



07 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>03 National Consultants to Develop and Operationalize Carbon footprint tracker as part of agriculture supply chains of sustainable shrimp in Bac Lieu</b>
Period of assignment/services (if applicable):	June 2022 – August 2023
Duty Station:	Hanoi, Vietnam
Tender reference:	T220605

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., 19 June 2022 (Hanoi time)**

With subject line:

**T220605A – 01 Team Leader (Technical Specialist on GHG calculation/ Aquaculture Expert)**

**T220605B – 01 Team Member 1 (Technical Specialist on GHG calculation/ Aquaculture Processing Expert)**

**T220605C – 01 Team Member 2 (Data collection and Analysis)**

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
- At least 02 reports 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:

##### Team Leader

No.	Requirement	Points
1	Advanced degree in Agriculture/Aquaculture and Environment/Climate change, environment economics. A PHD is preferable	200
2	At least 15 years of experience in the field of aquaculture, environmental management and climate change	200
3	Robust knowledge and familiarity with UNFCCC workstream and methodologies and practices in tracking GHG emission, Mean of Verification (MRV) for Aquaculture/Agriculture	200
4	Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam	140
5	Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred.	60
6	Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector	100
7	Fluency in English and Vietnamese (at least two reports in English must be provided)	100
<b>Total</b>		<b>1,000</b>

##### Team member 1- PROCESSING EXPERT

No.	Requirement	Points
1	Advanced degree in Aquaculture and Fisheries, Agriculture Economics or related degree. A PHD is preferable	200
2	At least 15 years of experience in the field of aquaculture, environmental management, particularly fo Aquaculture processing Technologies	200
3	Robust knowledge and familiarity methodologies and practices in Aquaculture Certification and Quality control, particularly for Processing activities	200
4	Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam	140
5	Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred	60
6	Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector	100
7	Fluency in English and Vietnamese (at least two reports in English must be provided)	100
<b>Total</b>		<b>1,000</b>

## Team member 2- DATA COLLECTION

No.	Requirement	Points
1	Advanced degree in climate change, environment economics, biodiversity, natural resource management or related degree	200
2	At least 7 years of experience in the field of agriculture and aquaculture, environment management and climate change	200
3	Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam	200
4	Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred	200
5	Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector	100
6	Fluency in English and Vietnamese (at least two reports in English must be provided)	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

<b>Name of service:</b>	A team of 03 National Consultants to Develop and Operationalize Carbon footprint tracker as part of agriculture supply chains of sustainable shrimp in Bac Lieu <ul style="list-style-type: none"> <li>• 01 Team Leader – Technical Specialist on GHG calculation/ Aquaculture Expert (65 days)</li> <li>• 01 Team Member - Technical Specialist on GHG calculation/ Aquaculture Processing Expert (20 days)</li> <li>• 01 Team Member – Data collection and Analysis (30 days)</li> </ul>		
<b>Project:</b>	Advancing private sector engagement in climate resilient and low emission investment opportunities in Viet Nam's NDC		
<b>Reporting to:</b>	UNDP PO on Climate Change and Resilience and MARD Project Director		
<b>Coordination:</b>	MARD PMU, UNDP Climate Change and Environment Head, Project, National and International Experts in UNDP CCE team as required.		
<b>Duty Station:</b>	Ha Noi	<b>Travel Required:</b>	Yes
<b>Duration of Assignment:</b>	115 days for team 2		
<b>Start Date:</b>	6/15/2022	<b>End Date:</b>	8/31/2023

### I. BACKGROUND & PROJECT DESCRIPTION

To promote private sector engagement in climate resilient and low emission investment in agriculture sector in implementing the Viet Nam's NDC, which is supported by the United Nations Development Program (UNDP) for 03 years (2020 - 2023) with the participation of the Ministry of Agriculture and Rural Development (MARD) in collaboration with the Ministry of Natural Resources and Environment (MONRE) and the Ministry of Planning and Investment (MPI) and two pilot provinces for the initiatives, including Binh Thuan and Bac Lieu.

The **overall objective** of the project is to advance the private sector engagement to finance, support and implement climate change adaptation and mitigation activities in agriculture sector and rural development path in Viet Nam.

