



24 November 2021

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International consultant to support the design, preparation, and formulation of project concept note and PIF/project proposal on chemicals, waste and circular economy
Period of assignment/services (if applicable):	December 2021-January 2022
Duty Station:	Homebased
Tender reference:	A-211102

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:

23.59 hrs., 08 December 2021 (Hanoi time)

With subject line:

A-211102-International Consultant for Chemicals, waste and Circular Economy

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:

- Signed Curriculum Vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

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:

International Consultant

Evaluation Criteria		Maximum Points
1	Master’s degree (or higher) in, Environmental Sciences or Waste Management, or a closely related field.	200
2	10 years’ experience working on issues/activities related to waste and/or chemicals area and	200
3	5 year’ s experience working related to development of policies on environment, chemicals or related field.	150
4	Proven experience with development of project proposal and formulation of Project Identification Form (PIF) following GEF standard	150
5	Proven experience in policy review and formulation of legal documents on waste, chemicals and circular economy, preferably in Vietnam or developing countries	200
6	Excellent communication skills, including strong ability in written English (at least two English reports in writing submitted)	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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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>

- 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 the payment.

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

ANNEX I



TERMS OF REFERENCE

Position:	01 International Consultant for Chemicals, waste and Circular Economy
Type of appointment	Individual contract
Description of the assignment	International consultant to support the design, preparation, and formulation of project concept note and PIF/project proposal on chemicals, waste and circular economy
Location	Home-based
Duration	December 2021 -January 2022 (15 days)

I. Context

UNDP's Sustainable Development Cluster of the Bureau for Policy and Program Support (BPPS) is responsible for providing leadership and technical support for the delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its focus is on helping countries develop the capacity to fully incorporate environmental sustainability into development at national and local, but also global and regional, levels. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

Nowadays, besides the economic development, public health and health activities are concerned, especially in the context of COVID-19. In Vietnam, the number of hospitals and treatment requirements are increasing. Since 1997, the legal texts of hospital waste management are issued. Hospital operation is discharging a large amount of waste types, when not managed and handled efficiently, causing serious environmental pollution, effects on the patients, people living around the hospital. However, environmental management in the hospital has many drawbacks. A study in Thu Duc hospital assessed the hospital's medical waste management status quo (solid, liquid and gas emissions). Results showed that: the coordination in waste management between the functional departments and among employees is not unified; staff's awareness is not prescribed; the arrangement of medical garbages, hazardous waste, handling systems are not scientifically and hygiene; the loss of solid medical waste is difficult to control (1,470 kg solid medical waste/day); passive in handling medical waste by no private incinerator but for centralized processing city. The study proposed solutions included: infection control, hospital sanitation; management measures: the law, policies and measures for planning, building management systems and measures for classifying, collecting, transporting, storing waste, environmental economic measures; technical measures: waste water treatment systems, solid waste, hazardous waste and emissions.

The sound management of chemicals and wastes is an important component of UNDP's efforts to achieve sustainable, inclusive and resilient human development and the Sustainable Development

Goals (SDGs). UNDP advocates for integrating chemicals management priorities into national environmental and poverty reduction planning frameworks, helps countries access financial and technical resources, and provides technical assistance and implementation support to improve the holistic management of chemicals and waste at national, regional and global levels. We tackle unsustainable consumption and production patterns, including poor design and material choices, which lead to resource depletion, waste generation and pollution.

Recently, the concept of CE has gained prominence in Viet Nam and in ASEAN member states. A circular economy entails gradually decoupling economic activity from the consumption of finite resources and designing waste out of the system. UNDP and MONRE have co-designed the first Viet Nam Circular Economy Hub (CE Hub), linking public and private actors. The CE Hub has two main objectives:

- Accelerate the transition to a circular economy in Viet Nam, by engaging and building the capacity of all stakeholders, from public authorities, businesses, and civil society, and in close cooperation with academia.
- Create synergies, and integrate financial and technical resources, for achieving the transition towards a low-carbon and circular Viet Nam, thereby contributing to a number of higher development objectives, as laid out in the SEDP and the NDC.

II. Scope of work

The international consultant is expected to work closely with the UNDP Viet Nam Country Office, National Consultants in the preparation of (i) 01 PIF/Project proposal on waste, chemicals and (ii) 01 project proposal on circular economy, which will be submit to the GEF or other donors.

The International consultant is expected to undertake the tasks, not limited to follows:

Formulate on project proposal on medical waste submitted to the GEF

1. Collect and assess the overall context of Viet Nam in waste, chemicals, medical waste area with following aspects, taking into account the most updated requirements mentioned in the Law on Environment Protection (LEP) 2020, Draft decree guiding LEP implementation, COVID-19 pandemic and international conventions on the area.
2. Provide guidance to national consultants and work together to collect data, conduct necessary desk review and field trip to obtain key information, not limited to as follow:
 - a. Current management, from legal framework, recent legal documents and technical guidelines on waste and chemical management, in the central and local levels.
 - b. Provide analysis on impact of COVID-19 pandemic on waste and chemical sectors.
 - c. Identify gaps in terms of policy, institution, enforcement, technology, human resource, public's awareness.
 - d. Gap analysis and preliminary stakeholder consultation and possible interventions to improve the management of waste and chemicals sector.
3. Draft a PIF/project proposal on waste, chemicals sectors, meeting the requirement from GEF and/or other potential donors.
4. Finalizing PIF for submission, including response to comments from stakeholders.

Support to waste, plastic and circular economy

1. Provide strategic advice for effective implementation planning of the Viet Nam Circular Economy Hub, in medium and long term, taking consideration the synergies the CE Hub's activities with other project on waste, climate change and energy projects.
2. Provide technical and policy advisory services to UNDP and the Government partners on waste & plastic management and circular economy.
3. Propose 01 project concept note/proposal on circular economy topic, with priorities for the development of Businesses Forum, development of circular economy models for sectoral and city level.

III. Estimated Duration and Timing

The International consultant will be working for an estimated 15 working days.

IV. Admin Support

UNDP will provide necessary documentation at needed regarding waste, chemicals and circular economy projects.

V. Implementation Arrangements

UNDP Viet Nam CO will contract and make payments upon certification of deliverables and assignment completion of joint report/input from both national consultants as follow:

No.	Description of Deliverable	Percentage	Timetable
1	01 PIF/Project proposal on waste, chemicals	50%	15 January 2022
2	Review the most updates from other countries on circular economy interventions with analysis and recommendations for Viet Nam based on national context 01 concept note on circular economy topic	50%	15 March 2022

VI. Required Skills and Experience

- Master's degree (or higher) in, Environmental Sciences or chemical Management, or a closely related field
- 10 years' experience working on issues/activities related to waste, chemical management area
- Proven experience with development, implementation and management of projects supported by GEF and/or other donors, and managed from UN organizations
- Proven work experience in the policies related to waste and chemicals management
- Proven experience in successful preparation of project proposal
- Experience working with UNDP and other UN organizations considered an asset;
- Proven experience in policy review and formulation of legal documents on waste, chemicals and circular economy, preferably in Vietnam or developing countries.
- Strong interpersonal and communication skills; commitment to teamwork and to working across disciplines;
- Excellent written and oral communication skills in English

ANNEX IV

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

Date _____

United Nations Development Programme

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

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 (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).*