



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:	<b>01 National Consultant on Adaptation Science, Technologies and Capacity Development for NAP and NDC Review</b>
Period of assignment/services (if applicable):	June 2022 – December 2022
Duty Station:	Home-based and Hanoi
Tender reference:	T220603

1. Submissions should be sent by **email** to: [luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org) no later than:

**23:59 hrs., 12 June 2022 (Hanoi time)**

With subject line:

**T220603 – 01 National Consultant on Adaptation Science, Technologies and Capacity Development for NAP and NDC Review**

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](mailto: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
- Provision of 02 written reports/examples in English are required 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
1	• A PhD in Economics, Environmental Science, Climate Change or related field;	100
2	• At least 20 years of work experience climate change adaptation policy options, climate resilient technologies, integration of climate change into social economic development plans and strategies in Viet Nam	200
3	• Proven extensive scientific understanding on climate changes and its impacts in Viet Nam, national policy context on climate changes and sustainable development agenda	150
4	• Knowledge and experience of relevant UNFCCC guidelines/framework for NAP, NDC will be essential.	150
5	• Experience in development of similar policy and guidelines on climate change mitigation and adaptation to support either the implementation of Paris Agreement, NDC, NAP, NCCS	200
6	• A proven consultancy track-record with roles as team leader or working with a complex team of experts;	100
7	• Excellent English drafting skill (provision of two written reports/examples is required).	100
	<b>Total</b>	<b>1,000</b>

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: T220603**

<b>Name of service:</b>	01 National Consultant/Technical Specialist and Policy advice on Adaptation Science, Technologies and Capacity Development for NAP and NDC Review		
<b>Project:</b>	1- Viet Nam National Adaptation Plan Development and Operationalization Support Project (NAP-Sup project) – with contribution to NAP/NCCS formulation in alignment with the latest COP26 commitments of Viet Nam in 2022 (50 days)  2- UNDP IP project (TRAC2) – on contribution to NDC review and update in 2022 (50 days)		
<b>Reporting to:</b>	UNDP Team Leader, Climate Change and Environment under UNDP IP project GCF Project Manager/UNDP PO on Climate Change and Resilience and MONRE NAP Project Director under NAP Project		
<b>Duty Station:</b>	Home based and Ha Noi	<b>Travel Required:</b>	yes
<b>Duration of Assignment:</b>	100 days		
<b>Start Date:</b>	June 2022	<b>End Date:</b>	12/15/2022

### I. BACKGROUND & PROJECT DESCRIPTION

To address climate change, the Government of Viet Nam (GoV) developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV's National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

#### ***NAP-Sup Project Context***

The main readiness challenge in Viet Nam to effectively address climate change is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-SUP)** is designed along the following outcomes:

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;
- **Outcome 2:** National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and
- **Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to “*establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.*” The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment.

To date, the NAP-Sup project has delivered the following key results: (i) A technical guideline to assess climate impacts, risk and vulnerabilities, loss and damage (Circular No. 01/2022/TT-BTNMT on 7 Jan 2022); (ii) A draft NAP technical report which was developed in 2020 but requires additional sectoral assessments and prioritisation are made available by 5 ministries in Q2, 2022; (iii) A draft guideline on climate change adaptation project appraisal by the Ministry of Planning and Investment (MPI) leadership; and (iv) A result-based M&E framework for NAP, approved on 28th of January 2022, by the Prime Minister.

#### ***Development of Viet Nam NAP***

At COP26 the Prime Minister of Viet Nam made a new pledge for net-zero by 2050 and Viet Nam also joined several global pledges. Since then, there have been increasing demands from the Government to undertake a systematic review of all climate actions of Viet Nam to meet the net zero target by 2050 in a sustainable pathway and considering the need for a just transition.

NAP project is key in supporting the Government to have appropriate tools and assessments to achieve the ambition, while ensuring the transition process towards net-zero will particularly protect the most vulnerable groups including the poor, ethnic minorities and socially marginalized groups, as well as most vulnerable regions such as the Mekong Delta. There is increasing demand from the country to ensure that the NAP, with the support from GCF, will also serve as a key policy that builds national momentum towards prioritization of long-term adaptation targets and provides clear diagnosis on country needs for adaptation finance, towards the long-term resilient pathway.

Globally, Article 7 of the Paris Agreement established the global goal on adaptation of “enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, with a view to contributing to sustainable development and ensuring an adequate response in the context of the temperature goal” 1 of “[h]olding the increase in the global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels”<sup>1</sup>.

