

20 June 2022



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	02 National Consultants to develop a full project document for the GEF-funded project Supporting the Implementation of the National Action Plan on Marine Plastic Litter in the context of Green Recovery post-COVID 19 in Viet Nam
Period of assignment/services (if applicable):	25 days From July 2022 to January 2023 for each consultant
Duty Station:	Home-based, Hanoi with possibility of travel
Tender reference:	P220609

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

12.00 hrs., 24 June 2022 (Hanoi time)

With subject line:

P220609A – NC on Policy on plastic lifecycle with focus in packaging in the food and beverage sector

P220609B – NC on Safeguarding, Gender Mainstreaming and Stakeholder Engagement Marine Plastic

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

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

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

a. Technical component:

- CV including experience with a similar type of work
- Financial offer
- At least 2 sample reports in English to be submitted

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

NC1 – National Consultant on Policy on Plastic Lifecycle with Focus on Packaging in the Food & Beverage Sector

No.	Consultant's experience/qualification related to the services	Score
1	PhD's degree in a relevant field, such as environmental science, chemistry and environmental chemistry, environmental policy and management, or related field	200
2	Demonstrated understanding of the integrated marine management and other relevant knowledge	150
3	Minimum 10 years of demonstrable experience in the technical area of coastal and marine management	250
4	Experience working on GEF and other international projects, including project development and execution	250
5	Excellent in English written skill. Two reports in English submitted.	150
Total		1,000

NC3 – National Consultant on Safeguarding, Gender Mainstreaming and Stakeholder Engagement

No.	Consultant's experience/qualification related to the services	Score
1	Master's degree in social science, project management, or related field	200
2	Demonstrated understanding of the UNDP policies on gender mainstreaming, stakeholder engagement, social safeguarding.	150
3	Minimum 5 years of experience related to social and environmental safeguard and project management and M&E in an international development context	200
4	Experience working in international projects including project development and execution	150
5	Have engaged in safeguard work before	200
6	Excellent in English writing skill . Two reports in English submitted.	100
Total		1,000

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

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

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

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

Interview with the candidates may be held if deemed necessary.

5. Contract

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

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

Documents required before contract signing:

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

6. Payment

NC1

No.	Deliverables	Due date	Payment
1	Report on policy on plastic and review of food and beverage sector in Viet Nam	15 July 2022	60%
2	Recommendation on project interventions to reduce plastic usage and plastic waste released in countries and can be piloted in Binh Dinh province	15 August 2022	
3	All documentation from GEF PPG (including technical reports, Field survey/interview reports; meeting minutes, etc.) in English and Vietnamese.	30 November 2022	40%

NC3

No.	Deliverables	Due date	Payment
1	Social and Environmental Screening Procedure	31 August 2022	50%
2	Stakeholder Engagement Plan and Gender Action Plan	30 September 2022	50%
3	All documentation from GEF PPG (including technical reports, Field survey/interview reports; meeting minutes, etc.) in English and Vietnamese.	30 November 2022	

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



TERMS OF REFERENCE

- Position:** 03 **National Consultants** to develop a full project document for the GEF-funded project *Supporting the Implementation of the National Action Plan on Marine Plastic Litter in the context of Green Recovery post-COVID 19 in Viet Nam*:
- **NC1: National Consultant on Policy on plastic lifecycle with focus in packaging in the food and beverage sector (25 workdays)**
 - NC2: National Consultant for Design of Interventions in Binh Dinh (25 workdays) (already recruited)
 - **NC3: National Consultant on Safeguarding, Gender Mainstreaming and Stakeholder Engagement Marine Plastic (25 workdays)**
- Project:** *Supporting the Implementation of the National Action Plan on Marine Plastic Litter in the context of Green Recovery post-COVID 19 in Viet Nam*
- Type of appointment:** Individual contract
- Duty station:** **NC1, NC3: Home-based, Hanoi with possibility of travel**
NC2: Binh Dinh, with possibility of travel (already recruited)
- Duration:** 1 July 2022 to 31 January 2023
- Reporting to:** Climate Change and Environment Unit at UNDP

BACKGROUND & PROJECT DESCRIPTION

In Southeast Asia, rapid economic growth has led to an immense increase in the use of plastic, especially for packaging of consumer goods. Unfortunately, waste management systems in the region have not kept pace. In Thailand, for example, only around half the waste is collected, while in Malaysia and the Philippines, just 15 percent is safely disposed of. Viet Nam is seen as one of the top plastic consumers worldwide. Its plastic consumption per capita has increased by 11 times, from 3.8 kilograms in 1990 to 41 kilograms in 2015. Viet Nam alone produces annually 1.8 million tons of plastic waste, which is increasing by 16 percent every year while only 27 percent is currently recycled. This result in discharging about 280,000-730,000 tons of marine plastic debris each year, ranking fourth among the top 20 nations in plastic waste volume.

