



22 June 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 on Climate Change Adaptation
Period of assignment/services (if applicable):	July 2021 – December 2021
Duty Station:	Vietnam
Tender reference:	T210606

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23.59 hrs., 1 July 2021 (Hanoi time)

With subject line:

T210606 – 01 International Consultant on Climate Change Adaptation

Submission received after that date or submission not in conformity with the requirements specified in 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 and other related certificates (if any)
- Signed Letter to UNDP Confirming Interest and Availability

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and 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:

An International Consultant

No.	Requirement	Points
1	At least Master's degree in Environmental Sciences, Climate Change, Economics, or its equivalent relevant to climate change adaptation planning;	200
2	At least 5 years of work experience in an area relevant to climate change adaptation, policies, and strategies, preferably on risk assessment and adaptation monitoring and evaluation;	200
3	Proven experience and researches on existing Viet Nam climate change development agenda and Viet Nam climate change institutional system;	100
4	Proven experience in working on and understanding of global, regional, and national processes for National Adaptation Plans (NAPs) and Nationally Determined Contributions (NDCs), including up to date knowledge and international practices and guidelines;	200
5	Experience of working with GCF/GEF project development and reporting	100
6	Demonstrated experience working in Viet Nam/Asia Pacific region, working with development partners (previous UN experience) will be an advantage;	200
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.

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 to the payment.

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



TERMS OF REFERENCE

1. SUMMARY

Consultant title:	01 International Consultant on Climate Change Adaptation (60 days)
Project title:	Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project
Report to:	NAP Project Manager/UNDP PO on Climate Change and Resilience
Coordination:	MONRE's DCC Project Director, UNDP Climate Change and Environment Head, Project Coordinators in MONRE and MPI, 05 Line Ministries focal points for NAP, National and International Experts in UNDP CCE team as required.
Estimated working days:	60 working days
Duration:	From July 2021 – Dec 2021

1) 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.

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 lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack

of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

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

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review.
- **Outcome 2:** National adaptation plan 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 Department of Climate Change (DCC), under the Ministry of Natural Resources and Environment (MONRE), made significant progress in the coordination of and establishing the National Adaptation Plan (NAP) process in the country. To complete these successes and enable evidence-based adaptation planning, DCC is working on designing and implementing a monitoring and evaluation system for the NAP and provide capacity building support to line-ministries.

As a partner of DCC, UNDP provides support to DCC to develop their sectoral M&E system and capacity building process. For this task, UNDP seeks one international consultant to advance MONRE’s NAP M&E system and the implementation of the NAP-Sup project.

2) OBJECTIVES OF THE ASSIGNMENT

UNDP is looking for 01 International Consultant to support DCC and UNDP to conceptualise and enhance the monitoring and evaluation system for the National Adaptation Plan (NAP) and provide capacity building support (e.g. in the field of climate change risk assessments). The consultant is expected to work closely with MONRE officials, technical consultants, and government focal points from line ministries of MPI, MARD, MOH, MOT, to enhance and develop the NAP M&E database system. The consultant will, furthermore, provide direct technical inputs and quality assurance for UNDP during the implementation of the project activities under the NAP-Sup Project.

The consultant will more specifically be responsible to:

1. Provide technical support to five line-ministries to identify adaptation and NAP indicators, on demand basis (10 days);
2. Support MONRE to enhance and develop the country’s participatory and results-based NAP M&E system for priority sectors (20 days);
3. Lead the development of up to 2 sectoral climate change baseline and risk and vulnerability assessment reports, taking into account priorities of climate vulnerable groups and gender-

disaggregated impacts (20 days); and

4. Provide direct technical inputs and peer-reviews on technical reports and knowledge products (e.g trainings, communications etc.) in the NAP-Sup project to ensure they are aligned with UNFCCC and global good practices (10 days).