However, more work is needed to ensure adaptation measures are not nationally driven but will also be taken at the global for effective implementation of the Paris Agreement. At COP26, countries agreed on a two year work programme in 2022-2023 on the Global Goal for Adaptation (GGA), which ultimately help rebalancing adaptation and mitigation, ensuring vulnerable countries are in a better position to practically respond to climate changes and ensure a just transition process toward a resilient and net-zero future.

MONRE is working on the finalisation of the NAP Technical Report, including defining a long-term adaptation target by 2050 in parallel with COP26 commitments of net-zero target by 2050 and considering the GGA process. The NAP technical report is expected to be

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<sup>1</sup> [https://unfccc.int/sites/default/files/resource/ac2021\\_tp\\_gga.pdf](https://unfccc.int/sites/default/files/resource/ac2021_tp_gga.pdf)

updated from Jun 2022 and finalised by Q3, 2022. MONRE is planning to submit the NAP Technical report to the Government for communication to UNFCCC at COP27.

***Revision of Viet Nam NDC (ver 2022) and alignment with the draft long-term National Climate Change Strategy (NCCS)***

Immediately following Viet Nam's ambition at COP26 to pursue a net-zero trajectory by 2050, including joining important pledges from coal to clean energy, methane reduction, and halt and reverse deforestation by 2030, the Government of Viet Nam also establishing National Action Plan for delivery of COP26 commitments.

Thus, in parallel with the NAP Technical Report formulation context above, additional works are being advanced by MONRE to establishing a long-term climate change strategy by 2050 (NCCS) and updating the Viet Nam NDC 2020 version with the net-zero target, including, if possible additional NAP elements derived from the NAP Technical Report. The NDC is also expected for submission at COP27. Together with the NAP Technical report, it is crucial to ensure that all these adaptation goals, strategies and targets are aligned in the finalization of Viet Nam Climate Change Strategy and the revision of Viet Nam NDC (ver 2022). All of these key strategies and plan must indicate a possible pathway on how to timely deliver on Viet Nam's net-zero ambition in a sustainable and cost-effective manner while maintain effective resilient long-term future.

**Arrangement for review and update of NAP Technical Report and NDC 2022 in alignment with Viet Nam COP26 commitments, Draft NCCS**

To support MONRE in these activities as part of the NAP-Sup Project and other on-going project support, UNDP in close coordination with the Department of Climate Change and GIZ are mobilizing a team of national and international experts to support the review and update of NAP and NDC policies. Annex 1 explains the indicative plan of expert mobilization by UNDP for NAP Update and NDC Update process in the coming months. Annex 2 explains the indicative plan of expert mobilization by GIZ, in coordination with UNDP, in supporting the NDC update process in the coming months.

This TOR is prepared to mobilize 01 National Consultant/Technical Specialist and Policy advice on Adaptation Science, Technologies, and Capacity Development for NAP and NDC Review. The consultant will work with 01 NAP/NDC Team leader and a team of national and international consultants to support the Government of Viet Nam to update the NAP Technical Report and NDC.

**II. Objectives**

The overall objective of the assignment of the National Consultant is to support The Government of Viet Nam (led by MONRE) in finalization of NAP technical report and lead to enhancement of Adaptation components of Viet Nam NDC revision, in alignment with Viet Nam's COP26 commitments and the on-going UNFCCC processes for global goal adaptation (GGA).

The National Consultant is specifically responsible to:

- Review Draft NCCS and build analysis framework for coherent linkages between NAP and NDC and the current draft NCCS (20 days);
- Provide direct inputs in the review and update Viet Nam climate adaptation policies to develop Viet Nam NAP (2022) (50 days);
- Provide direct inputs in the review and update of the Viet Nam NDC, focusing on Adaptation Component (version 2022) (30 days);

**III. SCOPE OF WORK**

To implement the objective, the consultant will work with DCC-MONRE and UNDP and work closely with the A National Team Leader and related team of experts (See Annex 1) to deliver the work:

The National consultant will coordinate with NAP working groups, which were established to advance thematic work packages for NAP in Viet Nam on (i) NAP implementation and M&E; (ii) Private Sector engagement in NAP. The group members are technical focal points of 05 ministries for NAP and relevant national and international consultants mobilized by NAP-Sup Project for MONRE, MPI, MARD MOT and MOH to advance adaptation work packages under each ministry since 2021.