**Specific objectives of the project:**

1. Increase the productivity and competitiveness of Agriculture Sectors and its supply chains (dragon fruit and shrimp) through new and innovative solutions that efficiently use natural resources, towards low carbon and sustainable operation.
2. Establish and strengthen Platform for Private-Public Sector Innovation and Investments in low carbon and climate resilient business operation, to fulfill mitigation targets in the agriculture component in the Viet Nam NDC.
3. Strengthen sustainable finance mechanisms to scale up NDC mitigation and adaptation actions.
4. Create policies and incentives to advance private sector engagement in investment opportunities in its climate resilient and low carbon operation, more sustainable business plan in agriculture sectors and rural development, positively contributing to the implementation of the Viet Nam NDC

**Demonstration models on greening agriculture shrimp and dragon fruits supply chains**

According to Boston Consulting Group Report (2021)<sup>1</sup>, eight supply chains are responsible for more than 50% of global emission. To manage a sustainable supply chain, one of the key needs is to manage its carbon footprints. It is also report that, the global global supply chains often account for the 80-90% share of company's emission, however, very few businesses/companies measure their supply chain carbon emissions. On the other hand, the consumers worldwide are increasing concern about environment sustainability of the commodities that they are purchasing, while business, whether large or small, are becoming concerned about their carbon foot prints.

In 2021, through the project support, UNDP, MARD and Bac Lieu's and Binh Thuan People's Committees have reached three-year cooperation roadmaps to promote for an integrated approach for greening the supply chains of shrimp and dragon fruits. Specifically, the project will demonstrate the following key activities

- (i) Enhance the linkages in shrimp and dragon fruits supply chain through sustainable, low-carbon emission and climate resilient approach.
- (ii) Enhance branding and green promotion practices for the two agriculture commodities.
- (iii) Cooperate in applying digital transformation, particularly including the application of traceability systems, in the chain management and production of the two agriculture commodities.
- (iv) Mobilize green finance and financial incentives to invest in environmentally friendly, low-carbon production and processing technologies in the two supply chains.

Experience from the greening the supply chain will inform MARD and agribusinesses on up-taking new opportunities to improve quality and values of the two supply chains toward green, low carbon and sustainable practices into the global markets.

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<sup>1</sup> [https://www3.weforum.org/docs/WEF\\_Net\\_Zero\\_Challenge\\_The\\_Supply\\_Chain\\_Opportunity\\_2021.pdf](https://www3.weforum.org/docs/WEF_Net_Zero_Challenge_The_Supply_Chain_Opportunity_2021.pdf)

## **Demonstration of Carbon footprint tool in project sites**

As part of project demonstration for 3-year road maps to green the two agriculture supply chains in Binh Thuan and Bac Lieu, the project needs to measure and assess the level of decarbonization of the two supply chains – contributing to activity (i) and (iii) above.

The assessment will inform how stakeholders in the supply chains will play roles in continuation of greening the supply chain roadmaps in the future and recommend due courses of actions to monitor and track the GHG emission throughout the supply chain nodes across players, from procurement of materials to community production, processing, logistics and trading.

Local businesses and chain players will be supported with relevant trainings so that they can participate and contribution to the production accountability process. At the same time, the provincial focal agencies (DARD) will be supported by the project to design a e-traceability system as part of the activity (iii) above.

Lesson learnt from the demonstration will also inform MARD and UNDP on the next steps of advancing prioritized measures for Agriculture sector of the Viet Nam NDC.

The project is looking for two teams of national consultants to develop and operationalize carbon footprint (CFP) tracking tools, as part of the traceability system of the two agriculture supply chains of eco-shrimp in Bac Lieu and Global GAP dragon fruit in Binh Thuan. The two teams are expected to coordinate work together to ensure some synergy of approach, however, each team will be responsible for their dedicated results for each particular supply chain. Specifically,

Team 1 – A carbon footprint (CFP) for Dragon fruit chain in Binh Thuan:

- 01 Team Leader – Technical Specialist on GHG calculation/LULUCF Expert (60 days)
- 01 Team Member – Data collection and Analysis (30 days)

Team 2 – A carbon footprint (CFP) for Shrimp supply chain in Bac Lieu:

- 01 Team Leader – Team leader - Technical Specialist on GHG calculation/ Aquaculture Expert (65 days)
- 01 Team Member - Technical Specialist on GHG calculation/ Aquaculture Processing Expert (20 days)
- 01 Team Member – Data collection and Analysis (30 days)

This Term of Reference is to mobilize three national consultants of Team 2 to support the detail design of carbon footprint tracking tool for Shrimp supply chain in Bac Lieu.

