



03 June 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant to support MOFA on Climate Diplomacy (adaptation and mitigation) and contribution to just energy transition process
Period of assignment/services (if applicable):	June 2022 – December 2023
Duty Station:	Home-based, Hanoi
Tender reference:	T220602

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
17:00 hrs., 13 June 2022 (Hanoi time)

With subject line:

T220602 – 01 National Consultant to support MOFA on Climate Diplomacy (adaptation and mitigation) and contribution to just energy transition process

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#).....
(Annex I)
- [Individual Contract & General Conditions](#).....
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)
(Annex IV)
- [Financial Proposal](#)
(Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 01 sample of report in English to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation

The technical component will be evaluated using the following criteria:

No.	Requirement	Points
	Total	1000
1	Master’s degree or higher in diplomacy, management, social sciences, climate change, environment, energy, or similar development-related fields.	200
2	Relevant working experience and understanding of the political, economic and diplomacy contexts of Viet Nam, particularly in relation to climate change, environment, and SDGs.	300
3	Experience of UNFCCC policies, processes, and institutions, including relevant Understanding of climate change and environment policies in Viet Nam	200
4	Experience of UNFCCC policies, processes, and institutions, including relevant UN treaties, particularly on environment, climate change, and SDGs.	200
5	Fluency in spoken and written English and Vietnamese is required. (01 sample report submitted)	100

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

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

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

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

5. Contract

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

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

Documents required before contract signing:

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

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect to the payment.

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



**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT**

REF: T220602

Name of service:	01 national specialist to support MOFA on Climate Diplomacy (adaptation and mitigation) and contribution to just energy transition process		
Project:	TRAC2		
Reporting to:	Director General of Department of International Organizations, MOFA, and Head of Climate Change and Environment, UNDP		
Duty Station:	Home-based, Hanoi	Travel Required:	No
Duration of Assignment:	70 working days		
Start Date:	6/15/2022	End Date:	12/31/2023

BACKGROUND & PROJECT DESCRIPTION

Climate change is the greatest challenge of the 21st century, threatening human health and development. The parties to the UNFCCC adopted the Paris Agreement in 2015 at the 21st Conference of Parties (COP21), agreeing to limit average global warming to well below 2 degrees Celsius by 2100, and preferably no more than 1.5 degrees Celsius compared to pre-industrial levels¹.

Viet Nam is among the top 10 countries² most vulnerable to climate change and natural disasters. Over the past 20 years, Viet Nam has witnessed increasing climate change and natural disasters, including the droughts and saltwater intrusion in the Mekong Delta and historic storms and successive floods in Central region in 2020, Climate induced disasters have caused an average estimated direct annual loss of between 1 and 1.5 per cent of GDP and the loss is projected to be as high as 3% of GDP by 2030.

Viet Nam has adopted many progressive policies for climate change adaptation and mitigation, including the first Climate Change Strategy 2011-2020, draft National Climate Change of Strategy (NCCS) to 2050, which cover both adaptation and mitigation, Green Growth Strategies 2021, and 2021.

¹ https://unfccc.int/sites/default/files/english_paris_agreement.pdf

² Global climate index 2020 , <https://reliefweb.int/report/world/global-climate-risk-index-2020>

Viet Nam submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in 2020³, aiming to meet targets of 9% unconditionally and 27% conditional on international support. Viet Nam is going to update its NDC which is expected to have increased ambitions in both mitigation and adaptation by COP27 in November 2022.

At COP26 in 2021 in Glasgow, UK, Viet Nam announced commitments to net zero emission by 2050 through making use of its own resources along with the cooperation and support of the international community; global methane reduction of 30% by 2030, a stop to building new coal power plants and phase out of coal power in 2040s, and it pledged to halt and reverse deforestation by 2030. Viet Nam established the National Steering Committee for Implementation of Viet Nam's COP26 Commitments, chaired by the Prime Minister, with the first meeting held on 13 January 2022 in which specific follow up actions were agreed with line ministries.

