



19 July 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant – Lead Reporter to produce an updated Special Report on Youth for Climate Action in Viet Nam
Period of assignment/services (if applicable):	July 2022 – December 2022
Duty Station:	Home-based, Hanoi with travel to Quy Nhon
Tender reference:	T220702

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:
23:59 hrs., 26 July 2022 (Hanoi time)

With subject line:

T220702 – 01 National Consultant – Lead Reporter to produce an updated Special Report on Youth for Climate Action in Viet Nam

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

Note:

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

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

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

b. Financial proposal (with your signature):

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

4. Evaluation

The technical component will be evaluated using the following criteria:

Qualifications	Points
▪ Minimum bachelor's degree or higher in Environment, Natural Resources, Climate Change, Public Policy or related field	250
▪ A minimum of 3 years' experience in climate change, international development, public policies etc.	200
▪ Proven track record in academic report writing	200
▪ Excellent writing skills in English providing two writing report samples in English	200
▪ Previous experience with National government, UN agencies, development organizations or international NGOS	150

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: T220702

Title: National Consultant – Lead Reporter to produce an updated Special Report on Youth for Climate Action in Viet Nam

Duty Station: Homebased, Hanoi, Viet Nam with possible travel to Quy Nhon

Duration of assignment: 25 working days from July – December 2022

Starting Date: Upon the contract signing

Report to: UNDP Programme Officer on Climate Change, Climate Change and Environment Unit

1. BACKGROUND

In 2019, UNDP launched the ‘Climate Promise,’ a global programme through which it committed to supporting at least 100 countries in enhancing their NDCs by 2020. Under [the Climate Promise programme](#), UNDP will continue to work with the Government of Viet Nam, particularly with the Department of Climate Change (DCC) of the Ministry of Natural Resources and Environment (MONRE), which is the UNFCCC Focal Point, to enhance the capacity and inclusion of the Youth in the NDC planning and implementation process.

In collaboration with MONRE, UNDP launched the initiative **Youth4Climate** in 2020. The initiative strengthened the capacity of existing youth representatives and youth networks in stepping up their climate actions on different frontlines to advance Viet Nam’s NDC. It resulted in the formulation of the first Special Report “Youth for Climate Action in Viet Nam”, Climate Learning Hub and supported the launch of the Ynet network. Entirely led and written by over 20 Vietnamese youth, the Special Report “Youth for Climate Action in Viet Nam”, outlined the challenges faced by youth in undertaking climate action and highlighted the accelerators for youth action in climate mitigation, adaptation, nature-based solutions, and policy engagement. The report pointed out a committed roadmap to accelerate youth-led climate actions from 2021 to 2025 in Viet Nam.

To develop the updated version of the Special Report ‘Youth for Climate Action in Viet Nam’, a 3-day Climate Camp is organized as a writeshop which gathers selected youth from three regions across the country, subject matter experts and representatives of youth-led organizations to write the Report together. The updated report will reflect youth activities in terms of climate change, specifically after the report in 2020 and youth participation in climate policy. The Climate Camp will take place in Quy Nhon, Binh Dinh in mid-August this year (tentatively).

After the Camp, UNDP and MONRE-DCC will also work closely for the launching and dissemination of the report before COP27.

This TOR is for the part-time National Consultant who will support the organization of the National Youth Climate Camp in Viet Nam.

2. OBJECTIVE OF THE ASSIGNMENT

Overall, the National Consultant is expected to lead the writing of the updated Special Report Youth for Climate Action in Viet Nam and the Youth Statement.

3. SCOPE OF WORK

The National Consultant is expected to:

Before the Climate Camp:

- Review the Special Report “Youth for Climate Action in Viet Nam” 2021 to review implementation process of key accelerators.
- Identify and consult with relevant stakeholders including Youth Climate Action Network to update the state of key bottlenecks and accelerators.
- Research and document the current role/mentions of Youth and children in the Vietnamese NDC
- Research and summarize technical background and information related to the 4 key thematic areas of the Climate Camp and produce a clear 2-pager brief for each thematic session to be shared with participants prior to the camp.
- Draft an outline of the Special Report.
- Coordinate with UNDP and the Camp facilitators, coordinator.

