

9 June 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Senior Consultant on Climate Change Policy
Period of assignment/services (if applicable):	35 working days From Jun 2021 – Dec 2021
Duty Station:	Ha Noi
Tender reference:	P210606

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

23.59 hrs., 13 June 2021 (Hanoi time)

With subject line:

P210606 – NC on Climate Change Policy

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#)..... (Annex I)
- [Individual Contract & General Conditions](#).....(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Letter to UNDP Confirming Interest and Availability](#) (Annex IV)
- [Financial Proposal](#) (Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

a. Technical component:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- At least 2 writing samples in English 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	Postgraduate degree (MSc or PhD) in natural resource management, environmental sciences, or a related field	200
1.2	Minimum 20 years of experience and knowledge of the policy and institutional framework related to climate change in Viet Nam is essential	150
1.2	Good track record on scientific evidence-based researches, studies and policy work on climate change and other related policies of climate related sectors in Viet Nam	200
1.4	Proven experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC	150
1.5	Work experience of developing Nationally Determined Contributions (NDCs), Nationally Appropriate Mitigation Action (NAMA), long-term strategy for developing low GHG emissions (LEDS), or comparable strategic plans will be an advantage;	200
1.6	Excellent technical writing skills in English by provision of 1-2 writing reports.	100
	Total	1,000

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

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the

other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

- International consultant whose work involves travel is required to complete the courses on BSAFE which 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

Key Outputs/Deliverables	Time	Payment terms
1st round of technical inputs/peer reviews for all products 1-4 submitted and agreed by UNDP	Jul 2021	30%
2nd/Final round of technical inputs/peer reviews for all products 1-4 submitted and agreed by UNDP 1st round of technical inputs/peer reviews for product 5	Sep 2021	40%
3rd and Final round of technical inputs/peer reviews for product 5	Dec 2021	30%

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

TERM OF REFERENCE

1. SUMMARY

Job code title:	01 National Senior Consultant on Climate Change Policy (35 days)
Project title:	Develop and Update National Strategy on Climate Change for the Period 2021 – 2050
Report to:	UNDP Climate Change and Environment Head/UNDP PO on Climate Change and Resilience
Coordination:	MONRE’s DCC Project Director, National and International Experts in UNDP CCE team as required.
Estimated working days:	35 working days
Duration:	From Jun 2021 – Dec 2021

2. GENERAL BACKGROUND

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in 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.

To address climate change, the Government of Viet Nam developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV’s National Strategy on Climate Change 2012-2020. 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 approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020.

There is a need to update the National Climate Change Strategy (NCCS). The initial NCCS was approved by the Prime Minister in Decision 2139/QĐ-TTg on December 5, 2011, and was effective for the period 2012-2020. A progress assessment initiated by MONRE’s Department of Climate Change (DCC), and supported by the French Development Agency (AFD), concluded that the system of legal policies addressing climate change issues improved over the strategy’s lifetime, likewise the organizational structure on coping with climate change became consolidated. It also found that the activities to cope with climate change have achieved certain results. Specifically, there have been many advances in natural disaster forecasting and warning; disaster prevention continues to be

promoted, damage caused by natural disasters has decreased compared to the previous period. Rice area and basic food security are guaranteed. Forest protection and development continues to achieve many results. The development of renewable energy has made strong progress, especially for solar power. Many models, methods and techniques of low-carbon farming have been applied in agricultural production in many localities across the country. The report, however, also identified some weaknesses in the strategy implementation process and provided some initial proposals on areas that require continued/new attention in the updated NCCS.

Following the consultation with Development Partners and building on the existing technical assistance of partners in the NDC review and update, MONRE requested UNDP and GIZ to continue support to the Government process of updating the NCCS for the period 2021-2050, vision 2100.

To support MONRE in this process, a total of 4 background reports will be developed, which will provide inputs into the NCCS for the period 2021-2050, vision 2100:

- **Outcome 1 (Report 1):** Analysis international experience in the formulation and implementation of climate change strategies in the global change context; Technical lead: UNDP
- **Outcome 2 (Report 2):** Analysis of the domestic context and orienting socio-economic development, identifying climate change issues; Technical lead: GIZ
- **Outcome 3 (Report 3):** Assessment of the potential of private sector engagement in Viet Nam's climate change response strategy; Technical lead: UNDP
- **Outcome 4 (Report 4):** Assessment of climate finance landscape and solutions to promote the resource mobilisation for the implementation of the updated NCCS; and Technical lead: GIZ
- **Outcome 5 (updated NCCS):** National Strategy on Climate Change for the period 2021-2050, vision 2100. Technical lead: MONRE

The requested national senior consultant will support MONRE to complete different activities under all five outcomes.