To achieve net zero emission by 2050, Viet Nam will need a comprehensive transformation of the energy sector, specifically a just energy transition including phase out of coal, and increase in international climate finance. As a member of the Working Group chaired by MONRE for such just energy transition partnership, the Ministry of Foreign Affairs (MOFA) will actively work with other government agencies, i.e MONRE and MOIT, and development partners in the preparation and negotiation of a JET partnership to prepare for a JET partnership (JETP) to mobilize international climate finance and combine with various financial resources (foreign direct investments, ODA, domestic public and private finance) for a successful just energy transition in Viet Nam. Climate diplomacy is an area that is developing, and its importance is increasing as Viet Nam engages the international community to support its energy transition as well as to achieve its climate change commitments as announced at COP 26 in Glasgow.

Viet Nam adopted specific policies and implement programme on climate change adaptation. This includes National Adaptation Plan in 2020, Monitoring and Evaluation of climate change adaptation efforts, 2022, Community-based Disaster Risk Management Programme 2020, and Programme No. 48 on Flood and Storm Resilient Housing in 2014 for 14 Central Provinces.

UNDP is looking for 01 National Specialist to provide support to MOFA in developing a climate diplomacy programme/action plan and to provide support to MOFA to contribute to internal working group on just energy transition partnership.

OBJECTIVE

The two objectives of the contracted **national specialist** are to:

- (i) Support MOFA in the planning, development, and implementation of Viet Nam's Climate Diplomacy programme/action plan on both climate change adaptation and mitigation.
- (ii) Support MOFA to contribute to the JET-P from the international relations standpoint

SCOPE OF WORK & EXPECTED OUTPUTS

Scope of Work

1. On Climate Diplomacy, the national specialist will be responsible for the following:

3

https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Viet%20Nam%20First/Viet%20Nam_NDC_2020_Eng.pdf

- Conduct research on international experience and engage various stakeholders to conduct a stakeholder analysis that gathers different viewpoints and their negotiation positions on both climate change adaptation and mitigation. The key groups include: the G77 and China, the African Group, the Arab States, Environmental Integrity Group, European Union, Least Developed Countries, The Small Island Developing State (SIDS), and Umbrella group. In addition, the five regional groups can also be included: African States, Asian States, Eastern European States, Latin American and the Caribbean States, and the Western European and Other States.
- Provide support to MOFA to consolidate the proposals of agencies in the Ministry of Foreign Affairs and Vietnam's Representative Missions abroad to develop a Climate diplomacy Programme/action plan for the period 2022-2023.
- Support the coordination and implementation of climate diplomacy activities (both adaptation and mitigation) by MOFA and the Viet Nam's Representative Missions abroad, strengthening the connection between the Representative Missions and domestic agencies.
- Support in preparation of documents, presentations, and materials. This includes translation of documents as required
- Propose, initiate and undertake research on new initiatives and development nationally and globally in response to climate change adaptation and mitigation, green growth, industrial and energy transition; Support the analysis and contextualization of data collected for consultation activities.
- Gather and analyze relevant information, efforts, and practices on climate change adaptation, loss and damages, nature-based solutions for adaptation of relevant vulnerable countries similar to Viet Nam, for example Bangladesh, the Philippines, etc.
- Other relevant work as agreed with DIO/MOFA

2. On support to MOFA to contribute to the JETP process, the national specialist will be responsible for the following:

- Support MOFA to prepare to contribute to the JETP working process
- Prepare key elements, from an international relation perspective for MOFA to contribute to the negotiation process
- Liaise with other ministries to seek out varying viewpoints on climate change from international relation perspective
- Support in consolidating relevant information and international experience on Transitioning towards a green and low-carbon economy
- Recommend the potential negotiation position for Viet Nam for international climate finance for climate adaptation, mitigation
- Other relevant work as agreed with DIO/MOFA

DELIVERABLES & IMPLEMENTATION TIMELINE

The deliverables are mostly written in Vietnamese, and some may need to be written in English as required by MOFA

