supporting promotional activities of Climate Business Index for companies
* Reach out and invite selected target companies to participate in CBI by emails, phone calls, at events, or through other engagement strategies as appropriate
* Support managing social media accounts and CBI website system
* Support organizing events under CBI
* Support analyzing companies' responses to NDC program reports
1. Support other related works
* Support other related tasks (due diligence, private partnership, crowdfunding campaign and so on) as far as possible
1. **EXPECTED OUTPUTS/DELIVERABLES**

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| --- | --- | --- |
| **No.** | **Work** | **Deliverable** |
| 1. **Support conducting activities under Green E-transportation Initiative**
 |
| 1 | Support the pilot testing of GETI in Hue and other cities (if any)  | * 01 final report of campaign
 |
| 2 | Support the raise awareness campaigns and surveys | * 01 survey questionnaire developed
 |
| 3 | Support producing the analysis reports related to GETI | * 01 draft final report to announce at the symposium in Vietnamese
 |
| 4 | Support organizing events of GETI including launching of pilot-testing and a final symposium  | * 01 action plan for a final symposium
 |
| 5 | Supporting communications and advocacy via a variety of communication channels (website, social media channels, media presence, public outreach) to ensure effective advocacy on the main areas of work of the project | * 03 posts on SNS regarding GETI
 |
| 6 | Liaising with partners on various aspects of program implementation | * 02 meeting minutes of meetings with stakeholders
 |
| 1. **Supporting partnership activities and further cooperation opportunities with investors and stakeholders**
 |
| 7 | Support to create additional contents for bridging companies and investors | * 01 articles on best practice models regarding public private partnership
 |
| 8 | Work with the Climate Change Private Sector Expert to develop and implement partnerships with both government and private sectors  | * 01 mapping on potential investors for partnership
 |
| 1. **Producing and promoting public relations materials and supporting promotional activities of Climate Business Index for companies**
 |
| 9 | Reach out to and invite selected target companies to participate in CBI by emails, phone calls, at events, or through other engagement strategies as appropriate | * 20 companies newly joined CBI
* 02 CBI newsletters created
 |
| 10 | Support managing social media accounts and CBI website system | * 03 posts on SNS regarding GETI
* 01 article regarding CBI companies
 |
| 11 | Support organizing events under CBI | * 01 draft action plan for an event
 |
| 12 | Support analyzing companies' responses to NDC program reports | * 01 draft version of the final report of CBI
 |

1. **DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment will be conducted over **132 working days** inclusively from May 2021 to October 2021.

The assignment should be based in Green One UN House in Hanoi, Viet Nam, with possibly field travel to Ho Chi Minh City or other locations in Viet Nam. Field travel costs if required and upon UNDP approval will be covered separately by UNDP based on UN-EU cost norms.

1. **DELIVERABLES AND KEY MILESTONES**

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| --- | --- | --- | --- |
| **No.** | **Work** | **Deliverable** |  |
| 1. **Support conducting activities under Green E-transportation Initiative**
 |
| 1 | Support the pilot testing of GETI in Hue and other cities (if any)  | * 01 final report of campaign
 | 30 October 2021 |
| 2 | Support the raise awareness campaigns and surveys | * 01 survey questionnaire developed
 | 30 May 2021 |
| 3 | Support producing the analysis reports related to GETI | * 01 draft final report to announce at the symposium in Vietnamese
 | 30 October 2021 |
| 4 | Support organizing events of GETI including launching of pilot-testing and a final symposium  | * 01 action plan for a final symposium
 | 30 September 2021 |
| 5 | Supporting communications and advocacy via a variety of communication channels (website, social media channels, media presence, public outreach) to ensure effective advocacy on the main areas of work of the project | * 03 posts on SNS regarding GETI
 | 30 July 2021 |
| 6 | Liaising with partners on various aspects of program implementation | * 02 meeting minutes of meetings with stakeholders
 | 30 August 2021 |
| 1. **Supporting partnership activities and further cooperation opportunities with investors and stakeholders**
 |
| 7 | Support to create additional contents for bridging companies and investors | * 01 articles on best practice models regarding public private partnership
 | 30 May 2021 |
| 8 | Work with the Climate Change Private Sector Expert to develop and implement partnerships with both government and private sectors  | * 01 mapping on potential investors for partnership
 | 30 June 2021 |
| 1. **Producing and promoting public relations materials and supporting promotional activities of Climate Business Index for companies**
 |
| 9 | Reach out to and invite selected target companies to participate in CBI by emails, phone calls, at events, or through other engagement strategies as appropriate | * 20 companies newly joined CBI
* 02 CBI newsletters created
 | 30 August 2021 |
| 10 | Support managing social media accounts and CBI website system | * 03 posts on SNS regarding GETI
* 01 article regarding CBI companies
 | 30 July 2021 |
| 11 | Support organizing events under CBI | * 01 draft action plan for an event
 | 30 June 2021 |
| 12 | Support analyzing companies' responses to NDC program reports | * 01 draft version of the final report of CBI
 | 30 June 2021 |

