

06 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 Coordinator for review and update of National Determined Contribution
Period of assignment/services (if applicable):	45 working days from July 2022 to Sep 2022
Duty Station:	Ha Noi
Tender reference:	P220602

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

23.59 hrs., 19 June 2022 (Hanoi time)

With subject line:

P220602 – National Coordinator for review and update of NDC

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:

- CV including experience with a similar type of work
- Financial offer
- 02 sample reports (one in English and one in Vietnamese)

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	Minimum post graduate degree in environmental, natural resource management, science or related fields;	150
2	At least 7 years' experience in providing support to climate change policies and desirably in NDCs, NCCS development and implementation in Viet Nam	200
3	Understanding the institutional and policy implications of climate change issues in Viet Nam and globally under UNFCCC process, especially on contributions made by the country.	200
4	At least 10 years of experience in project management and implementation. Experience of working with UN agencies, UNDP is ad advantage	130 20
5	Proven experience of teamwork and high-level facilitation and organization skills for both international and national climate change process;	100
6	Strong knowledge understanding and experience in working with Ministries, branches and local authorities in the field of climate change;	100
7	Fluency in English and Vietnamese in communication, writing, and discussion (at least one report in English and one in Vietnamese must be provided as evidence)	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.

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	Product 1: A workplan for the overall assignment and updated roadmap to review and update the NDC	20 July 2022	25%
2	Product 2: Workshop, technical meeting, meeting programme developed; workshop memos And Product 3: Set of the comments of Ministries, branches and localities on NDC and related justification report	05 September 2022	45%
3	Product 4: Final NDC submitted to the Government for approval, set of references and knowledge management documents.	30 Sep 2022	30%

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



**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT**

Ref#: Enter Ref #

Name of service:	01 National Coordinator for review and update of National Determined Contribution (45 days)		
Project:	UNDP IP project (TRAC2) – on contribution to NDC review and update in 2022 (50 days)		
Reporting to:	UNDP Team Leader, Climate Change and Environment under UNDP IP project with support from assigned Programme Officer		
Coordination:	MONRE's DCC Project Director, UNDP Climate Change and Environment Head, Project, National and International Experts in UNDP CCE team as required.		
Duty Station:	Ha Noi	Travel Required:	No
Duration of Assignment:	45 working days		
Start Date:	7/1/2022	End Date:	9/30/2022

BACKGROUND & PROJECT DESCRIPTION

Viet Nam's Intended National Determined Contribution (INDC), submitted in 2015, became its first INDC in November 2016 and an updated NDC has been submitted in September 2020. Viet Nam is among the first countries which have submitted its NDC to the UNFCCC. The updated NDC raised the previous GHG reduction target of 8% to 9% below business-as-usual levels (BAU) by 2030, with 2014 set as the new base year. With international support, the target may increase up to 27%.

At the UN Climate Change Conference, COP26, which took place in Glasgow in November 2021, many milestones were made to keep the 1.5 degree alive and accelerate the process of climate response. Notably among them is the finalization of Article 6, marking the completion of the Paris Agreement Rulebook after years of contention. Being a vulnerable country yet with fast-growth economy, the decisions adopted at the COP26 place profound implications for Viet Nam, including not only responsibilities but also opportunities.

Viet Nam has made strong commitments with the international community demonstrating Viet Nam's ambition in response to the global climate change, including the announcement of Viet Nam's intention to achieve net-zero emissions by 2050. Since then, this new vision has been integrated into the current national climate policies and regulations. With regards to the energy sector, the Power Development Plan 8 has also been further revised to incorporate the net-zero 2050 pathway and reflect the COP26 commitment. The forthcoming National Climate Change Strategy to 2050 was also aligned with the commitments made at COP26.

Beside the ambitious net-zero commitment, Viet Nam has also made additional global commitments to cut methane emissions by 30% in 2030, transition away from coal in 2030-2040 and preserve biodiversity among others. To achieve this, it's especially crucial to review and update the current NDC with further measures and implementations.

Following the consultation with Development Partners and building on the existing technical assistance of partners in the NDC review and update, UNDP and GIZ have been recommended to continue supporting the Government process to update the NDC.

UNDP is seeking a coordinator who will support the coordination of inputs for this process with expected 45 working days during July and September 2022.

OBJECTIVES

The main objective of the consultant is to support MONRE and UNDP to review and update the National Determined Contribution (NDC). The consultant is expected to work closely with a range of International and National Consultants, who are also being mobilized by UNDP, GIZ and MONRE for technical inputs to the process.

Specifically, the consultant will ensure the delivery of the following outputs:

1. A working agenda and successfully organized consultation workshops/ events: through regular facilitation and work-planning as support to DCC (Department of Climate Change), the drafting team and UNDP on NDC review and updated coordination process with all partners and experts, overall planning, organization of write shops and workshops; (25 days)
2. Related reports to be comprehensively and timely delivered as the products of his/her coordination of consultant team reports (15)
3. Knowledge management of the process and coordinated inputs to the proceedings (05 days)

SCOPE OF WORK

The successful consultant is expected to be responsible for the following:

Task 1: Regular facilitation and work-planning as support to DCC (Department of Climate Change), the drafting team and UNDP on NDC review and updated coordination process with all partners and experts, overall planning, organization of write shops and workshops (25 days)

The consultant will more specifically be responsible to:

- Develop a workplan for his/her assignments with clear activities and deadlines.
- Support the drafting of the roadmap to develop the review and updating of NDC (2 days).
- Develop the working agendas, support the organization of technical meetings, consultation workshops with local partners and development partners and produce related minutes of meetings(8 days).
- Support the procedures for submitting comments of Ministries, branches and localities on NDC and develop a summary report of these comments for justifications (5 days).
- Ensure comprehensive and timely inputs of related experts to the justification report.
- Provide consultants with the references and the working documents by UNDP and GIZ consultants to ensure the harmonization of the NDC report and technical report (5 days).
- Coordinate with the consultants mobilized by UNDP and GIZ to submit the report in time, in line with the process of submission NDC by MONRE (5 days).

