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**TERMS OF REFERENCE**

**03 Individual Consultants**

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| **Name of service:** | 03 National Individual Consultant to develop a guideline for enterprises on CE transition and application of CE model, within the “Viet Nam National Circular Economy Movement” program | | |
| **Project:** | Scaling Up a Socialized Model of Domestic Waste and Plastic Management | | |
| **Reporting to:** | CCE Program Analyst | | |
| **Duty Station:** | Hanoi and Danang | | |
| **Duration of Assignment:** | From July 2021 to February 2022 | | |
| **Start Date:** | August 2021 | **End Date:** | February 28th, 2022 |

1. **BACKGROUND & PROJECT DESCRIPTION**

Viet Nam, a middle-Income Country (MIC) of about 93 million people (as of 2016), is among the fastest-growing economies in the world, with an economy growing at more than 6 percent per year. However, environmental-related challenges such as pollution, depletion of natural resources, extraction of raw materials, unsustainable waste management, and growing plastic pollution, have skyrocketed in the past years, adversely impacting the well-being of its people and environment. Viet Nam is particularly vulnerable to the effects of climate change. Extreme weather events cause many casualties annually and suppress economic growth, and extremes are getting worse as a result of climate change. The country is also struggling with alarming air pollution. Its two biggest cities, Hanoi and Ho Chi Minh City, are now among the top 15 polluted cities in Southeast Asia. The National Environmental Report 2016 on Urban Environment indicated that "most of our country's major cities are facing increasing air pollution, in which dust is still a most prominent issue. In some big cities like Hanoi, the high number of days with PM10 and PM2.5 dust pollution levels exceeded the QCVN limit".

UNDP's mission is to support Viet Nam's transformation to a sustainable and circular growth model where current and future generations of Viet Nam can unite to contribute and benefit from its economic, social and natural advancement. In Viet Nam, the Government and UNDP partnership officially started in 1978. Since then, UNDP has been working closely with the Government and other partners to expand the choices for people and ensure that everyone has equal access to opportunities to realize their full potential.  UNDP continuously seeks to support Viet Nam’s development path into a green and resilient country, accelerating progress toward the Sustainable Development Goals (SDGs) by 2030.

The Vietnamese government has increasingly highlighted the importance of Circular Economy (CE) as a trend for sustainable development and national development orientations for 2021 - 2030. In Viet Nam’s 2020 revised Law on Environmental Protection (LEP), CE is  defined as: “CE is an economic model in which design, production, consumption and service activities aim to reduce raw material extraction, extending the product life cycle, reducing generated waste and minimizing negative impacts on the environment.”

The term and the definition of the CE were also integrated into vital documents submitted to the 13th National Party Congress, including the Draft Political Report of the 12th Party Central Committee, the draft Socio-economic Development Strategy (SEDS), 2021-2030 and the Socio-Economic Development Plan (SEDP) 2021-2025. Furthermore, the Minister of Natural Resources and Environment, highlighted the transition to a CE as a priority for the country's sustainable development, in the remarks delivered during the 13th National Party Congress. These are positive indications of high political commitment from Viet Nam’s government toward a green and circular future. However, the transition towards a CE requires a “whole-of-society” movement, involving not only public authorities, civil society, academia, but also businesses, media and consumers themselves.

As sustainability has become a growing concern among Vietnamese consumers, enterprises who are eager to green their production and respond to citizens' raising environmental awareness. The business sector, in particular, plays a key role in the transition to CE, especially in using innovative technology and processes to design sustainable production and consumption of goods and services. The CE transition would require creation of new circular business models to achieve responsible consumption and production (SDG 12).  International experience shows that investing in innovation R&D (SDG 9), rethinking existing business models, showcasing the real examples of circular models in local contextare crucial to bring CE from theory into practice.

A transition to a CE will require UNDP and partners to adopt a systems way of working -- facilitating and convening multi-stakeholders to align on complex issues. Shifting from silo-intervention between departments into building an ecosystem and network of actors.  The CE opportunity in Viet Nam is broad-based and large. It is about innovating new business models, tapping into evolving global markets, protecting and regenerating the environment, access to public and private global finance, higher wages, more livable and productive cities, and reduced poverty. It is a natural evolution in the strategic position of a globally integrated and open economy committed to building on the Doi Moi process of economic development.