1. **PROVISION OF MONITORING AND PROGRESS CONTROLS**

The Consultant shall report to Climate Change Private Sector Expert on the deliverables of his/her work regarding a work-plan, deadlines and verification activities. Technical oversight will be provided by the STA for Resilience and Climate Change Adaptation.

1. **DEGREE OF EXPERTISE AND QUALIFICATIONS:**
* Minimum Bachelor's degree in Development, International Economics (preferred), Climate Change or related field
* Previous experience conducting similar analysis and developing similar reports with a particular focus on public-private partnerships to catalyze investment into local businesses in climate change area in Vietnam.
* Economic or financial knowledge or experience, especially on feasibility study will be an advantage.
* Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage. Ability to utilize both Premiere and Photoshop is highly recognized.
* Previous experience and knowledge of UN/UNDP procedures a plus

**\* Language Requirement:**

Fluent **English and Vietnamese** are required — the deliverables must be presented in either or both languages according to the audience.

1. **CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE**

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| 🗆 NONE 🗆 PARTIAL 🗆 INTERMITTENT ⌧ FULL-TIME  |

1. **PAYMENT TERM**

**Payment:** Payments will be paid on deliverables as indicated in the TOR, after confirmation of the Climate Change Private Sector Expert on accepted quality of the deliverables. Payments based on deliverables are paid as follows.

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| --- | --- | --- |
| **Deliverable** | **Deadline** | **Payment** |
| * 01 survey questionnaire developed
* 01 articles on best practice models regarding public private partnership
 | 30 May 2021 | 10% |
| * 01 mapping on potential investors for partnership
* 01 draft action plan for an event
* 01 draft version of the final report of CBI
 | 30 June 2021 | 20% |
| * 03 posts on SNS regarding GETI
* 03 posts on SNS regarding GETI
* 01 article regarding CBI companies
 | 30 July 2021 | 20% |
| * 02 meeting minutes of meetings with stakeholders
* 20 companies newly joined CBI
* 02 CBI newsletters created
 | 30 August 2021 | 20% |
| * 01 action plan for a final symposium
 | 30 September 2021 | 15% |
| * 01 final report of campaign
* 01 draft final report to announce at the symposium in Vietnamese
 | 30 October 2021 | 15% |

**V ANNEX 1 – Technical Evaluation Criteria**

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| Qualifications  | Points |
| * Minimum Bachelor's degree in Development, International Economics (preferred), Climate Change or related field
 | 100 |
| * Previous experience conducting similar analysis and developing similar reports with a particular focus on public-private partnerships to catalyze investment into local businesses in climate change area in Vietnam.
 | 300 |
| * Economic or financial knowledge or experience, especially on feasibility study will be an advantage.
 | 300 |
| * Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image and video editing ability will be an advantage. Ability to utilize both Premiere and Photoshop is highly recognized.
 | 100 |
| * Previous experience and knowledge of UN/UNDP procedures a plus
 | 100 |
| * Excellent command both of English and Vietnamese at the written by providing two writing report samples one in English and one in Vietnamese
 | 100 |