Task 2: Provide direct technical support in coordinating consultant team reports (15 days)

- Facilitate and ensure the consultant teams are well-informed of relevant results or activities across thematic areas, and notify DCC, UNDP and GIZ of possible areas that need closer coordination with solutions recommended.

Task 3: Knowledge management of NDC review and update and consultation (05 days)

- Develop and manage the NDC knowledge management system and facilitate various consultant groups to access relevant reference materials, key policy documentation and reports that help each team in delivering their product(s);
- Guide all international and national team leaders on regular knowledge products
- Manage and ensure proceedings of write shops and workshops are available to consultants and experts
- Provide and collect technical inputs from relevant experts for communication purpose if required;

DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverables	Estimated days to complete	Target due date
1	Product 1: A workplan for the overall assignment and updated roadmap to review and update the NDC	4	15/7/2022
2	Product 2: Workshop, technical meeting, meeting programme developed; workshop memos	20	15/8/2022
3	Product 3: Set of the comments of Ministries, branches and localities on NDC and related justification report	11	30/8/2022
4	Product 4: Final NDC submitted to the Government for approval, set of references and knowledge management documents.	5	10/9/2022
5	Product 5: Set of reports under the NDC.	5	20/9/2022

All deliverables shall be submitted in Vietnamese (and English if required).

DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 45 working days from 7/1/2022 to 9/30/2022.

Duty station: Ha Noi

Expected places of travel: Not required as foreseen. In case of travel, related costs will be covered by UNDP based on UNDP's Cost Norm

PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will work directly under the leadership of the Climate Change Department, responsible for reporting progress to the UNDP and DCC.

After signing the contract, UNDP and the consultant will identify and agree on the monitoring of progress for each and the whole package, including specific provisions for monitoring. progress, periodic reporting requirements, specific reporting methods and time, requirements and working conditions after the closure

ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

Administrative Support

All domestic travel requirement, if any, from the assignment will be arranged by UNDP separately. The consultant is preferred to base in Hanoi. The selected consultant will be responsible for providing necessary preparation for consultation meetings and workshops. Meetings/workshops will be facilitated or chaired by MONRE and UNDP. MONRE can provide office space for the consultant as needed during the assignment, including administrative support to facilitate working groups with government agencies, localities (Official letters, letters of recommendation, etc).

Reference Documents

Once selected, the consultant will receive detail project document, workplan and relevant reference by UNDP and MONRE.

The NDC can be referred to here:

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

DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	Minimum post graduate degree in environmental, natural resource management, science or related fields;
Relevant Professional Experience	<p>At least 7 years' experience in providing support to climate change policies and desirably in NDCs, NCCS development and implementation in Viet Nam</p> <p>Understanding the institutional and policy implications of climate change issues in Viet Nam and globally under UNFCCC process, especially on contributions made by the country.</p> <p>At least 10 years of experience in project management and implementation. Experience of working with UN agencies, UNDP is an advantage</p> <p>Proven experience of teamwork and high-level facilitation and organization skills for both international and national climate change process;</p> <p>Strong knowledge understanding and experience in working with Ministries, branches and local authorities in the field of climate change;</p>
Language Requirements	Fluency in English and Vietnamese in communication, writing, and discussion.

PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Product 1: A workplan for the overall assignment and updated roadmap to review and update the NDC	20 July 2022	25%
2	Product 2: Workshop, technical meeting, meeting	05 September 2022	45%

	programme developed; workshop memos And Product 3: Set of the comments of Ministries, branches and localities on NDC and related justification report		
3	Product 4: Final NDC submitted to the Government for approval, set of references and knowledge management documents.	30 Sep 2022	30%

CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

EVALUATION CRITERIA

No.	Requirement	Points
1	Minimum post graduate degree in environmental, natural resource management, science or related fields;	150
2	At least 7 years' experience in providing support to climate change policies and desirably in NDCs, NCCS development and implementation in Viet Nam	200
3	Understanding the institutional and policy implications of climate change issues in Viet Nam and globally under UNFCCC process, especially on contributions made by the country.	200
4	At least 10 years of experience in project management and implementation. Experience of working with UN agencies, UNDP is an advantage	130 20
5	Proven experience of teamwork and high-level facilitation and organization skills for both international and national climate change process;	100
6	Strong knowledge understanding and experience in working with Ministries, branches and local authorities in the field of climate change;	100
7	Fluency in English and Vietnamese in communication, writing, and discussion (at least one report in English and one in Vietnamese must be provided as evidence)	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 (one in English and one in Vietnamese)

Financial offer using the standard UNDP template.

2. Additional Documents

N/A

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).