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 for formulation of Project Concept in climate change mitigation and low carbon development

Period of assignment/services (if applicable): January 2022 – December 2022 (Estimated 20 working days)

Duty Station: Home-based

Tender reference: 3-211202

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than: 13 December 2021 (Hanoi time) With subject line:

   3-211202 International Consultant for formulation of Project Concept

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 35 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:

- **Terms of Reference (TOR)** .......................................................... (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
   - At least 01 sample report for demonstrated command over writing professional reports/project documents in English

b. **Financial proposal (with your signature):**

   - The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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:

<table>
<thead>
<tr>
<th>No</th>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Postgraduate degree with knowledge related to climate mitigation, sustainable energy, environmental management or relevant disciplines</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>Have extensive experience in low carbon (EE and RE) development type project design, preferably those related to industrial energy systems or transportation, especially in developing countries</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>A very good understanding of GEF/ UNDP project formulation process and requirements; with demonstrable knowledge and skills on drafting, reviewing and finalizing GEF/UNDP documents</td>
<td>150</td>
</tr>
<tr>
<td>4</td>
<td>Have good track record in project design, management, and implementation with GEF/UNDP experience being an asset</td>
<td>150</td>
</tr>
<tr>
<td>5</td>
<td>Familiar with, and updated on, various international projects on low carbon (EE and RE) technology applications, particularly in developing countries. Similar work experience in Asian developing countries will be an advantage.</td>
<td>150</td>
</tr>
<tr>
<td>6</td>
<td>Demonstrated command over writing professional reports/project documents in English with evidence by submission of at least sample reports</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>1,000</td>
</tr>
</tbody>
</table>
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. \( S_f = 1000 \times \frac{F_m}{F} \), 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 BSAFE course and submit certificate to UNDP before contract issuance.

  Note: In order to access the course, please go to the following link: https://training.dss.un.org/course/category/6. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- Full medical examination and Statement of Fitness to work for consultants from and above 62 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.

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

Job Title: International Consultant for formulation of Project Concept in climate change mitigation and low carbon development
Duty Station: Home based
Type of contract: Individual Contract
Duration: Estimated 20 days during January – December 2022

1. Background information

Viet Nam has made commitment to reach net zero carbon emission target by 2050 that reaffirms the strong political determination and contribution to the global efforts to combat climate change. Viet Nam also adopted the National Green Growth Strategy (NGGS) for the 2021-2030 period, vision to 2050 that set the target to reduce greenhouse gas (GHG) emission per GDP by at 15 percent by 2030 and at least 30 percent by 2050 compared to 2014. The National Climate Change Strategy (NCCS) which is being updated will be aligned with the net zero emission target by 2050.

In order to realize the committed target, there is a need for transformation in key sectors including industry sub-sector, construction, transportation towards low and zero carbon development.

There are potential funding windows that Viet Nam can access to mobilize resources for addressing climate change and environment sustainability as well as realizing the climate targets. The eight replenishment of resources of the Global Environment Facility Trust Fund (GEF-8) will be for four-year period from July 1, 2022 to June 30, 2026. Climate change is one among GEF focal areas covering biodiversity, climate change, land degradation, chemicals and waste, international waters.

This terms of reference (TOR) is for the services of an international consultant lead the preparation of a concept/ Project Identification Form (PIF) for climate change mitigation and greenhouse gas emission reduction of a relevant sector.

2. Objective of the assignment

The objective of the assignment are to develop project concept note (or a GEF PIF) on low-carbon development or GHG emission reduction of a defined sector (possibly transportation) for submission to GEF.

3. Scope of Work

The international expert shall take on the responsibility of ensuring that the relevant inputs from all national stakeholders and experts and UNDP are considered and used in the preparation of the project concept/PIF based on the required and most updated GEF template.

The international consultant shall be responsible for preparing and finalizing the project concept/PIF and supporting annexures as required. In order to do this, he/she will undertake the following tasks and duties:

