

28 July 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	National consultant to Develop a plan for phasing out of the use of chemicals in other sectors
Period of assignment/services (if applicable):	From August to December 2021 (40 days)
Duty Station:	Hanoi
Tender reference:	P210707

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

23.59 hrs., 08 August 2021 (Hanoi time)

With subject line:

P210707 – NC to Develop a plan for phasing out of the use of chemicals in other sectors

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	Master's degree or higher qualification in Chemistry, Chemical engineering	200
2	20 Years of working experience in chemical industry or sustainable environment, waste management	200
3	Having experience in developing concept notes, project document proposals	200
4	05 years of working experience in chemicals/environmental policy	150
5	Working experience with projects related to POPs/mercury funded by GEF, UNDP, UNIDO, UNEP, WB..	150
6	Proficiency in writing and communication in English (two reports writing in English provided)	100
Total		1000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

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

6. Payment

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	1st payment: 20% of contract value after submitting deliverable 1 and 2 and approved by UNDP/PMU	25 September 2021	50%
2	2nd payment: 40% of contract value after submitting Deliverable 3 and 4 and approved by UNDP/PMU	31 October 2021	50%

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



TERMS OF REFERENCE

INDIVIDUAL **NATIONAL CONSULTANT**

Ref#: Enter Ref #

Name of service:	Develop a plan for phasing out of the use of chemicals in other sectors		
Project:	Application of Green Chemistry to support green growth and reduction in the use and release of POPs/harmful chemicals		
Reporting to:	Program Officer on chemicals and waste, UNDP Green Chemistry Project Manager, Vinachemia.		
Duty Station:	Hanoi	Travel Required:	No
Duration of Assignment:	40 days		
Start Date:	August, 2021	End Date:	December, 2021

BACKGROUND & PROJECT DESCRIPTION

In Viet Nam, while the chemical and manufacturing sectors play a very important role in the development of the national economy and in the industrialization and modernization of the country, certain chemicals, which are potentially hazardous/toxic, their production processes, and products containing such chemicals are becoming of increasing concern because of their impact on human health, the local and global environment, and ecosystems.

Because of various legacy issues, surveys in Viet Nam (1999 – 2010) indicated higher levels of chemicals of concern in soil, water, and human milk than those measured in most other countries.

This situation is further aggravated by chemical pollution and release, industry-related accidents, and spills caused by the national chemicals and manufacturing industry, which is predominantly using old technologies, outdated production processes, and/or end-of-pipe solutions. This is a cause of great concern and puts a significant burden on the Government of Viet Nam and local authorities, as these impacts are further jeopardizing the health of the country's population as well as its ecosystems.

The low concern and awareness of the environmental risk associated with obsolete industrial processes and the consumption, release, or storage of hazardous chemicals in any stage of industrial manufacturing has often resulted in serious environmental accidents.

Management of chemicals and waste is a content that Vietnam has actively integrated in recent years. Chemicals and toxins are a fairly deep and wide integration of Vietnam, reflected in the number of international countries that Vietnam has joined and is an official member of this field.

Vietnam has joined and is an official member of several international conventions on environment, chemicals and waste. Among them, The Stockholm convention has signed in 2006 and the Minamata Convention has signed in 2013. We can say, these are the most important conventions for the chemical and environment management of the Government.

To fulfill commitments after signing these international conventions, Vietnam has made great efforts during recent years to control the use and emissions of persistent organic pollutants (POPs) that controlled under Stockholm convention and Mercury (Hg), controlled by Minamata convention.

Currently, the overall goal of the Chemical management mission of Ministry of Industry and Trade/Vietnam Chemical Agency has always been the strategic and visible approach to reduce the risk environment and human health through the phasing out of persistent organic pollutants (POPs) and mercury (Hg). This will contribute significantly to the management of the production and use of chemicals to ensure safety and environmental health in general.

UNDP is recruiting a national consultant for an assignment of “Develop a plan for phasing out the use of chemicals in other sector”.

OBJECTIVES

The overall goal of the consultancy is to provide supports to IC, UNDP CO and MOIT/VINACHEMIA in the implementation of the activity: “Develop a plan for phasing out of the use of chemicals in other sector”.

To conduct a review of the use and release harmful chemical in selected sectors of chemical industry and others and propose a viable approach to the plan to reduce the use of them.

SCOPE OF WORK

The national consultant will work closely and share accountability to generate quality deliverables as defined in the Section 4 - Deliverables. The NC will perform the assigned tasks, whereas, there might be an IC to provide guidance/support to the NC and get the work accomplished as a team.