3. OBJECTIVES OF THE ASSIGNMENT

The main objective of the consultant is to support MONRE and UNDP to Develop and Update Viet Nam's National Climate Change Strategy (NCCS) for the Period 2021-2050, vision 2100. The senior consultant is expected to work closely with a range of International and National Consultants, who are also being mobilised by UNDP and MONRE, and provide general oversight to the process.

The senior consultant will provide oversight to develop four background reports essential to provide the knowledge base to update the National Climate Change Strategy (NCCS) for the period 2021-2030, vision 2050. For this, the consultant will review and synthesize international experiences in the formulation and implementation of climate change strategy in the global change context, support identifying entry-points to strengthen private-sector engagement in the implementation of the NCCS, review the existing NCCS to identify gaps and mitigation needs, and propose revisions, objectives, and solutions.

The consultant will more specifically be responsible to provide advice and review to,

1. Technically review and provide advice on the Background Report 1 that synthesizes international experiences on developing and implementing climate change strategies in the context of global change, with a specific focus on experiences of countries and groups of countries in the development of long-term GHG low emission development strategy (LEDS) (5 days);

2. Technically review and provide advice on the Background Report 2 that discusses Vietnam's climate change policy framework and implementation progress in the context of global change and long-term vision, with a specific focus on identifying gaps and mitigation needs for an updated NSCC (3 days);
3. Technically review and provide advice on the Background Report 3 assessing the potential of private sector engagement in Viet Nam's climate change response strategy (12 days);
4. Technically review and provide advice on the Background Report 4 assessing the climate finance landscape and solutions to promote the resource mobilisation for the implementation of the updated NCCS (3 days); and
5. Provide direct technical inputs to develop the National Climate Change Strategy for the period 2021-2050, vision 2100 (12 days).

4. SCOPE OF WORK AND THE GENERAL APPROACH

To implement the objective, the consultant is expected to undertake the following activities during the assignment:

Outcome 1 (Report 1): Analysis of international experience in the formulation and implementation of climate change strategies in the global change context.

The senior consultant is expected to:

- Participate in key conceptual meetings and write-shops in Ha Noi during the development of the Background Report 1;
- Review of inception report and methodology of consultancy team developing the Background Report 1;
- Peer-review the draft and final Background Report 1 on synthesized international experience in developing climate change strategies and give advice ensuring that proposed updates to the NCCS align with international commitments and best practices.

Outcome 2 (Report 2): Analysis of the domestic context and orienting socio-economic development, identifying climate change issues.

The senior consultant is expected to:

- Participate in key conceptual meetings and write-shops in Ha Noi during the development of the Background Report 2;
- Peer-review the draft and final Background Report 2 on analysing the domestic context and orienting socio-economic development, identifying climate change issues and ensure that proposed updates to the NCCS align with national regulatory frameworks, policies, and climate change plans, as well as incorporate the latest scientific findings in the field of climate change impact projections and response strategies in Viet Nam;

Outcome 3 (Report 3): Assessment of the potential of private sector engagement in Viet Nam's climate change response strategy.

The senior consultant is expected to:

- Lead in developing a scoping paper (approximately 10 page) on the potential roles of private sector in the National Climate Change Strategy, particularly in term of technology transfer and green financing prospects in Viet Nam.
- Participate in key conceptual meetings and write-shops during the development of the Background Report 3;
- Review of inception report and methodology of consultancy team developing the Background Report 3;
- Peer-review the draft and final Background Report 3 on assessing of the potential of private sector engagement in Viet Nam's climate change response strategy and ensure that proposed strategies to strengthen private sector engagement reflect the latest national and international experiences and developments in the field of private sector engagement in climate change action and strategies are reflected (including latest discussions surrounding emissions trading systems – Article 6 of the Paris Agreement, publicly-mobilized private adaptation finance, and innovative financial instruments for private sector engagement);

Outcome 4 (Report 4): Assessment of climate finance landscape and solutions to promote the resource mobilisation for the implementation of the updated NCCS.

The senior consultant is expected to:

- Participate in key conceptual meetings and write-shops in Ha Noi during the development of the Background Report 4;
- Peer-review the draft and final Background Report 4 on assessing of the potential of private sector engagement in Viet Nam's climate change response strategy and ensure that proposed solutions to mobilise climate finance for the NCCS implementation comprehensively reflects latest national and intational developments, as well as aligns with Viet Nam's regulatory frameworks and development objectives;

Outcome 5 (updated NCCS): National Climate Change Strategy for the period 2021-2050, vision 2100.