- Discuss with UNDP and relevant stakeholders and partners to define and support the selection of project ideas and sectors that are aligned with the funding window and Viet Nam’s priorities on climate change mitigation and low carbon development
- Review the policy frameworks, technology, market, practices and development trends of the selected sector
- Define the situational analysis/baseline status, relevant ongoing projects related to the selected sector
- Identify barriers and gaps in governance, policy, institutional arrangement, financing that hinder the low carbon development of the selected sector. This will cover significant barriers, inter-relationship of identified barriers, root causes of the barriers and identified means/measures for overcoming the identified barriers
- Develop the theory of change of a project concept with defined strategies, interventions, innovative and transformative approaches. Based on this, develop project framework including project goal, objective, outcomes, outputs and activities
- Undertake stakeholder analysis to identify roles, responsibilities and influence levels of each stakeholder and key partners for project design and implementation as well as the private sector engagement to catalyze further investments
- Identify and assess potential issues of social and environmental impact of the proposed project
- Calculate the GHG emissions reduction potential according to the appropriate GEF methodology. Prepare a preliminary GEF greenhouse gas (GHG) tracking tools
- Define the proposed project budget, project co-financiers and indicative amounts of co-financing in close consultation with UNDP and government and potential counterparts
- Identification of indicators, main risks, assumptions and associated mitigation measures according to the GEF/UNDP approach to risk management
- Draft the project concept/PIF and required annexes basing on the most updated GEF template and UNDP requirement. Update and finalize the concept/PIF based on the review by the Government, UNDP and GEF.
- Address comments by UNDP and GEF and finalize the PIF accordingly that addresses UNDP and GEF comments

Methodologies: The international consultant will work closely with national experts to be engaged by UNDP and guide the national experts on required information and data to be collected as inputs to the concept/PIF. The international consultant will also work closely and consult with UNDP-Viet Nam Office (Hanoi) and UNDP-GEF Regional Technical Advisor (RTA) and the national government agency and other relevant stakeholders.

4. **Duration of assignment, duty station and Expected places of travel**

   **Duration:** Estimated 20 days during January – December 2022
   **Duty Station:** Home based. No travel is foreseen. Travel (if any) will depend on the COVID situation and will be discussed and agreed with UNDP. In case of travel, eligible cost of travel will be covered by UNDP based on UNDP policy.

5. **Expected Deliverables**

   The key products to be delivered are as follows:

   5.1. Theory of Change and/or Project Framework of the on the low carbon development or greenhouse gas emission reduction of the selected sector;
   5.2. Draft and final versions of the project concept note/PIF on the low carbon development or greenhouse gas emission reduction of the selected sector with required annexures.

6. **Provision of Monitoring and Progress Control**

   The selected consultant will work under the overall guidance of the Head of Climate Change and Environment, UNDP Viet Nam and in close consultation with Regional Technical Advisor at Bangkok Regional Hub.
The deliverables shall be submitted to UNDP-Viet Nam for review and approval. All deliverables are subject to technical clearance and approval from the UNDP-GEF RTA covering Viet Nam and final review by GEF.

7. Qualification and work expertise

The suitable candidate for this consultancy assignment is expected to have the following qualifications:

- Postgraduate degree with knowledge related to climate mitigation, sustainable energy, environmental management or relevant disciplines
- Have extensive experience in low carbon (EE and RE) development type project design, preferably those related to industrial energy systems or transportation, especially in developing countries.
- A very good understanding of GEF/UNDP project formulation process and requirements; with demonstrable knowledge and skills on drafting, reviewing and finalizing GEF/UNDP documents.
- Have good track record in project design, management, and implementation with GEF/UNDP experience being an asset.
- Familiar with, and updated on, various international projects on low carbon (EE and RE) technology applications, particularly in developing countries. Similar work experience in Asian developing countries will be an advantage
- Demonstrated command over writing professional reports/project documents in English with evidence by submission of at least sample reports

8. Administrative support and reference document

Administrative support will be provided by UNDP and the government partners in getting access to relevant data and information and consultation with relevant stakeholders. Copies of relevant documents and reports will be made available to the consultant upon commencement of the assignment.

9. Quality review required and payment terms

Payments are based upon output, i.e. upon delivery of the services specified in the TOR with milestones as below

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Due date</th>
<th>Amount in %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of the Theory of Change/Project framework with acceptance by UNDP</td>
<td>30 June 2022</td>
<td>30% of the total contract value</td>
</tr>
<tr>
<td>Submission of the draft and final versions of the concept note/PIF with acceptance by UNDP</td>
<td>30 October 2022</td>
<td>60% of the total contract value</td>
</tr>
<tr>
<td>Submission of the final concept/PIF that address GEF review.</td>
<td>30 December 2022</td>
<td>10% of the total contract value</td>
</tr>
</tbody>
</table>

10. Consultant presence required on duty station/UNDP premises

X NONE     [ ] PARTIAL     [ ] INTERMITTENT     [ ] FULL-TIME
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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ☐ the answer is "yes", give the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address &amp; Email Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, Processional 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) or …….. USD (for International Consultant)

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

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate (USD or VND)</th>
<th>Total (USD or VND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>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). *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Others (pls. specify)………</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>VAT** if applicable (in case your company signs the contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).