3) SCOPE OF WORK

Under the supervision of the NAP Project Manager/UNDP PO on Climate Change and Resilience, the consultant will be responsible for the following tasks:

- Support ministries to review and assess the current status of monitoring and evaluation system (M&E) for climate change adaptation, including existing and potential adaptation/NAP indicators;
- Support the ministries to propose adaptation and NAP indicators as part of the national NAP M&E framework, ensure alignment with the Paris Rules Book and transparency process;
- Provide technical inputs to draft standard operation procedures/M&E handbook and training materials, prepared by national consultants for M&E planners and sectoral stakeholders of the different line-ministries;
- Support the development of a mechanism to link the sectoral adaptation monitoring systems of the line-ministries to MONRE's national NAP M&E system, prioritising a subset of key adaptation-related indicators that will be communicated to MONRE on an iterative basis;
- Lead the development of up to two sectoral climate change baseline and risk and vulnerability assessment reports (includes determining the methodology), taking into account priorities of climate vulnerable groups and gender-disaggregated impacts – detailed report outlines and content will be jointly agreed upon with line-ministries under DCC's guidance;
- Provide regular inputs to multi-stakeholder consultations, high level policy dialogues and building synergy with on-going adaptation initiatives for NAP-SUP project; and
- Provide direct technical inputs and peer-reviews on technical reports and knowledge products for NAP-SUP project.

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

Duration: up to 60 days (between July 2021 – December 2021)

Duty station: Hanoi with possible travel

Potential places of travel: National field missions

The expected travel schedule will be defined in consultation with the NAP Project Manager/UNDP PO on Climate Change and Resilience. The domestic travel will be arranged and paid separately by UNDP.

5) FINAL PRODUCTS/ DELIVERABLES

The consultants will work closely with MONRE officials and technical consultants, which will be mobilised by UNDP to enhance and develop an M&E database system. In addition, the consultants are required to coordinate on the NAP M&E indicators with MONRE.

The consultant is expected to deliver the following outputs:

Key Outputs/Deliverables	Time
<ul style="list-style-type: none"> • Product 1: Adaptation/NAP indicators identified for line-ministries and captured in written document (10 days) 	July 2021
<ul style="list-style-type: none"> • Product 2: Final NAP M&E framework conceptualised (including a set of M&E indicators) and captured in a report (20 days) 	Sep 2021
<ul style="list-style-type: none"> • Product 3: Up to two final sectoral climate change baseline and risk and vulnerability assessment reports developed (20 days) 	Nov 2021
<ul style="list-style-type: none"> • Product 4: Direct technical inputs and peer-reviews on technical reports and knowledge products (10 days) 	Jul – Dec 2021

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report directly to the NAP Project Manager/UNDP PO on Climate Change and Resilience, will effectively work with the Climate Change and Environment team on a routine basis and coordinate his/her efforts to match the timelines of the assignments throughout the consultancy.

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.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS & SCORINGS

Education:

- At least Master's degree in Environmental Sciences, Climate Change, Economics, or its equivalent relevant to climate change adaptation planning

Experience:

- At least 5 years of work experience in an area relevant to climate change adaptation, policies, and strategies, preferably on risk assessment and adaptation monitoring and evaluation .
- Proven experience and researches on existing Viet Nam climate change development agenda and Viet Nam climate change institutional system
- Proven experience in working on and understanding of global, regional, and national processes for National Adaptation Plans (NAPs) and Nationally Determined Contributions (NDCs), including up to date knowledge and international practices and guidelines.
- Experience of working with GCF/GEF project development and reporting;
- Demonstrated experience working in Viet Nam/Asia Pacific region, working with

development partners (previous UN experience) will be an advantage

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.

UNDP and/or MONRE can provide office space for the consultant as needed during the assignment.

10) REFERENCE DOCUMENTS

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

11) PAYMENT TERMS

Key Outputs/Deliverables	Time	Payment terms
<ul style="list-style-type: none">• Product 1: Adaptation/NAP indicators identified for line-ministries and captured in written document.	July 2021	20% of the contract value
<ul style="list-style-type: none">• Product 2: Final NAP M&E framework conceptualised (including a set of M&E indicators) and captured in a report.	Sep 2021	25% of the contract value
<ul style="list-style-type: none">• Product 3: Up to two final sectoral climate change baseline and risk and vulnerability assessment reports developed.	Nov 2021	25% of the contract value
<ul style="list-style-type: none">• Product 4: Direct technical inputs and peer-reviews on technical reports and knowledge products.	Jul – Dec 2020	30% of the contract value

12) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

Duty station: Ha Noi with presence on UNDP premises according to number of working days on an intermittent basis.

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 of (VND for National Consultant and 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 for local firm (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).