Within the framework of the project “Scaling Up a Socialized Model of Domestic Waste and Plastic Management”, the “Viet Nam National CE Business Movement” activities will be deployed to design an open curriculum of CE, organize CE business training, and build community engagement on CE.

To achieve the above goals, there is a need to form a coalition of partners to initiate the CE Movement in Viet Nam. Therefore, 2 Partners[[1]](#footnote-1) will be recruited to support UNDP Viet Nam to build a community of experts on CE and deliver the business training.

1. **OBJECTIVES**

In this context, UNDP is looking for 03 individual consultants (hereinafter called Consultants) to collaborate with the 2 above mentioned partners to design the CE programme. This ToR specifies objectives, the scope of work and the tasks required to carry out the assignment. The Consultant is expected to:

* develop guidelines focusing on CE transition and application of CE models targeted for enterprises, and
* to co-implement a National CE Businesses Training program/module with the 2 Partners.

1. **SCOPE OF WORK**

Under collaboration with UNDP and 2 Partners, the recruited Consultants is requested to carry out the following tasks:

***Task 1: Develop guidelines for enterprises on CE transition and application of CE models***

The “Viet Nam National CE Business Movement” will identify the list of businesses to participate in the training on CE. Based on the list of businesses, the Consultant will select businesses to conduct a survey to identify gaps, needs and difficulties of businesses for CE transition. The business survey will also identify incentive areas and bottlenecks in business to feedback into policy-recommendation.

For the selection of business for the survey, potential sectors/industries will be selected based on key products value chain or making referencing to the Viet Nam Standard Industrial Classification[[2]](#footnote-2).

Based on the business survey results and key documents from the government such as SEDS 2021-2030, SEDP 2021-2025 and the LEP 2020, draft decree on CE guiding the implementation of the LEP 2020, draft decree on EPR, and also international experience, the guidelines will provide, but not limited to, the following contents:

(i) the foundation concept of CE and added value by CE for businesses;

(ii) governmental policy and regulation related to CE transition and application;

(iii) general criteria/guidance for businesses to promote the CE transition and application of CE model, which are aligned with CE principles and context of the sector/industry, including:

* The circular supplies model
* The resource recovery model
* The product life extension model
* The sharing platforms model
* The product as a service model

(iv) recommendations on financing mechanisms and incentive systems for businesses to adopt CE business model.

Regarding general criteria/guidance on CE transition, the guideline should provide principles for businesses to assess material flows of their value chain. The guideline should also include indicators for CE transition, including categories on:

* Circular design and production models: design and production of products and assets, technology, materials (new materials, primary materials and secondary materials)
* Circular use models: reuse, repair, repurpose, refurbishing and remanufacturing
* Circular value recovery models: waste segregation, recovery of materials, reuse/recycling of wastewater
* Circular support: tools, applications and services enabling CE strategies

The tasks allocation to the 03 ICs as follows:

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| Team Leader | * Take lead in business survey, including identification of business list, survey questionnaire and evaluation of gaps, bottlenecks and the needs and potential of CE transition * Coordinate with the 02 partners during the business survey * Select CE models to be included in the guideline, which are suitable with Vietnamese business context * Take lead to develop the guideline for enterprises focusing on CE transition and application of CE model * Coordinate with partners during business survey and reflect policy recommendations into the guideline |
| Team Member 1 | * Provide technical inputs for business survey, list of business and survey questionnaire and evaluation of gaps, bottlenecks and demand of businesses * Identify CE models to be included in the guideline * Draft the guideline for enterprises focusing on CE transition and application of CE model * Coordinate with partners during business survey |
| Team Member 2 | * Take main responsibility in business survey, including identification of business list, survey questionnaire and evaluation of gaps, bottlenecks and demand of businesses * Identify CE models to be included in the guideline * Provide technical inputs for the draft guideline for enterprises focusing on CE transition and application of CE model * Coordinate with partners during business survey |

***Task 2: Coordinate with the 2 Partners to develop and implement the CE ToT and the National CE training program***

Within the scope of the “Viet Nam National CE Business Movement”, (i) a Training of Trainers on CE, who can coach and mentor businesses to adopt Circular business models and (ii) a National CE training program for business, will be organized. Therefore, the Consultants will coordinate and support the partner to develop the program and implement the mentioned TOT and training, including:

* Provide inputs to design the CE ToT and CE Training program for businesses
* Provide recommendations, as needed, to create a pool of CE Trainer who can coach and mentor businesses to adopt Circular business models, and also the list of potential businesses to participate in the Training program
* Introduce the draft guideline for businesses on CE transition and application of CE model during the CE ToT and the National CE training program
* Provide inputs for the case studies of businesses applying CE and also the Final report on National CE Movement

The tasks allocation to the 03 ICs as follows:

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| Team Leader | * Coordinate with partners to design an open curriculum and implementing training for businesses * Introduce the draft guideline for businesses on CE transition and application of CE model during the CE ToT and the National CE training program * Provide inputs for the case studies of businesses applying CE |
| Team Member 1 | * Coordinate with partners to design an open curriculum and implementing training for businesses * Provide recommendations to create a pool of CE Trainer who can coach and mentor businesses to adopt Circular business models, and also the list of potential businesses to participate in the Training program * Introduce the draft guideline for businesses on CE transition and application of CE model during the CE ToT and the National CE training program * Provide inputs for the case studies of businesses applying CE and also the Final report on National CE Movement * Provide support for communication activities, seminars, etc. of the National CE Movement program |
| Team Member 2 | * Coordinate with partners to design an open curriculum and implementing training for businesses * Provide recommendations to create a pool of CE Trainer who can coach and mentor businesses to adopt Circular business models, and also the list of potential businesses to participate in the Training program * Introduce the draft guideline for businesses on CE transition and application of CE model during the CE ToT and the National CE training program * Provide inputs for the case studies of businesses applying CE and also the Final report on National CE Movement * Provide support for communication activities, seminars, etc. of the National CE Movement program |

***Task 3: Finalize the guidelines for enterprises on CE transition and application of CE model***

After consultation with stakeholders of the training, the draft guideline for enterprises focusing on CE transition and application of CE model will be introduced during the ToT on CE and the National CE training program.

After these training sessions, comments from the participating businesses will be collected as inputs to amend and upgrade the guideline. Further consultations from other stakeholders, for example Vietnam Associations for environmental industry, paper, plastic, chemical, VCCI, Viet Nam CE Stakeholder Platform (VCESP), etc. are encouraged to reach a practical guideline for business for CE transition.

The Consultants also needs to submit a Final Report which presents all activities implemented.

The tasks allocation to the 03 ICs as follows:

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| Team Leader | * Coordinate further consultations after the trainings to finalize the guideline * Take lead to finalize the guideline after trainings and consultations |
| Team Member 1 | * Conduct further consultations after the trainings to finalize the guideline * Provide inputs to finalize the guideline after trainings and consultations |
| Team Member 2 | * Conduct further consultations after the trainings to finalize the guideline * Provide inputs to finalize the guideline after trainings and consultations |

1. **DELIVERABLES & IMPLEMENTATION TIMELINE**

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| --- | --- | --- |
| **No.** | **Deliverable** | **Target due date** |
| 1 | 1 draft guidelines for enterprises focusing on CE transition and application of CE model | October 1st |
| 2 | Report on coordination with the Partners to develop and implement the CE training program, which is mentioned in Task 2 | January 15th 2022 |
| 3 | Final guideline for enterprises focusing on CE transition and application of CE model, after consultations, and Final Report of overall activities implemented | February 28th, 2022 |

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

**Estimated number of working days**: from August 2021 to February 28th, 2022

Team Leader: 20 working days

Team member 1: 29 working days

Team member 1: 29 working days

The travel cost (flight ticket, terminal fee, accommodation…) to join the trainings (in Da Nang) should be covered separately by UNDP based on UN-EU cost norms.

**Duty station**: Hanoi and Danang, in which:

Hanoi:

1 ToT: could be over 2-3 days

01 CE Business training, 12 contact hours (could be over 2-3 days or a week)

Danang:

1 ToT: could be over 2-3 days

01 CE Business training, 12 contact hours (could be over 2-3 days or a week)

Due to the uncertainty of Covid19 situation, the exact timing of the trainings will be confirmed at a later stage, upon agreement with the partners. .

1. **PROVISION OF MONITORING & PROGRESS CONTROL**

The Consultants shall report to UNDP, Vietnam on the deliverables of work regarding a work-plan, deadlines and verification activities.