## **II. OBJECTIVES**

This TOR is to mobilize the team of 03 consultants will be responsible to support the project to develop and operationalize a carbon footprint (CFP) tracking tool, as part of the traceability system of the agriculture supply chain of typical shrimp commodities in Bac Lieu. Specifically, the experts will deliver jointly the tasks as following

- Task 1 – Review existing practices and tools to track CFP over agriculture supply chains, particularly in close alignment with global standardized frameworks to measures GHG



- Task 2 – Assess and propose a standard process and easy-to-use calculation tool to track the carbon footprints of each of the supply chain nodes
- Task 3 – Train and Operationalize the CFP tracking tool into the two e-traceability systems of the supply chain
- Task 4 – Provide direct technical inputs in possible modification and improvement of the system and provide recommendation for future replication

### III. SCOPE OF WORK

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

#### **Task 1 – Review existing practices and tools to track CFP over agriculture supply chains, particularly in close alignment with global standardized frameworks to measures GHG**

- Review international and national good practices and tools to track CFP over agriculture supply chains, particularly in close alignment with global standardized frameworks to measure GHG by IPCC, UNFCCC and World Business Council for Sustainable Development (WBCSD), such as UNFCCC carbon neutral now <sup>2</sup>; GHG Protocol<sup>3</sup>, EXACT<sup>4</sup>, etc. *(Lead by team leader, inputs by team members)*
- Review existing project assessment reports of the supply chains and proposed roadmap and key technologies/solutions that Provinces/MARD/UNDP are prioritizing for greening the supply chains in Bac Lieu. *(Lead by team leader, inputs by team members)*
- Literature Reviews of similar studies/research done on the matter and analyze the advantages and barriers of replication of the tools and practices in the project areas as well as future *(Lead by team leader, inputs by team members)*
- Consult with local stakeholders, particularly end users of agricultural businesses, MARD/DARD, UNDP, DFISH – Fishery department of key needs and demand to track the GHG information in alignment with their management and business operation practices *(Lead by team leader, inputs by team members)*

#### **Task 2 – Assess and propose a standard process and easy-to-use calculation tool to track the carbon footprints of each of the key supply chain nodes**

- Propose a pragmatic approach for CFP tracking of the target supply chains for shrimp commodities (from inputs, production, packing and storage, processing, and distribution and trades) *(Team Leader)*
- Rapid field assessment or rapid on-line consultation allow to make an adjustment to the pilot procedures. *(Lead by team leader, inputs by team members)*
- Guide and support local partners as technical focal points to pilot the tracking procedures, including provide inputs to the ICT experts in the provinces to systematically log in data and calculation on a regular process, and make necessary modification if needed. *(Lead by team leader, inputs by team members)*

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<sup>2</sup> <https://unfccc.int/climate-action/climate-neutral-now/resources>

<sup>3</sup> <https://ghgprotocol.org/about-us>

<sup>4</sup> <https://www.fao.org/in-action/epic/ex-act-tool/suite-of-tools/ex-act/en/>

### **Task 3 – Train to Operationalize the CFP tracking tool into the e-traceability systems of the supply chain**

- Train partners, including local cooperative members, processors, logistics firm who are part of the key nodes of project targeted supply chain for shrimp on application and replication of approach to supply chain members/actors across the chain nodes (estimated approximately 20-30 people, and at least 01 training in Bac Lieu for 2-3 days ) - (*Lead by team leader, support by team members*)
- Provide standby support to local partners and train TOT for provincial experts and supply chain leads in mastering the approach (at least 4-5 time online/offline on the job coaching via Zoom conference or direct meetings in Hanoi or Bac Lieu with the Project team for 2-3 provincial focal experts – Bac Lieu Agriculture Extension Center) – (*Lead by team leader, support by team members*)
- Support to design and integrate the CFP tracking tool into the e-traceability systems of the supply chain in close cooperation with local project partners and business users, ICT service providers, and provinces (responses to guide troubleshooting with the provincial technical experts on e-traceability system) (*Team Leader*)
- Provide inputs to e-traceability system of the provinces and suggest key indicators and frequency of data update in the e-traceability system for the two-supply chain so that the process will be fully digitalized, both for the back-end and the portal system (NB: the traceability system will be led by the province and hosted by DARD/AEC with technical guidance of MARD, UNDP and the two experts) (*Team Leader*)
- Work with project experts (economics and communication) in the project to design a clear message to green commodities' buyers on the GHG/CFP reduction results over times (*Team leader*)

### **Task 4 – Provide direct technical inputs in possible modification and improvement of the system and provide recommendation for future replication**

- Have 01 consultation with all supply chain actors/stakeholders to review lesson and practices in mid term (*Lead by team leader, inputs by team members*)
- After piloting in first year, review and fine tuning and propose a standard process and easy to use calculation tool to track the carbon footprints of each of the key supply chain nodes (*Lead by team leader, inputs by team members*)
- Provide recommendation to MARD and UNDP for future replication (*Team Leader*)