Specific tasks to meet the objectives:

- Work with IC, UNDP CO, relevant stakeholders and other consultants involved and support the IC to draw up a detail workplan for the task, include defining the scope, specific tasks and responsibilities of relevant actors (i.e. international consultants, line agencies, NGOs/Private Sector and other counterparts etc.);
- Collect (desk study and stakeholder consultation) and assess the importation and generation of concerned chemicals
- Review the current management, from legal framework, recent legal documents and technical guidelines on medical waste in the central and local levels.
- Provide updated information on the situation for the selected sectors (such as chemicals, health..) in Viet Nam and identify gaps in information that need to be collected/addressed;
- Review the implementation and results of other international funded projects related to medical waste carried out by MOH and MONRE in the past 10 years.
- Identify gaps in terms of policy, institution, enforcement, technicality and therefore propose possible intervention to improve the management of chemical of concern in general.
- Conduct field missions (2 day per each mission in Hanoi) with international consultant to work with selected industrial facilities to review the generation and management of concerned chemicals, assess the feasibility of the proposals.
- To liaise with relevant stakeholders and/or projects/programmes in the region to explore opportunities for co-financing activities, and support to obtain written commitments;
- Prepare, participate and contribute in relevant meetings host by UNDP with other relevant stakeholders;
- With the IC, draft a list of baseline information/inputs needed to be collected from, and/or provided by, relevant stakeholders. Review of information provided by them to identify gaps and possible intervention points. Provide technical inputs in the design, and conduct, additional survey together with the consultants/relevant stakeholders if needed;

- Based on the baseline information collected and analyzed, support the IC to draft the following documents:
 - A concept notes for the new proposal/plan/project to address the issues identified in selected sectors;
 - Project Identification Forms to submit to relevant donors;

Detail TORs for the development of a full-sized project document.

DELIVERABLES& IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days to complete	Target due date
1	Review report of existing situation in Vietnam for the selected sector and identify gaps in information that need to be collected/addressed	10	05 September 2021
2	A list of baseline information/inputs needed to be collected from, and/or provided by, relevant stakeholders	10	25 September 2021
3	A concept notes for the new proposal/plans/projects to address the issues identified	10	5 October 2021
4	Project Identification Forms to submit to relevant donors	10	15 October 2021

DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 40 working days from August 2021 to December 2021

Duty station: Home-based and Ha noi

PROVISION OF MONITORING & PROGRESS CONTROL

The selected national consultant will coordinate and regularly consult with the Program staff of UNDP Viet Nam, the Project Management Unit/Vinachemia;

ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

Administrative support will be provided by UNDP/Project Management Unit as far as possible including assisting the consultant in general matters and monitoring the consultant on the progress of the Project. The Project Management Unit and UNDP will also provide necessary documents for the Project. UNDP/PMU will provide support to the selected candidate for meeting with related parties, arranging venues for meetings, etc.).

Reference Documents

Project documents, initial reports, Project reports, reports of related bidding packages...

DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	Master's degree or higher qualification in Chemistry, Chemical engineering
Relevant Professional	30 Years of working experience in chemical industry or sustainable

Experience	environment, waste management
Other Competencies	<p>Having experience in developing a full project document funded by GEF in last 3 year</p> <ul style="list-style-type: none"> • 05 years of working experience in chemicals/environmental policy; <p>Having experience in 04 projects relate to POPs/mercury funded by GEF, UNDP, UNIDO, UNEP, WB...;</p> <p>Experienced in managing and building ODA projects deployed at the Ministry of Industry and Trade, the Ministry of Natural Resources and Environment, the Ministry of Science and Technology</p>
Language Requirements	Fluent in English: written and spoken.

PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	1 st payment: 20% of contract value after submitting deliverable 1 and 2 and approved by UNDP/PMU	25 September 2021	50%
2	2 nd payment: 40% of contract value after submitting Deliverable 3 and 4 and approved by UNDP/PMU	31 October 2021	50%

CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

EVALUATION CRITERIA

No.	Requirement	Points
1	Master's degree or higher qualification in Chemistry, Chemical engineering	200
2	20 Years of working experience in chemical industry or sustainable environment, waste management	200
3	Having experience in developing concept notes, project document proposals	200
4	05 years of working experience in chemicals/environmental policy	150
5	Working experience with projects related to POPs/mercury funded by GEF, UNDP, UNIDO, UNEP, WB..	150
6	Proficiency in writing and communication in English (two reports writing in English provided)	100
	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:

1. Core Documents

Letter of Confirmation of Interest and Availability using the template provided by UNDP;

Current and complete CV in English;

02 sample reports in English (if required);

Financial offer using the standard UNDP template.

2. Additional Documents

Enter any additional documents required for evaluation here, if not already listed above.

Delete this section if it is not applicable.

ANNEX IV

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

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

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

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

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

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

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

Cost breakdown:

No.	Description	Quantity	Unit Rate (US\$)	Total
1	Consultancy fee (daily rate)			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
2.6	VAT** if applicable (in case your company signs the contract)			
	TOTAL			

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

** Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)

Travel expenses are not required if the consultant will be working from home).