The management of municipal solid waste in Viet Nam, especially outside urban areas, is not effective, resulting in a large amount of mis-managed waste entering the environment and ending up in the sea becoming a regional and global problem. Plastic pollution has also seen a significant increase during the COVID-19 due to the increased use of packaged and delivery food, and the use of personal protective equipment (PPE) (face masks, face shields, gowns, etc) which are in most cases manufactured with synthetic fibers.

In the country, a lot of plastic is recycled in recycling villages which process plastic waste without any environmental protection measures and burn the non-recyclable plastic directly in the open. Craft villages such as Minh Khai, outside Hanoi, had more than 900 households recycling plastic scraps, processing 650 tones of plastics per day. In recycling villages like that, only 70-75% of the plastic waste is recycled, whilst 25-30% is discarded as non-recyclable and very often ends up in open burning with release of PCDD/F, particulate matter and other pollutants. Large amount of wastewater from washing is discharged each day without proper treatment from these informal recycling areas. An unresolved lack of proper regulation and norms creates negatives externalities of recycling notably causing serious environmental pollution due to the use of out-of-date technologies lacking treatment functions. The entire community at local and global level may get affected of the pollution generated in recycling villages.

The COVID-19 pandemic has increased the use of single-use plastic items for different reasons. As already explained, the first cause is the huge increase in the use of face masks, which is obviously needed to reduce infection risk. Until materials, technologies, and guidelines for reusable face masks are not available, it is expected that this type of waste will continue to be generated in large quantity. Besides that, the COVID-19 has changed the behavior of people in a way which is not sustainable. Single-use plastic packaging, as well as single use food ware, glasses and tableware is perceived as safe and clean, and the use of food and shop delivery, with the associated single-use plastic bags and containers has increased significantly.

Although the touristic boom in Viet Nam has slowed down during the first years of the pandemic due to the restrictions associated with international – and partially also local – travel, it is likely that this new habit of high usage of single use plastic items will be still in place when Viet Nam will again open its doors to international tourism. Provinces with high touristic vocation like Binh Dinh face therefore this risk of double impact.

Binh Dinh Province which is situated on the coast of middle Central Viet Nam runs 110 km north-south with a natural land area of approx. 6,025km² plus 36,000km² of sea waters. Binh Dinh borders Quang Ngai, Gia Lai and Phu Yen Provinces on the north, west and south respectively. It has a steep elevation and sloping land from west to east. All of the rivers flowing through the province are short and are often flooded during the wet season whilst dry during the hot season. There are four main rivers, namely, Kon, Ha Thanh, La Tinh, and Lai Giang Rivers. Hence, Binh Dinh will be selected as the project pilot plant.

Therefore, the GEF is supporting Vietnam through UNDP a project “**Supporting the Implementation of the National Action Plan on Marine Plastic Litter in the context of Green Recovery post-COVID 19 in Viet Nam**”. The objective of the project is to this project aims to strengthen the implementation of the National Action Plan (NAP) on Marine Plastic Litter through (i) development of monitoring and evaluation framework and unlocking of funding mechanism and (ii) deploy specific waste management interventions such as replicating MRF waste banks, deposit-return scheme targeting food and beverage sector in Binh Dinh Province as the main project site.