The consultant will and is expected to undertake the following activities during the assignment:

**Task 1 - Ensure coherent linkages between NAP and NDC and the current draft NCCS (20 days);**

- Review the Draft national climate change strategy (NCCS), as well as relevant strategies, plans, sector plans of Viet Nam in implementing the COP26 commitments
- Provide inputs to the Team leader in propose new elements and suggest improving processes/mechanisms that should be incorporated into the NAP and revised NDC . These include but not but not limit to the followings:
  - Alignment of national adaptation targets, indicators with the NCCS goals, targets and the global goal for adaptation (GGA)
  - Mechanisms to enhance mitigation co-benefits of adaptation measures with net-zero and alignment with SDGs targets
  - Systematic roll out of climate impact, risk, and vulnerability assessment at the sub regional/provincial levels
  - Introduce approach to track loss and damage
  - Enhance solutions, as required, for adaptation capacity building, technology transfer, training, innovative financing
  - Update/propose key adaption project/program priorities for climate financing (particularly from vertical fund of GCF, AF, GEF) and call for PPP interests

**Task 2 – Provide direct inputs in the review and update Viet Nam climate adaptation policies to develop Viet Nam NAP (2022) (50 days);**

- As assigned by the Team Leader, provide inputs into the report outline and revision approach for the NAP Technical Report review and update (Annex 3 – tentative outline of NAP Technical Report is enclosed)
- Lead in Chapter 2, particularly in providing technical contributions into NAP Approach for setting Goals, Targets, Prioritization; Review and define a long-term adaptation ambition/vision of Viet Nam in alignment with international processes,
- Technical Co-Lead in Chapter 3, 4 on Climate Impact and Risk and Gaps analysis and Action Planning.
- Technical Lead in Chapter 5 on Climate Impact and Risk and Gaps analysis and Action Planning.
- Provide contribution into other chapters as required by the Team Leader, with focus on key areas of Adaptation Sciences, Technologies and Capacity Development
- Participate in at least 3 write-shops of 2-3 days each in Hanoi, which are organized by MONRE to provide direct inputs to the report's chapters

- Review inputs of technical experts from the project, line ministries, MONRE and UNDP for relevant sessions under NAP Chapters
- Recommend NAP communication messages that could be prepared for Viet Nam to communicate at COP27 as well as for national dissemination
- Present the NAP technical report results at relevant high-level meetings of MONRE and UNDP in Hanoi if required

**Task 3- Provide direct inputs in the review and update of the Viet Nam NDC, focusing on Adaptation Component (version 2022) (30 days);**

- As assigned by the Team Leader, provide inputs into the workplan, report outline and revision approach for the NDC review and update
- Lead in the Co-benefit Chapter of the revised NDC and Co-lead Adaptation Component of the revised NDC, with focus on key areas of Adaptation Sciences, Technologies and Capacity Development
- Ensure inclusiveness of gender, youth, ethnic minorities priorities in the analysis of chapters, and if possible, recommend safeguard mechanism or financing system that can enable social inclusion effectively in Viet Nam NAP, NDC revision process.
- Participate in at least 2 write-shops of 2-3 days each (in Hanoi), which are organized by MONRE to provide direct inputs to the report's chapters
- Present the report results at relevant meetings of MONRE and UNDP in Hanoi if required

**IV. Deliverables& Implementation Timeline**

<b>No</b>	<b>Deliverable</b>	<b>Estimated days to complete</b>	<b>Target due date</b>
1	<b>Product 1:</b> 01 Final Draft NCCS; Inputs into the table of contents of NAP that synergized with NCCS; Inputs into the table of content of NDC that build synergies with NCCS Focus: Adaptation Sciences, Technologies, and Capacity Development	20 days	End Jun 2022
2	<b>Product 2.</b> Draft and Final Inputs in the NAP Chapters <ul style="list-style-type: none"> <li>- Technical Inputs (with focus on the areas of Adaptation Sciences, Technologies, and Capacity Development) into the NAP Chapters and contribution to other process as required, considering new adaptation elements and improve processes/mechanisms.</li> <li>- Final Draft of the NAP Chapters and other sessions as required, taking into account the consultation with stakeholders and inputs from write-shops</li> </ul>	50 days	July/Aug 2022
3	<b>Product 3:</b> Draft and Final Inputs in the NDC version <ul style="list-style-type: none"> <li>- Draft Co-benefit Chapter and Adaptation Component in the revising NDC</li> </ul>	30 days	Sep/Oct