Overall, the team leader will be primary responsible for the full delivery of all products, and the team member is responsible to support the team leader in field planning and data collection, preparation for training and analysis. Specifically:

Team Leader - National Consultant on GHG calculation/ Aquaculture Expert (65 days)

- (i) Prepare draft and final technical reports of all required products, including midterm and final reports
- (ii) Assign the team member to undertake relevant desk review, inputs into workplan, field mission and trainings following relevant data collection tools and templates designed by the team leader

- (iii) Guide the team member in coaching local stakeholders and training, prepare for training materials and monitoring of data collection from the tools during the pilot.
- (iv) Present report findings and participate in the consultations/policy discussions related to the study (to be organized by MARD or UNDP)

Team member National Consultant on Aquaculture Processing Expert, under the guidance of the team leader (20 days):

- (i) Provide inputs into the inputs into the draft and final technical reports of all required products, including midterm and final reports
- (ii) Undertake relevant desk review, inputs into workplan, field mission and trainings following relevant data collection tools and templates designed by the team leader, *focusing on the processing process and operation procedures of the fisheries sub-sector*
- (iii) Lead in design and recommendations of key steps and information/data collected for processing and storage nodes of the shrimp commodities, in alignment with relevant qualification and certification of the targeted chains in Bac Lieu
- (iv) Support provision of service for coaching local stakeholders and training, prepare for training materials and monitoring of data collection from the tools during the pilot.
- (v) Participate in relevant meetings if required by the team leader and UNDP

Team member National Consultant on Data collection and Analysis (30 days)

- (i) Provide inputs into the draft and final technical reports of all required products, including midterm and final reports
- (ii) Undertake relevant desk review, inputs into workplan, field mission and trainings following relevant data collection tools and templates designed by the team leader
- (iii) Support provision of service for coaching local stakeholders and training, prepare for training materials and monitoring of data collection from the tools during the pilot.
- (iv) Participate in relevant meetings if required by the team leader and UNDP

#### IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverable	Estimated days for Binh Thuan Dragon Fruit CFP	Estimated days for Bac Lieu Shrimp CFP	Tentative target due date
1	<b>Product 1:</b> Draft workplan for the overall assignment.	2	3	6/20/2022
2	<b>Product 2:</b> Review existing practices and tools to track CFP over agriculture supply chains, particularly in close alignment with global standardized frameworks to measures GHG	8	12	7/15/2022

3	<b>Product 3:</b> Assess and propose a standard process and easy-to-use calculation tool to track the carbon footprints of each of the key supply chain nodes	28	42	8/31/2022
4	<b>Product 4:</b> Train and Operationalize the CFP tracking tool into the two e-traceability systems of the supply chain (at least 01 training and on the job coaching for provincial focal points and distance support to guide the provincial technical experts on integrating the tool into the e-traceability system)	30	30	10/31/2022 3/31/2023
5	<b>Product 5:</b> Provide direct technical inputs in possible modification and improvement of the system and provide recommendation for future replication (including 01 consultation)	8	12	5/31/2023
6	<b>Product 6:</b> Mid Term and Final Reports	14	16	12/31/2022 8/32/2023
7	<b>Total estimate man workdays</b>	90 days for team 1	115 days for team 2	
(*) Similar category of results of the two supply chains of dragon fruit and sustainable shrimp are listed here for potential coordination and cross learning across CFP teams				

## V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

**Estimated number of working days:** 65 working days for team leader, 20 days for team member/expert on aquaculture processing, and 30 days for team member **from** 6/15/2022 **to** 8/31/2023.

**Duty station:** Ha Noi

**Expected places of travel** Bac Lieu – all relevant travel costs (at least 02 missions of 3-4 days) will be covered separately by the project following UN-EU cost norms.

## VI. PROVISION OF MONITORING & PROGRESS CONTROL

The consultants will work closely with MARD and UNDP experts and provinces.

The consultants are supervised by a UNDP Project Manager and MARD Project Coordinator, with administrative and technical support from international and/or national experts assigned by UNDP and MARD.

All deliverables of the consultants will be submitted in **English**. The progress and deliverables will be reviewed by UNDP and MARD and final products will be approved by UNDP and MARD.

## VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS

### Administrative Support

All domestic travel requirement, if any, from the assignment will be arranged by UNDP Project separately. The selected consultants will be responsible for providing necessary preparation for consultation meetings. Meetings will be facilitated or chaired by MARD and UNDP. UNDP and/or MARD can provide office space for the consultants as needed during the assignment

### Reference Documents

Once on board, the consultant team will receive

- (1) Project technical assessment report of the Shrimp t supply chain in Bac Lieu
- (2) Roadmap for greening Sustainable Shrimp in Bac Lieu (3 years workplan)
- (3) Relevant technical inception for the design of the dragon fruit e-traceability system in the project by the Agriculture Extension Center

## VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

### 1- National Team Leader

<b>Qualifications</b>	Advanced degree in Agriculture/Aquaculture and Environment/Climate change, environment economics. A PhD is preferable (200 points).
<b>Relevant Professional Experience</b>	At least 15 years of experience in the field of aquaculture, environmental management and climate change, (200 points). Robust knowledge and familiarity with UNFCCC workstream and methodologies and practices in tracking GHG emission, Mean of Verification (MRV) for Aquaculture/Agriculture - (200 points) Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam (140 points). Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred. (60 points) Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector (100 points)
<b>Language Requirements</b>	Fluency in English and Vietnamese (at least two reports in English must be provided) - (100 points)

### 2- National Team Member – Processing Expert

<b>Qualifications</b>	Advanced degree in Aquaculture and Fisheries, Agriculture Economics or related degree. A PhD is preferable (200 points).
<b>Relevant Professional Experience</b>	At least 15 years of experience in the field of aquaculture, environmental management, particularly fo Aquaculture processing Technologies (200 points). Robust knowledge and familiarity methodologies and practices in

	<p>Aquaculture Certification and Quality control, particularly for Processing activities - (200 points)</p> <p>Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam (140 points).</p> <p>Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred. (60 points)</p> <p>Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector (100 points)</p>
<b>Language Requirements</b>	Fluency in English and Vietnamese (at least two reports in English must be provided) - (100 points)

### 3- National Team Member

<b>Qualifications</b>	Advanced degree in climate change, environment economics, biodiversity, natural resource management or related degree (200 points).
<b>Relevant Professional Experience</b>	<p>At least 7 years of experience in the field of agriculture and aquaculture, environment management and climate change (200 points)</p> <p>Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam (200 points).</p> <p>Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred. (200 points)</p> <p>Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector (100 points)</p>
<b>Language Requirements</b>	Fluency in English and Vietnamese in communication, writing, and discussion (at least two reports in English must be provided) (100)

## IX. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	Product 1 and 2 accepted by UNDP and MARD	Jul 2022	20%
2	Product 3 accepted by UNDP and MARD	Oct 2022	30%

3	Product 4 and Midterm report as part of the Product 6, accepted by UNDP and MARD	Mar 2023	30%
4	Product 5 and Final Report as part of the Product 6, accepted by UNDP and MARD	Aug 2023	20%

#### **X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION**

☒ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT    ☐ FULL-TIME

#### **XI. EVALUATION CRITERIA**

##### **Team Leader**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Advanced degree in Agriculture/Aquaculture and Environment/Climate change, environment economics. A PHD is preferable	200
2	At least 15 years of experience in the field of aquaculture, environmental management and climate change	200
3	Robust knowledge and familiarity with UNFCCC workstream and methodologies and practices in tracking GHG emission, Mean of Verification (MRV) for Aquaculture/Agriculture	200
4	Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam	140
5	Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred.	60
6	Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector	100
7	Fluency in English and Vietnamese (at least two reports in English must be provided)	100
	<b>Total</b>	<b>1,000</b>

##### **Team member 1- PROCESSING EXPERT**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Advanced degree in Aquaculture and Fisheries, Agriculture Economics or related degree. A PHD is preferable	200
2	At least 15 years of experience in the field of aquaculture, environmental management, particularly for Aquaculture processing Technologies	200
3	Robust knowledge and familiarity methodologies and practices in Aquaculture Certification and Quality control, particularly for Processing activities	200
4	Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam	140

5	Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred	60
6	Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector	100
7	Fluency in English and Vietnamese (at least two reports in English must be provided)	100
<b>Total</b>		<b>1,000</b>

#### **Team member 2- DATA COLLECTION**

<b>No.</b>	<b>Requirement</b>	<b>Points</b>
1	Advanced degree in climate change, environment economics, biodiversity, natural resource management or related degree	200
2	At least 7 years of experience in the field of agriculture and aquaculture, environment management and climate change	200
3	Proven knowledge and experience in systematic measurement of GHG emission and tracking carbon footprints in Aquaculture in Viet Nam	200
4	Direct experience in developing carbon tracking tools or GHG emission reduction planning and training local partners, both at the national and provincial levels in Viet Nam, is preferred	200
5	Proven familiarity with existing regulatory, public policy, national and provincial strategies on Viet Nam NDC and Agriculture Sector	100
6	Fluency in English and Vietnamese (at least two reports in English must be provided)	100
<b>Total</b>		<b>1,000</b>



## 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).