OBJECTIVES OF THE ASSIGNMENT

UNDP Viet Nam is seeking for **03 qualified national consultants** to work with the GEF PPG Expert Team Leader/International Project Development Specialist to develop the above project concept into a full-sized UNDP Project Document, along with a CEO Endorsement Request and all mandatory and project-specific annexes and supporting documentation:

- NC1: National Consultant on Policy on plastic lifecycle with focus on packaging in the food and beverage sector,
- NC2: National Consultant for Design of interventions in Binh Dinh

- NC3: National Consultant on Safeguarding, Gender, and Stakeholder Engagement

DUTIES AND RESPONSIBILITIES

Under the overall guidance of UNDP Viet Nam, the Viet Nam Environment Administration (VEA, MONRE), and the GEF PPG Expert Team Leader/International Project Development Specialist, the national consultants will be responsible for close cooperation on the following duties and tasks:

NC1 – NATIONAL CONSULTANT ON POLICY ON PLASTIC LIFECYCLE WITH FOCUS ON PACKAGING IN THE FOOD & BEVERAGE SECTOR

- **NC1 Role**
- The National Consultant will be responsible for coordinating other National Consultants and compiling inputs to support the development of the UNDP Project Document (ProDoc) and draft CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation to ensure quality and timely preparation. This consultant will be critical to validate the indicators of stakeholder engagement, monitoring and evaluation of the project.
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- The consultant is expected to support the International Consultant in the coordination of the national team to draft and finalize the relevant project documents including:
- - i) a full-sized UNDP project document;
 - ii) a GEF CEO Endorsement Request (CER)/Template with completed relevant GEF tracking tool; and
 - iii) respond matrix for comments from GEF and GEF council member.

NC1 Responsibilities and Deliverables

1) Preparatory Technical Studies and Reviews (Component A)

Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including:

- a. Updating the baseline information provided in the Part II of the PIF – project justification – with specific reference to effect of COVID-19 pandemic on the use of plastic, the status of the implementation of the National Action Plan on marine plastic, the country policy related to lifecycle of plastic in the food and beverage sectors, and additional topic that may be relevant as EPR and solid waste management;
- b. Verify, together with NC2, whether the outputs proposed under the PIF are still relevant and propose amendments to the wording of the outputs if needed;
- c. Identify, together with the IC and the NC2, the activities which will lead to the achievement of each output and assist in the development of resources (time, equipment, personnel, travel, meetings) needed by each activity;
- d. Information related to baseline analysis related to the policy, NAP marine plastic, EPR, solid waste management in Viet Nam, and the situation related to the plastic packaging in the food and beverage sector;
- e. Assist the international consultants in the assessment of training needs and the preliminary design of training modules.

2) Formulation of the ProDoc, CEO Endorsement Request, and Mandatory and Project-Specific Annexes

- a. Contribute to indicator development and the M&E framework, including the indicators of stakeholder engagement, monitoring and evaluation of the project;
- b. Contribute to the development of the theory of change of the project;
- c. Contribute to the development of the Result Framework of the project;
- d. Contribute to review the GEF Grant and CO-financing budget of the project;
- e. Identify and establish relationships with potential private and institutional partners, and contribute to the identification of co-financing partners; assist such partners in the drafting of letter of co-financing commitments as requested by the GEF;
- f. Identify barriers, risks, and solutions for the projects, and coordinate with NC3 on the project safeguarding issues.
- g. Work with other two NCs for translation of relevant parts of the ProDoc into Vietnamese

3) Validation Workshop (Component C)

- a. Contribute to the 1 day validation workshop in Hanoi ;
- b. Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables and payment terms

No.	Deliverables	Due date	Payment
1	Report on policy on plastic and review of food and beverage sector in Viet Nam	15 July 2022	60%
2	Recommendation on project interventions to reduce plastic usage and plastic waste released in countries and can be piloted in Binh Dinh province	15 August 2022	
3	All documentation from GEF PPG (including technical reports, Field survey/interview reports; meeting minutes, etc.) in English and Vietnamese.	30 November 2022	40%

NC2 – NATIONAL CONSULTANT FOR DESIGN OF INTERVENTIONS IN BINH DINH

- **NC2 Role**

- The National Consultant will have the general role to provide updated knowledge and information to the team on the situation of Binh Dinh concerning the lifecycle of plastic items, from manufacturing, usage and waste, with specific reference to the food and beverage sector, and considering both the regulatory and technical standpoints. Such information will be used to upgrade and refine the baseline, baseline scenario and alternative scenario making them more specific to the situation of waste management in Binh Dinh province.