	(Technical Focus: Adaptation Sciences, Technologies, and Capacity Development). - Final Draft Co-benefit Chapter and Adaptation Component in the revising NDC, taking into account the consultation with stakeholders and inputs from write-shops		
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#### V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

**Estimated number of working days:** 100 working days from Jun 2022 to Nov 2022.

**Duty station:** Homebased and Ha Noi

**Expected places of travel:** may expect to join some technical meeting and write-shops in Hanoi organized by MONRE/GIZ/UNDP. Tentatively there will be 2 write-shops in Hanoi (2-3 days/event) for NAP in Jun/July 2022 and 1 write-shop in Hanoi for NDC report in July/Aug.

Cost of travels in Ha Noi if required and upon UNDP approval travel expense will be paid separately based on UN-EU cost norms.

#### VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultant will work under the supervision of the MONRE and UNDP assigned focal points for the Report with technical oversight by the Team Leader.

All deliverables of the consultant will be submitted in English. The progress and deliverables will be reviewed by UNDP Project Manager and relevant experts assigned by UNDP. The final products will be approved by UNDP and MONRE.

#### VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

##### Administrative Support

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.

##### Reference Documents

Once selected, the consultant will receive a detailed references and reports prepared by the NAP-Sub Project and relevant reference by UNDP and MONRE.

#### VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A PhD in Economics, Environmental Science, Climate Change or related field;</li> </ul>
<b>Relevant Professional Experience</b>	<ul style="list-style-type: none"> <li>• At least 20 years of work experience climate change adaptation policy options, climate resilient technologies, integration of climate change into social economic development plans and strategies in Viet Nam</li> <li>• Proven extensive scientific understanding on climate changes and its impacts in Viet Nam, national policy context on climate changes and sustainable development agenda</li> <li>• Knowledge and experience of relevant UNFCCC guidelines/framework for NAP, NDC will be essential.</li> <li>• Experience in development of similar policy and guidelines on climate change mitigation and adaptation to support either the implementation of Paris Agreement, NDC, NAP, NCCS</li> </ul>
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>• A proven consultancy track-record with roles as team leader or</li> </ul>

	working with a complex team of experts;
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>Excellent English drafting skill (provision of two written reports/examples is required).</li> </ul>

#### IX. PAYMENT TERMS

N o.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	<b>Product 1:</b> Final Draft NCCS; Inputs into the table of contents of NAP that synergized with NCCS; Inputs into the table of content of NDC that build synergies with NCCS.	20 days	20% of the contract value
2	<b>Product 2.</b> Draft and Final Inputs in the NAP Chapters <ul style="list-style-type: none"> <li>Technical Inputs (with focus on the areas of Adaptation Sciences, Technologies, and Capacity Development) into the NAP Chapters and contribution to other process as required, considering new adaptation elements and improve processes/mechanisms.</li> <li>Final Draft of the NAP Chapters and other sessions as required, taking into account the consultation with stakeholders and inputs from write-shops</li> </ul>	50 days	50% of the contract value
5	<b>Product 3:</b> Draft and Final Inputs in the NDC version <ul style="list-style-type: none"> <li>Draft Co-benefit Chapter and Adaptation Component in the revising NDC (Technical Focus: Adaptation Sciences, Technologies, and Capacity Development).</li> <li>Final Draft Co-benefit Chapter and Adaptation Component in the revising NDC, taking into account the consultation with stakeholders and inputs from write-shops</li> </ul>	30 days	30% of the contract value

#### X. Consultant Presence Required on Duty Station

☐ NONE
☒ PARTIAL
☐ INTERMITTENT
☐ FULL-TIME

#### XI. EVALUATION CRITERIA

N o	Requirement	Points
1	<ul style="list-style-type: none"> <li>A PhD in Economics, Environmental Science, Climate Change or related field;</li> </ul>	100
2	<ul style="list-style-type: none"> <li>At least 20 years of work experience climate change adaptation policy options, climate resilient technologies, integration of climate change into social economic development plans and strategies in Viet Nam</li> </ul>	200
3	<ul style="list-style-type: none"> <li>Proven extensive scientific understanding on climate changes and its impacts in Viet Nam, national policy context on climate changes and sustainable development agenda</li> </ul>	150