The senior consultant is expected to:

- Review the draft and final NCCS for the period 2021-2050 and ensure that updates to the NCCS align with international commitments and best practices;
- Review of inception report and methodology of consultancy team developing the NCCS; and
- Propose perspectives, objectives, visions, monitoring and evaluation indicators, basic issues on climate change response, main solutions and programs to implement the National Strategy on Climate change updated period 2021-2050, vision 2100.

5. DURATION OF THE ASSIGNMENT

The consultant is expected to work for 35 working days inclusively. The consultant will start from Jun 2021 and is expected to complete all outputs by December 2021.

6. EXPECTED OUTPUTS OF THE ASSIGNMENT

The consultant will work closely with a range of international and national consultants, experts from MONRE, and other ministries. The consultancy will be instrumental to provide technical inputs to three background reports that are scheduled to form the basis of the updated National Strategy on Climate change updated period 2021-2050, vision 2100. The reports are expected to be jointly developed by a range of consultants and will be approved by UNDP and MONRE.

The consultant is expected to deliver the following outputs.

Key Outputs/Deliverables	Time
Product 1: Peer-reviewed and contributed to draft and final background Report 1.	Jun/Jul 2021
Product 2: Peer-reviewed and contributed to draft and final background Report 2.	Aug/Sep 2021
Product 3: <ul style="list-style-type: none">- 01 scoping paper on the potential roles of private sector in the National Climate Change Strategy in Viet Nam (approximately 10 page)- Peer-reviewed and contributed to draft and final background Report 3.	Aug/Sep 2021
Product 4: Peer-reviewed and contributed to draft and final background Report 4.	Aug/Sep 2021
Product 5: Direct technical inputs and peer-reviews on draft and final National Climate Change Strategy for the period 2021-2050, vision 2100.	Dec 2021

7. PROVISION OF MONITORING, REVIEW, QUALITY CONTROL AND PROGRESS CONTROLS

The consultant is supervised by a UNDP CCE Head with support from UNDP PO on CC& Resilience, with administrative and technical support from international and/or national experts assigned by UNDP and MONRE.

All deliverables of the consultant will be submitted in English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MONRE.

8. DEGREE AND QUALIFICATIONS OF THE SERVICE PROVIDER

The qualification requirements for the consultant team is as follows:

- Postgraduate degree (MSc or PhD) in natural resource management, environmental sciences, or a related field (200 points).
- Minimum 20 years of experience and knowledge of the policy and institutional framework related to climate change in Viet Nam is essential (150 points)

- Good track record on scientific evidence-based researches, studies and policy work on climate change and other related policies of climate related sectors in Viet Nam (200 points)
- Proven experience and understanding of global, regional and national process for climate change negotiations (UNFCCC) and climate change planning, including up to date knowledge and international practices and guideline of UNFCCC LEG, UN practices on NAP and NDC (150 points);
- Work experience of developing Nationally Determined Contributions (NDCs), Nationally Appropriate Mitigation Action (NAMA), long-term strategy for developing low GHG emissions (LEDS), or comparable strategic plans will be an advantage; (200 points) and
- Excellent technical writing skills in English by provision of 1-2 writing reports. (100 points)

9. ADMIN SUPPORT

All domestic travel requirement, if any, from the assignment will be arranged by UNDP separately.

The selected consultant will be responsible for providing necessary preparation for consultation meetings and workshops. Meetings/workshops will be facilitated or chaired by MONRE and UNDP.

10. REFERENCE DOCUMENTS

Once selected, the consultant team will receive detail project document, workplan and relevant reference by UNDP and MONRE.

The National Strategy on Climate Change (NSCC) 2011-2020 can be referred to here:

<http://chinhphu.vn/portal/page/portal/English/strategies/strategiesdetails%3FcategoryId%3D30%26articleId%3D10051283>

An initial assessment on the implementation of the National Climate Change Strategy can be referred to here:

<http://dcc.gov.vn/kien-thuc/1057/SUMMARY-REPORT-ASSESSING-THE-IMPLEMENTATION-OF-THE-NATIONAL-STRATEGY-AND-ACTION-PLAN-ON-CLIMATE-CHANGE,-PROPOSING-MEASURESTO-ACCELERATE-THE-IMPLEMENTATION-OF-THE-STRATEGY-FOR-PERIOD-2021—2030.html>

11. QUALIFICATIONS AND PAYMENT TERMS

Key Outputs/Deliverables	Time	Payment terms
1 st round of technical inputs/peer reviews for all products 1-4 submitted and agreed by UNDP	Jul 2021	30%
2 nd /Final round of technical inputs/peer reviews for all products 1-4 submitted and agreed by UNDP	Sep 2021	40%
1 st round of technical inputs/peer reviews for product 5		
3 rd and Final round of technical inputs/peer reviews for product 5	Dec 2021	30%

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.