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- NC2 will work in strict coordination with the PPG development team, to ensure quality assurance and timely preparation of all technical and regulatory aspects related to activities in Binh Dinh so that the finalized UNDP Project Document (ProDoc), the CEO Endorsement Request, and all the related annexes including the Result Framework, the GEF grant and co-financing budget and the Core Indicator worksheet will be based on the most updated and scientifically validated information.

- **NC2 Responsibilities and Deliverables**

1) Preparatory Technical Studies and Reviews (Component A)

The consultant is required to work closely with Binh Dinh relevant stakeholders to prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including:

- Provide information related to baseline analysis and legislation relevant to Binh Dinh waste stream and waste management status, with the main focus on plastic and plastic released from food and beverage sector;
- Provide inputs and information on aspects related to the alternative scenarios for all the components associated to waste and plastic so that the detailed activities timeframe and budget can be identified in detail;
- Propose a comprehensive range of interventions in Binh Dinh as the project pilot site to achieve behavior change in relevant sectors (e.g. food and beverage) to accelerate the transition towards a Circular Economy in Binh Dinh Province (as specified in the Component 2 of the Project);
- Assist the international consultants in the assessment of training needs and the preliminary design of training modules relevant to waste and plastic management;
- Conduct analysis of stakeholders review in Binh Dinh to support NC3 on the development of the project's Stakeholder Engagement Plan;
- Coordinate with ICs and other NCs to implement field surveys/interviews.

2) Formulation of the ProDoc, CEO Endorsement Request, and Mandatory and Project-specific Annexes

- In coordination with IC, NC1 and NC3, provide relevant sections for the ProDoc package on the aspects mentioned above;
- Estimate resource requirements for the identified interventions, and the associated budget;
- Assist in drafting the budgeted workplan for the interventions in Binh Dinh, as a part of the whole project budget;
- Contribute to development of indicators and the M&E framework, especially the indicators relevant to the reduction of waste and plastics;
- Validate the timeline for engagement activities and how they will be sequenced (based on the inputs of ICs and other NCs), including information disclosure.
- Work with other two NCs for translation of relevant parts of the ProDoc into Vietnamese

3) Validation Workshop (Component C)

- Contribute to the validation workshop;
- Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables and payment terms

No.	Deliverables	Due date	
1	Report on waste management and status of plastic waste generation in Binh Dinh	15 July 2022	60%
2	Design of project interventions and pilot programme to reduce plastic usage and plastic waste released in Binh Dinh	15 August 2022	

3	All documentation from GEF PPG (including technical reports, Field survey/interview reports; meeting minutes, etc.) in English and Vietnamese.	30 November 2022	40%
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NC3 – NATIONAL CONSULTANT ON SAFEGUARDING, GENDER MAINSTREAMING AND STAKEHOLDER ENGAGEMENT

- **NC3 Role**

The National Consultant on Safeguarding, Gender, and Stakeholder Engagement will have the role to develop 3 key annexes to the project document:

- A. The Stakeholder Engagement plan.
- B. The Gender Mainstreaming Plan
- C. The SESP (Screening Environmental and Social Procedure) document;

To this end, the NC3 will interact continuously with the IC, NC1 and NC2 to understand and categorize the main risks associated to the project implementation and the associated countermeasures; the entry point and the opportunities to ensure that the project is compliant with the UN requirements on Gender Mainstreaming, the interests, needs and viewpoints of the key project stakeholders and the way to ensure their engagement in the project.

- **NC3 Responsibilities & Deliverables**

- 1) **Stakeholder Engagement Plan**

- a. The expert, based also on the information provided by the IC, NC1 and NC2, and the stakeholder analysis already carried out for other recent projects in Vietnam, will conduct an appropriately-scaled analysis of project stakeholders, building on the initial identification of stakeholders in the PIF as indicated by the GEF PPG Expert Team Leader. This stakeholder analysis will provide the foundation for development of the project's Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).
- b. The Stakeholder Engagement Plan will include the following elements:
 - i. Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups / individuals;
 - ii. Key stakeholder objectives and interests;
 - iii. Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information;
 - iv. Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement;
 - v. Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
 - vi. Indicators of stakeholder engagement and monitoring plan;
 - vii. Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan;
 - viii. Resource requirements and associated budget;
 - ix. Coordination with ICs and other NCs to implement field survey/interview on Stakeholders issues.