No.	Deliverable	Estimated days to complete	Target due date
1	Detailed work-plan and outline of the report on key elements/experience on transitioning towards a green and low-carbon economy from relevant countries.	10	31 July 2022
2	Complete report on transition experience from other countries, and outline for the report on climate change viewpoints and negotiation position on both climate change adaptation and mitigation of key negotiation groups: the G77 and China, the African Group, the Arab States, Environmental Integrity Group, European Union, Least Developed Countries, The Small Island Developing State (SIDS), and Umbrella group....	15	31 September
3	Completed report on climate change viewpoints and negotiation position on both climate change adaptation and mitigation of key negotiation groups; and Developed Climate Diplomacy Programme/action plan for the period 2022-2023	15	30 October 2022
4	Updated report on climate change viewpoints and negotiation position on both climate change adaptation and mitigation of key negotiation groups	15	30 June 2023
5	Updated report on climate change viewpoints and negotiation position on both climate change adaptation and mitigation of key negotiation groups, and the implementation of the Climate Diplomacy Programme	15	31 December 2023

DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 70 working days

Duty station: Home-based in Hanoi

Expected places of travel: N/A. If any travel is agreed to with UNDP, travel and daily allowance costs will be provided separately by UNDP as applied.

ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

DIO/MOFA will provide administrative support to the expert throughout the implementation of this consultancy service. However, the expert should be proactive in making appointments, organizing discussions and consultation meetings with the ministries, institutions, experts, and development partners and key stakeholders.

DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none"> Master's degree or higher in diplomacy, management, social sciences, climate change, environment, energy or similar development-related fields.
Relevant	<ul style="list-style-type: none"> Relevant working experience and understanding of the political,

Professional Experience	<p>economic and diplomacy contexts of Viet Nam, particularly in relation to climate change, environment and SDGs.</p> <ul style="list-style-type: none"> • Understanding of climate change and environment policies in Viet Nam) • Experience of UNFCCC policies, processes, and institutions, including relevant UN treaties, particularly on environment, climate change, and SDGs. • Experience in international cooperation and coordination, particularly in the field of climate change and environment protection.
Other Competencies	<ul style="list-style-type: none"> • Proficient in standard computer applications (i.e. Word, Excel, PowerPoint, Outlook, etc.).
Language Requirements	<ul style="list-style-type: none"> • Fluency in spoken and written English and Vietnamese is required. (01 sample report submitted)

PAYMENT TERMS

No.	Deliverable as indicated in Section IV	Due Date	Payment Amount
1	Detailed work-plan and outline of the report on key elements/experience on transitioning towards a green and low-carbon economy from relevant countries.	31 July 2022	20%
2	Complete report on transition experience from other countries, and outline for the report on climate change viewpoints and negotiation position on both adaptation and mitigation of key negotiation groups: the G77 and China, the African Group, the Arab States, Environmental Integrity Group, European Union, Least Developed Countries, The Small Island Developing State (SIDS), and Umbrella group....	31 September	20%
3	Completed report on climate change (adaptation and mitigation) viewpoints and negotiation position of key negotiation groups; and Developed Climate Diplomacy Programme/action plan for the period 2022-2023	30 October 2022	20%
4	Updated report on climate change viewpoints and negotiation position (climate change adaptation and mitigation) of key negotiation groups,	30 June 2023	20%
5	Updated report on climate change viewpoints and negotiation position (climate change adaptation and mitigation) of key negotiation groups, and the implementation of the Climate Diplomacy Programme	31 December 2023	20%

CONSULTANT PRESENCE REQUIRED ON DUTY STATION NONE PARTIAL INTERMITTENT FULL-TIME**EVALUATION CRITERIA**

No.	Requirement	Points
1	Master's degree or higher in diplomacy, management, social sciences, climate change, environment, energy, or similar development-related fields.	200
2	Relevant working experience and understanding of the political, economic and diplomacy contexts of Viet Nam, particularly in relation to climate change, environment, and SDGs.	300
3	Experience of UNFCCC policies, processes, and institutions, including relevant Understanding of climate change and environment policies in Viet Nam	200
4	Experience of UNFCCC policies, processes, and institutions, including relevant UN treaties, particularly on environment, climate change, and SDGs.	200
5	Fluency in spoken and written English and Vietnamese is required. (01 sample report submitted)	100
	Total	1,000

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

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES NO

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

YES NO If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant and USD for International Consultant).

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

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

* *Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

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

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

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

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).