4	<ul style="list-style-type: none"> <li>Knowledge and experience of relevant UNFCCC guidelines/framework for NAP, NDC will be essential.</li> </ul>	150
5	<ul style="list-style-type: none"> <li>Experience in development of similar policy and guidelines on climate change mitigation and adaptation to support either the implementation of Paris Agreement, NDC, NAP, NCCS</li> </ul>	200
6	<ul style="list-style-type: none"> <li>A proven consultancy track-record with roles as team leader or working with a complex team of experts;</li> </ul>	100
7	<ul style="list-style-type: none"> <li>Excellent English drafting skill (provision of two written reports/examples is required).</li> </ul>	100
	<b>Total</b>	<b>1,000</b>

**Annex1: List of experts mobilized by UNDP**

UNDP will mobilize two teams of consultants/experts for (i) NAP Technical report and (2) NDC update in complimentary with the consultants/experts mobilized by GIZ

#	Post	NAP Report (as standalone report as well as linking to the NDC update)	NDC Update (in complementary with consultant mobilized by GIZ)
1	01 National Team Leader	NAP Team Leader – Overall process (55 days)	NDC Team Leader - Overall Process with focus on Adaptation, MRV, Co-benefit elements and Socio-Economic impacts of the NDC (25 days)
2	01 International Policy Advisory	Formulate overall process, and peer reviews of all chapters; Focus technical inputs on Global Goal for Adaptation, Loss & Damage, Lead Chapter on Climate Financing/CPEIR (30 days)	Formulate overall process, and peer reviews of all chapters; Setting of Transparency Framework and Review on Climate Financing building on CPEIR; (30 days)
3	01 National Consultant - Technical Specialist and Policy advice on Adaptation Science, Technologies and Capacity Development	NAP full process - Technical Lead in NAP Approach for setting Goals, Targets, Prioritization; Technical Lead in Chapters on Climate Impact and Risk and Gaps analysis and Action Planning (50 days)	Technical Co- Lead in Adaptation Component of NDC; Technical Lead in Co-benefit Chapter of the NDC (30 days)  Direct inputs in NCCS – NAP/NDC Synergies (20 days)
4	01 National Consultant -Technical Specialist and Policy Advice on Adaptation Planning, Monitoring and Institutional Capacity Development	NAP full process - Technical Lead in NAP Goals and targets; M&E for NAP, Contribution to Chapters on Climate Impact and Risk and Gaps analysis and Action Planning (50 days)	Technical Co-Lead in Adaptation Component of the NDC (30 days)  Direct input in NCCS - NAP/NDC Synergies (20 days)
5	01 National Consultant to stock take on GGA and support NAP full process	NAP Process support and technical review on Global Goal for Adaptation; contribution to review of sectoral planning and stock take of sectoral measures (50 days)	01 Coordinator to support the whole process of NDC Update (45 days)
6.1	01 National Consultant on L&D	L&D review (50 days)	
6.2	01 Consultant team on Migration and Climate Change in the Mekong Delta	Migration and Climate Change (final report by end of Jun)	

7	NAP Process Implementation - Stock take for all sector; Lead in Private Sector Engagement in NAP	Private Sector engagement in NDC (on-going)	
8	NAP Process Implementation - Stock take for all sectors; Lead in M&E and Impacts, Risk and Vulnerability Assessment across 5 key sectors	Stock take on M&E and Risk Assessment consolidation from Line Ministries (on-going)	
9	Gender, Youth and EM in NAP	Gender, Youth and EM in NAP (on-going)	
10	Approaches on Nature Based Solution and Circular Economy	Others: Approaches on Nature Based Solution and Circular Economy (Approaches on Nature Based Solution and Circular Economy)	
11	Climate Financing for Adaptation	Climate Financing for Adaptation and CPEIR (on-going)	
12	<ul style="list-style-type: none"> <li>· Ms. Nga/Mr. Sy (MONRE NAP Sup project focal point)</li> <li>· Ms. Hang/Mr. Chinh (MOT NAP Sup project focal point),</li> <li>· Mr. Ba/Mr. Nghia (MARD - NAP Sup project focal point),</li> <li>· Mr. Cuong/Mr. Chau/Mrs. Tu (MOH - NAP Sup project focal point),</li> <li>· Mr. Son/Mr. Nam (MPI - NAP Sup project focal point)</li> </ul>	<p>Sectoral Intervention, Peer-review on sector priorities and thematic areas, M&amp;E</p> <p>Sectoral Climate Financing and priorities</p>	

## Annex2: List of experts mobilized by GIZ

VN-SIPA/GIZ will mobilize a consultant team which consists of **8 national consultants (1 overarching expert, 1 mitigation expert, 6 technical experts) and international experts (1 or 2) of GIZ.**

The team is requested to work closely together along with a shared work plan. The division of labour is foreseen as follows:

- **Overarching expert/Team leader** will lead the revision and update process of the NDC, inter alia ensuring the coordination between all consultants involved towards the drafting of the NDC 2022 and its Technical Report.