A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation. See the [UNDP SES Guidance Note on Stakeholder Engagement](#)

2) Gender Action Plan

The expert, based also on the information provided by the IC, NC1 and NC2, and the Gender Mainstreaming analysis already carried out for other recent GEF projects in Vietnam will prepare a gender analysis to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men relating to the management of plastic waste, with specific reference to the food and beverage sector and the impact of COVID-19 (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment, gender awareness raising initiatives; assessment of women's meaningful participation.

Based on the gender analysis above, along with relevant findings from the stakeholder analysis and background studies, the expert will provide the necessary input for the development of a Gender Action Plan to guide gender mainstreaming during project implementation.

The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project's components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

3) Social and Environmental Screening Procedure (SESP)

The expert will develop mandatory project Annexes related to application of Environmental and Social Management Framework (ESMF) and support adherence of project development to UNDP's SES (Social and Environmental Standards) and specific requirements, as appropriate. This will include:

- a. Review the pre-screening (SESP - social and environmental safeguards pre-screening) of the PIF, workplan and mission schedule (as needed) with the UNDP Country Office; Support the application of Free, Prior and Informed Consent (FPIC) for the PPGs with that requirement; Familiarize other PPG team members with UNDP's ESMF and specific requirements, as appropriate.
- b. Update the pre-SESP and prepare an Environmental and Social Management Framework (ESMF) or stand-alone management plan for the project; conduct initial assessments of all Moderate and High risks, develop the draft ESMF (or stand-alone management plan), with support from the international consultants and national consultants, in line with UNDP's Guidance Note on Assessment and Management; finalize the ESMF (or stand-alone management plan) in coordination with the GEF PPG Expert Team Leader, based on stakeholder consultations and close engagement.

4) Validation Workshop

- a. Contribute to the preparation and conduction of the project validation workshop;
- b. Support all necessary revisions that arise during the workshop, as appropriate.

5) Final Deliverables and payment terms

No.	Deliverables	Due date	Payment
1	Social and Environmental Screening Procedure	31 August 2022	50%

2	Stakeholder Engagement Plan and Gender Action Plan	30 September 2022	50%
3	All documentation from GEF PPG (including technical reports, Field survey/interview reports; meeting minutes, etc.) in English and Vietnamese.	30 November 2022	

METHODOLOGY

The consultant team will work with international consultants to draft a detailed Assignment Plan, discuss it with UNDP and submit the final Assignment Plan for approval by UNDP.

DELIVERABLES

Deliverables are elaborated in previous sections.

DURATION OF ASSIGNMENT AND DUTY STATION

For NC1 & NC3:

Duty Station: Hanoi. The consultants will be expected to work mostly from his/her home-based office, participate and arrange meeting in Hanoi and communicate with national and international consultants and with UNDP electronically. Travel to the field outside Hanoi may be required. Upon prior written agreement between UNDP and the selected consultant, additional cost of local travel will be covered by UNDP based on UN-EU cost norms.

For NC2:

Duty station: Binh Dinh. The consultant will be expected to work mostly from his/her home-based office, participate and arrange meeting in Hanoi and communicate with national and international consultants and with UNDP electronically. Travel to the field outside Hanoi maybe required.

MONITORING AND PROGRESS CONTROL

The assignment will be supervised by UNDP and VEA.

In addition to collaboration with stakeholders, concerned provinces and ministries, the consultant team will also routinely report to the UNDP on progress through bi-monthly meetings. The consultants will provide concise information about implemented activities and adjustments to the work plan.

ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The consultant team will be provided with the following support:

- Support to the working process with relevant ministries, sectors, and localities (if any).
- Coordination with other programs and projects to maximize results, including training, visitation, and exchange of experience.
- Work with relevant ministries through suggestion of focal points and sending official request letters for the consultants to work or conduct interviews with stakeholders.
- Provision of relevant documents and guidelines to the consultant team upon the commencement of the assignment.
- Arrangement of meetings with stakeholders if necessary.