1. **ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

**Administrative Support**

UNDP will provide coordinating support to consultants to work with 02 partners.

**Reference Documents**

The TOR for 02 National firms/organizations to support to design and implement Viet Nam National Circular Economy (CE) Movement in Hanoi and Da Nang will be shared with selected bidder.

1. **DEGREE OF EXPERTISE & QUALIFICATION**

**Qualification and tasks of the team:**

**01 Team leader:**

**Qualification:**

* Has at least 10 years of experience in the development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management; has experience in project management and building curriculum and implementing training for businesses is an asset
* Has strong background and understanding in the relevant field of environmental policy and regulation, sustainable development, economics, etc.
* Experience working with international organizations or foreign institutions, local authorities and the private sector. Able to coordinate and ensure project milestones and delivery
* Fluent in English

**Team member 1:**

**Qualification:**

* Has at least 5 years of experience in development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management; has experience in business survey and training activity
* At least a Bachelor’s degree in the relevant field of environment, sustainable development, economics, etc.
* Experience working with international organizations, local authorities and private sector
* Fluent in English

**Team member 2:**

**Qualification:**

* Has at least 5 years of experience in the development of policy, regulation on relating topics such as circular economy, resource efficiency and cleaner production (RECP), sustainable production and consumption, environmental management;
* Has experience in conducting business surveys in the relating topic such as cleaner production, sustainable production and consumption, environmental management
* At least a Bachelor’s degree in the relevant field of environment, sustainable development, economics, etc.
* Experience working with international organizations, local authorities and private sector
* Fluent in English

1. **PAYMENT TERMS**

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| --- | --- | --- | --- |
| **No.** | **Deliverables as indicated in Section IV** | **Due Date** | **Payment Amount** |
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| 1 | A draft guideline for enterprises focusing on CE transition and application of CE model | October 1st | 40% |
| 2 | Coordination with the Partners to develop and implement the CE training program | January 15th 2022 | 40% |
| 3 | Final guideline for enterprises focusing on CE transition and application of CE model, after consultations, and Final Report of overall activities implemented | February 28th, 2022 | 20% |

1. **EVALUATION CRITERIA**

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| **No.** | **Requirement** | **Points** |
| **I** | **Team Leader** | **400** |
| 1 | Has at least 10 years of experience in development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management;  Experience in project management and building curriculum and implementing training for businesses is an asset | 150  50 |
| 2 | Has strong background and understanding in the relevant field of environmental policy and regulation, sustainable development, economic, etc. | 100 |
| 3 | Experience working with international organizations or foreign institutions, local authorities and private sector. Able to coordinate and ensure project milestones and delivery | 50 |
| 4 | Demonstrated good English skill | 50 |
| **II** | **Team Member 1** | **300** |
| 1 | Has at least 5 years of experience in development of policy, regulation on relating topics such as circular economy, sustainable production and consumption, environmental management | 100 |
| 2 | At least a Bachelor degree in the relevant field of environment, sustainable development, economic, etc. | 100 |
| 3 | Experience working with international organizations, local authorities and private sector | 50 |
| 4 | Demonstrated good English skill | 50 |
| III | **Team Member 2** | **300** |
| 1 | Has at least 5 years of experience in the development of policy, regulation on relating topics such as circular economy, resource efficiency and cleaner production (RECP), sustainable production and consumption, environmental management; | 100 |
| 2 | Has experience in conducting business surveys in the relating topic such as cleaner production, sustainable production and consumption, environmental management | 50 |
| 3 | At least a Bachelor’s degree in the relevant field of environment, sustainable development, economics, etc. | 50 |
| 4 | Experience working with international organizations, local authorities and private sector | 50 |
| 5 | Demonstrated good English skill | 50 |
|  | **Total** | **1,000** |

**Criteria for Evaluation of Proposal**

Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh at 30% of the total scoring.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

**Documents for Submission**

Applicants will be expected to include the following along with their application:

**Core Documents**

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Current and complete CV** in English;
3. **Financial offer** using the standard UNDP template.

1. 2 Partners are the main National firm to design and implement Viet Nam National Circular Economy (CE) Movement in Hanoi and Da Nang [↑](#footnote-ref-1)
2. Decision 27/2018/QD-TTg dated July 06, 2018, issued by the Prime Minister [↑](#footnote-ref-2)