- **Mitigation expert** will review and consolidate the inputs from the sectoral experts to ensure that these are reflected properly in the NDC 2022 and its Technical Report, with a focus on Chapter II (“GHG emissions reduction).
- **Six sectoral experts** for energy (02 incl. 1 policy expert and 1 technical expert), agriculture, LULUCF, waste and IPPU, under the overall technical guidance of the team leader, will conduct calculations and analysis of their responsible sector and produce technical reports/inputs.
- The **international experts** will provide backstopping to the sectoral experts during the process and potentially provide additional inputs and support in case requested by the team. They will provide comments on the final drafts of the documents.

### **Annex3: NAP tentative outline**

#### OUTLINE FOR THE CONSTRUCTION OF NATIONAL CLIMATE CHANGE ADAPTATION PLAN

PERIOD 2021-2030 AND VISION 2050

#### TABLE OF CONTENTS

##### I. INTRODUCTION

- 1.1. General Introduction (2 pages)
- 1.2. The urgency of developing a National Plan to Adapt to Climate Change (5 pages)
  - 1.2.1. UNFCCC requirements and guidelines on the construction of National Plan
  - 1.2.2. Vietnam's requirements for the construction of National Plan
- 1.3. Objectives of the development of the National Plan (5 pages)
  - 1.3.1. Approach in the construction of National Plan
  - 1.3.2. Objectives of the construction of National Plan
- 1.4. Method of national plan development (3 pages) 8
  - 1.4.1. Methods of Application
  - 1.4.2. Criteria for determining the objectives of National Plan
  - 1.4.3. Criteria for determining priority tasks and solutions
- 1.5. The process of developing the National Plan (5 pages)
  - 1.5.1. Management Process
  - 1.5.2. Technical process
  - 1.5.3. Consultation Process
- 1.6. Summary information of the National Plan for Climate Change Adaptation (2 pages)
- 1.7. Layout of the National Plan (1 page)

##### II. CLIMATE CHANGE IN VIETNAM

- 2.1. Climate change trend observed in Vietnam (5 pages)
  - 2.1.1. Change of temperature
  - 2.1.2. Variation of precipitation
  - 2.1.3. Hurricanes and Tropical Depression
  - 2.1.4. Sea level change
- 2.2. Estimating future climate change (5 pages)
  - 2.2.1. Scenario for temperature
  - 2.2.2. Scenario for precipitation
  - 2.2.3. Scenarios for Climate Extremes

- 2.2.4. Sea level rise scenario
- 2.2.5. Risk of flooding due to sea level rise due to climate change
- 2.3. The impact of climate change on Vietnam (15 pages)
  - 2.3.1. Increase in risk due to climate change
  - 2.3.2. The impact of climate change on sectors
  - 2.3.3. Impacts of climate change on regions
  - 2.3.4. Losses and damages caused by climate change
- III. ACHIEVEMENTS AND SHORTCOMINGS IN CLIMATE CHANGE ADAPTATION
- 3.1. Vietnam's efforts and achievements in adapting to climate change (10 pages)
  - 3.1.1. Vietnam's climate change adaptation policies
  - 3.1.2. Vietnam's climate change adaptation actions
- 3.2 Vietnam's climate change adaptation (6 pages)
  - 3.2.1. About policies and institutions
  - 3.2.2. About capacity
  - 3.2.3. About finance
  - 3.2.4. About science and technology
  - 3.2.5. About integrating climate change adaptation in plans
  - 3.2.6. About coordination between ministries and sectors in climate change adaptation
  - 3.2.7. About regional linkages in climate change adaptation
  - 3.2.8. About international cooperation in climate change adaptation
- IV. NATIONAL CLIMATE CHANGE ADAPTATION PLAN
- 4.1. Objectives of the National Plan to Adapt to Climate Change (2 pages)
  - 4.1.1. General Objectives
  - 4.1.2. Specific Objectives
- 4.2. Scope
- 4.3. Tasks and Solutions (5 pages)
  - 4.3.1. Improving the efficiency of climate change adaptation through strengthening the state management of climate change and promoting the integration of climate change adaptation into the strategic and planning system.
  - 4.3.2. Strengthen resilience and improve the adaptability of communities, economic sectors and ecosystems through investment in adaptive actions, science and technology, raising awareness to be ready to adapt to climate changes.
  - 4.3.3. Reduce disaster risks and minimize damage and be ready to respond to natural disasters and the increased extreme climate caused by climate change.
- 4.4. Implementation Divergence
- 4.5. Specific programs, schemes and projects (15 pages)
  - 4.5.1. Strengthening state management and resources
  - 4.5.2. Agricultural Sector
  - 4.5.3. Disaster Prevention Sector
  - 4.5.4. Environmental Resources and Biodiversity Sector
  - 4.5.5. Public Health Sector
  - 4.5.6. Labor – Society Sector
  - 4.5.7. Culture - sports – tourism Sector
  - 4.5.8. Transport Sector