QUALIFICATIONS AND WORK EXPERIENCE

Candidates will be evaluated against the following minimum requirements:

NC1 – NATIONAL CONSULTANT ON POLICY ON PLASTIC LIFECYCLE WITH FOCUS ON PACKAGING IN THE FOOD & BEVERAGE SECTOR

- PhD's degree in a relevant field, such as environmental science, chemistry and environmental chemistry, environmental policy and management, or related field;
- Demonstrated understanding of the integrated marine management and other relevant knowledge;
- Minimum 10 years of demonstrable experience in the technical area of coastal and marine management;
- Experience working on GEF and other international projects, including project development and execution;
- Excellent written skills in English.

NC2 – NATIONAL CONSULTANT FOR DESIGN OF INTERVENTIONS IN BINH DINH

- Master's degree in a relevant field, such as environmental science, chemistry and environmental chemistry, environmental policy and management, or related field;
- Demonstrated understanding of the Environmental Convention and other relevant knowledge;
- Minimum 5 years of demonstrable experience in the technical area of waste management;
- Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the local context in provinces in Vietnam.
- Experience working on GEF and other international projects including project development and execution;
- Excellent written skills in English.

NC3 – NATIONAL CONSULTANT ON SAFEGUARDING, GENDER MAINSTREAMING AND STAKEHOLDER ENGAGEMENT

- Master's degree in social science, project management or related field;
- Minimum 5 years experience related to social and environmental safeguard and project management and M&E in an international development context;
- Experience working in international projects including project development and execution;
- Familiarity with the UN System, in particular UNDP;
- Have engaged in safeguard work before;
- Demonstrated understanding of the UNDP policies on gender mainstreaming, stakeholder engagement, social safeguarding;
- Excellent written skills in English .

PAYMENT TERMS

Payments terms are elaborated for each NCs in previous section.

CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ None

☒ **Partial**

☐ Intermittent

☐ Full-time

EVALUATION CRITERIA WITH ASSIGNED SCORES

An additional interview either direct or through telephone/Skype will be applied if necessary.

NC1 – NATIONAL CONSULTANT ON POLICY ON PLASTIC LIFECYCLE WITH FOCUS ON PACKAGING IN THE FOOD & BEVERAGE SECTOR

No.	Consultant's experience/qualification related to the services	Score
1	PhD's degree in a relevant field, such as environmental science, chemistry and environmental chemistry, environmental policy and management, or related field	200
2	Demonstrated understanding of the integrated marine management and other relevant knowledge	150
3	Minimum 10 years of demonstrable experience in the technical area of coastal and marine management	250
4	Experience working on GEF and other international projects, including project development and execution	250
5	Excellent in English written skill. Two reports in English submitted.	150
Total		1,000

NC2 – NATIONAL CONSULTANT FOR DESIGN OF PILOT PLANT IN BINH DINH

No.	Consultant's experience/qualification related to the services	Score
1	Master's degree in a relevant field, such as environmental science, chemistry and environmental chemistry, environmental policy and management, or related field	200
2	Demonstrated understanding of the Environmental Convention and other relevant knowledge	150
3	Minimum 5 years of demonstrable experience in the technical area of waste management	200
4	Demonstrable knowledge of the environmental issues of Vietnamese industry, with specific reference to the local context in provinces in Vietnam	150
5	Experience working on GEF and other international projects including project development and execution	200
6	Excellent in English writing skills . Two reports in English submitted.	100
Total		1,000

NC3 – NATIONAL CONSULTANT ON SAFEGUARDING, GENDER MAINSTREAMING AND STAKEHOLDER ENGAGEMENT

No.	Consultant's experience/qualification related to the services	Score
1	Master's degree in social science, project management, or related field	200
2	Demonstrated understanding of the UNDP policies on gender mainstreaming, stakeholder engagement, social safeguarding.	150
3	Minimum 5 years of experience related to social and environmental safeguard and project management and M&E in an international development context	200

4	Experience working in international projects including project development and execution	150
5	Have engaged in safeguard work before	200
6	Excellent in English writing skill . Two reports in English submitted.	100
Total		1,000

ANNEX IV

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

Date _____

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

Dear Sir/Madam:

I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING

Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

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

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

SUMMARY OF EXPERTISE

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

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

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

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

UNIVERSITY DEGREES

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

PUBLICATIONS

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

MISCELLANEOUS

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

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofUS\$

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

Cost breakdown:

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

* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, **at their own cost**, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.

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

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

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

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)

Travel expenses are not required if the consultant will be working from home).