During the Climate Camp:

- Attend the 3-days Climate Camp, capture key quotes from youth participants, summarize the findings of each day under the key sessions
- Attend technical sessions and help the Youth formulating, synthesizing, and writing their ideas
- Co-write the youth statement with the participants
- Draft the first version of the Special Report based on consultations with the participants and include the major discussions achieved during the Climate Camp

After the Climate Camp:

- Draft the final version of the Special Report based on the results of Climate Camp.
- Consult with the participants, as well as with relevant external stakeholders of the Draft to ensure that the content accurately reflects the results from the Climate Camp
- Based on feedback received, proceed to the final adjustments of the report and finalize the Youth Statement
- Ensure that the text adhere to UNDP’s branding standards for language and presentation
- As required by UNDP/MONRE representing the youth in sharing the findings and recommendations of the Youth Report (at least 3 events organized offline in Hanoi or online)

The consultant will also work closely with the UNDP Team to develop ideas for graphics and charts that creatively convey key messages/data in the report, as well as write captions for the photos in the publication.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: The national consultant is expected to provide the specified services for 25 days from July to December 2022

Duty station: Home-based with 1 trip (4 days includes travel day) to Quy Nhon for the Climate Camp. Accommodations, meals will be provided. Other travel costs (flight ticket, transportation, incidental) will be included in this lumpsum contract, based on UN-EU cost norms.

5. DELIVERABLES

No.	Work	Deliverables	Milestones
1	Preparation prior to the Camp	A detailed work-plan outline include approaches for data collection, role division in reporting co-writing with all youth	August 1, 2022
		Provide inputs to the joint facilitation during the Camp	August 1, 2022
2	Initial draft of the Special Report throughout the Camp with technical oversight of UNDP experts	1 st draft of the Special Report accepted by UNDP	August 17 th – 31 st , 2022
3	Final of the report, including review by key partners and Youth participating to the Climate Camp (max 20 pages) and Youth Statement (max 2 pages)	Final draft of the report Youth Statement (in English and Vietnamese)	September 25 ^h , 2022
4	Promote the Youth Special Report with UNDP and MONRE-DCC in at least 03 events	Presentations of key findings of Youth Report	October - December 2022

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The National Consultant shall report to the UNDP Programme Officer on Climate Change and will work closely with 01 assigned UNDP Officer on Climate Change and Circular Economy in the Climate Change and Environment Unit for regular technical supervision and inputs during the report. The Consultant is expected to work closely with the Facilitators and UNDP experts and MONRE Department of Climate Change Officer for technical reviews and guidance on selected topics.

7. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Administrative support will be provided by UNDP and DCC if needed. Copies of relevant documents and templates will be made available to the consultants upon commencement of the assignment.

8. DEGREE OF EXPERTISE AND QUALIFICATIONS

- Minimum Bachelor's degree or higher in Environment, Natural Resources, Climate Change, Public Policy or related field
- A minimum of 3 years' experience in climate change, international development, public policies etc.
- Proven track record in academic report writing
- Excellent writing skills in English
- Previous experience and knowledge of National governments, UN agencies, development organizations or international NGOs an advantage

*** Language Requirement:** Fluency in **English and Vietnamese** are required with two examples of a similar report in English

9. PAYMENT TERM

No.	Installment	Deliverables	Milestones
1	First payment of 40% of contract value	Completion of Deliverables 1 and 2 with acceptance by UNDP	August 2022
2	Second/final payment of 60% of the contract value	Completion of Deliverables 3 and 4 with acceptance by UNDP	December 2022

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE PARTIAL INTERMITTENT FULL-TIME

11. EVALUATION CRITERIA

Qualifications	Points
▪ Minimum bachelor's degree or higher in Environment, Natural Resources, Climate Change, Public Policy or related field	250
▪ A minimum of 3 years' experience in climate change, international development, public policies etc.	200

▪ Proven track record in academic report writing	200
▪ Excellent writing skills in English providing two writing report samples in English	200
▪ Previous experience with National government, UN agencies, development organizations or international NGOS	150

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;

D) 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.