4.5.9. Construction and urban sector	
4.5.10. Industrial, Commercial and Energy Sectors	
4.6. Managing and implementing the Plan (3 pages)	
4.7. Monitoring and evaluation (4 pages)	
4.7.1. Monitoring and Evaluation System	
4.7.2. Progress of implementation of National Plan	
4.7.3. Periodic review and update	
4.8. Financial resources for implementation of the Plan (4 pages)	
4.8.1. State budget for climate change adaptation	
4.8.2. Funding for scientific research and development of adaptive technology	
4.8.3. Mobilize international support for climate change adaptation	
4.8.4. Mobilization from enterprises	
4.8.5. Mobilization from community	
V. EFFECTIVENESS OF NATIONAL PLAN	
5.1. Contribution of the National Plan to the achievement of Vietnam's Sustainable Development Goals (4 pages)	
5.2. The potential impact of the implementation of the National Plan (5 pages)	
5.2.1. Economic impact	
5.2.2. Social Impact	
5.2.3. Environmental Impact	
5.2.4. Impact of integrating and promotion of connectivity access in development	
5.3. Difficulties, challenges and solutions to implement the National Plan (3 pages)	
APPENDIX A. RESULTS-BASED ANALYSIS FRAMEWORK (15 pages)	
A.1. Logical framework of activities, expected results according to objectives and strategic priorities	
Objective 1 - Strengthen resilience and improve the adaptability of communities, economic sectors and ecosystems	
(Similar to logical framework for other objectives)	
A.2. Performance analysis framework based on results	
(Detailed analysis according to Objectives and Actions, e.g.,	
1. Strengthen resilience and improve the adaptability of communities, economic sectors and ecosystems	
APPENDIX B. NATIONAL PLAN MONITORING AND EVALUATION SYSTEM	
B.1. Monitoring and Evaluation System Framework	
B.2. Method of building a set of indicators in the monitoring and evaluation system	
B.2.1. Difficulties in building a set of indicators	
B.2.2. Requirements for the set of indicators	
B.3. Sets of indicators in the National Plan Monitoring and Evaluation System	
B.3.1. Set of National Level Indicators	
B.3.2. Provincial Level Indicators	
B.3.3. Project Level Indicators	
APPENDIX C. INTERNATIONAL REQUIREMENTS AND ACTIONS TO ADAPT TO CLIMATE CHANGE (for the development of the Report, not included in the National Plan)	
C.1. International requirements for climate change adaptation	

- C.1.1. United Nations Framework Convention on Climate Change
- C.1.2. Paris Agreement and COP's Decision on Climate Change Adaptation
- C.1.3. Katowice Agreement Package on Climate Change Adaptation
- C.2. International experience in climate change adaptation
  - C.2.1. Appropriate policies and actions of regions
  - C.2.2. International experience in climate change adaptation
- C.3. NAP construction and implementation situation of countries
  - C.3.1. Progress of nap construction and implementation of countries
  - C.3.2. GCF's financial support for the construction and implementation of NAP

**APPENDIX D. THE ISSUES THAT WILL BE FOCUSED (just to remember, not to include in the National Plan)**

- D.1. Review and update approved Tasks
- D.2. Issues that need to be reviewed and supplemented

## 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.

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**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).

<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
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)			
	<b>Total</b>			

\* 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).