



25 July 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 support the development of the Marketplace under the Viet Nam Circular Economy Hub
Period of assignment/services (if applicable):	June 2022 – December 2022
Duty Station:	Home based and 01 consultation workshop in Ha Noi
Tender reference:	T220703

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

11.00 hrs., 26 July 2022 (Hanoi time)

With subject line:

T220703A – National Consultant 1 to support the development of the Marketplace under the Viet Nam Circular Economy Hub

T220703B – National Consultant 2 to support the development of the Marketplace under the Viet Nam Circular Economy Hub

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:

- Signed Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- 01 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:

No	Qualification	Points
Consultant 1		
1	Master's degree in business administration, environmental management, environmental sciences or related fields.	200
2	At least 5 years of experience working with businesses on topics such as waste management, trade of secondary material	250
3	Proven connection/network to industrial association, VCCI	200
4	Have experience in cooperation with international agencies such as the UN, government programs or other international development organizations, especially previously with UNDP	100
5	Proven track records on similar assignments in natural resources and environmental protection consulting, circular economy, communication activities and training	200
6	Good in English writing (One report submitted for review)	50
	Total	1000
Consultant 2		
1	Master's degree in business administration, trade	200
2	At least 5 years of experience working with businesses on topics such as: digitalization of operations, adoption of sustainable practices, innovation	250
3	Proven connection/network to ministries and sectors and local provinces	200
4	Have experience in cooperation with international agencies such as the UN, government programs or other international development organizations, especially on innovation or previously with UNDP	100
5	Proven track records on similar assignments in natural resources and environmental protection consulting, circular economy, communication activities and training	200
6	Good in English writing (One report submitted for review)	50
	Total	1000

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

National Consultants

Name of service:	02 national consultants to support the development of the Marketplace under the Viet Nam Circular Economy Hub		
Project:	New and replicable models developed for systems transformation and used across all SDGs-related work (UNDP BRH)		
Reporting to:	Project Analyst of Chemicals/ Waste		
Duty Station:	Ha Noi Viet Nam		
Duration of Assignment:	From July 2022 to December 2022		
Start Date:	Upon the contract signing	End Date:	December 2022

I. BACKGROUND

UNDP's mission is to support Viet Nam's transformation to a sustainable and circular growth model where current and future generations of the country unite to contribute and benefit from its economic, social and natural advancement. UNDP seeks to expand the existing coalition and expertise to accelerate optimised resources management for sustained human development and economic growth and reduction of negative impacts on the environment, thus enabling Viet Nam to become a green and resilient country and achieve the Sustainable Development Goals by 2030.

The current linear economy is based on the principles of "exploitation, use and disposal" and this economic model increasingly clearly shows the real threat to human health, the environment, and natural ecosystems. To meet this need, countries around the world have been moving towards a Circular Economy (CE) with the application of relevant principles in policy frameworks, the development of financial incentives and the expansion of investment in research and development.

Circular economy is a restorative and renewable economic model based on the design and maximization of resource efficiency. CE is aimed at keeping materials, components and products used in the economy for as long as possible, aiming to properly manage and restore natural resources, while addressing several ongoing challenges of pollution and loss of biodiversity. Implementing the transition to a circular economy will contribute to sustainable development in Viet Nam and meet climate commitments while bringing the country into a period of green and inclusive economic recovery.

The country has integrated its definition of Circular Economy in the draft Socio-Economic Development Strategy (2021-2030) and the Revised Law on Environmental Protection (LEP) 2020, which marks a cornerstone in the inclusion of CE principles in policy frameworks. The LEP defined the Circular Economy as “an economic model in which design, production, consumption and service activities aim to reduce raw material extraction, extend the product life cycle, reduce generated waste and minimise negative impacts on the environment.” Following its adoption, the “super” LEP Implementation,

UNDP has been providing technical advisory services to MONRE/ ISPONRE to formulate the criteria, roadmap and incentives mechanisms. MONRE intends to develop a national action plan for CE, that would include priority sectors, indicators and targets for CE adoption in line with sector development plan and socioeconomic development plan in next 5 years and 10 years. UNDP is also working with MPI on the formulation of its CE Master Plan as strategic instruments to promote the CE principles in focus areas such as the agricultural, construction, or plastic sectors.

Launched in October 2021, jointly with the Ministry of Natural Resources and Environment (MONRE), the Viet Nam Circular Economy Hub aims to raise awareness and build the capacity of all stakeholders, including public authorities, businesses, civil society, academia, in adopting the CE principles, creating synergies, and integrating financial and technical resources to support the transition towards a low-carbon and circular Viet Nam. Designed a public-private partnership, it has three main objectives: enhance dialogue, generate know-how, and mobilise collective action towards the transition to Circular Economy in Viet Nam.

The CE Hub consists of an electronic portal (in Vietnamese and English) along with training activities, seminars, and events to enhance dialogue, build methods and mobilize overall actions towards the CE transition.

II. OBJECTIVE

The overall objective of this assignment is to formulate and design a marketplace for secondary material under Component 4 “Business Forum” of the CE Hub.

III. SCOPE OF WORK

The online marketplace will act as an online matchmaking marketplace for secondary material resource exchange (e.g. agricultural by-products, waste residues, recyclable plastics, metals...). It aims to:

- Connect businesses in Viet Nam, and facilitate business-to-business collaborations in resource exchange (e.g. solution to the waste disposal by generating revenue from excess resources that would end up in landfill).
- Support the businesses in registration for material resource exchange in Viet Nam by providing consultancy, as well as assisting in related administration procedures.
- Promote industrial symbiosis in local industrial parks and disseminate learnings.

As such, the consultants are expected to deliver the following tasks:

Consultant 1: 20 days

- Prepare a 10-15 page report that analyses the status of secondary material resources and marketplaces in Viet Nam. The contractor is expected to collect primary and secondary information, conduct consultations (e.g: interviews, questionnaires) with relevant stakeholders such as policymakers, VCCI, industrial associations, private sectors and key businesses for review and analysis of secondary raw materials in Viet Nam. The analysis should include the following information:
 - Demand for the secondary materials as feedstocks for production
 - Current practice on exchange of materials in key sectors such as agriculture, plastic, pulp & paper, textiles, construction etc.
 - Description of how these materials have been trading, i.e. which platform and communication method for buyers and sellers can connect to each other; analysis of bottlenecks/ opportunities
 - The need for having an online platform/market place

- Present at a consultation workshop with the main business associations, social business, business organisations, consulting Consultantss, etc to collect feedback, get their views, and refine these into concrete proposals to further improve the marketplace. The consultation workshop will be organized by UNDP, half-day workshop in Ha Noi.

Consultant 2: 20 days

- Produce a 10-15 page report that conceptualizes the marketplace for the Viet Nam Circular Economy Hub. The report should include the following information:
 - Business analysis and SWOT mapping of existing marketplaces operating in Viet Nam (including opportunities for replication/scale-target)
 - Key audience and sectors
 - Payment tools
 - Desired functionalities of the Marketplace under Component 4 of the Viet Nam CE Hub at the website: www.vietnamcirculareconomy.vn
 - workplan, long-term structure, sustainability strategy,
 - communication activities, partnerships and engagement, proposed layouts
- Present at a consultation workshop with the main business associations, social business, business organisations, consulting Consultantss, etc to collect feedback, get their views, and refine these into concrete proposals to further improve the marketplace. The consultation workshop will be organized by UNDP, half-day workshop in Ha Noi.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverables	Target due date
1	Report that analyses the status of secondary material resources and marketplace in Viet Nam	30 September 2022
2	Final report that conceptualizes the marketplace for the Viet Nam Circular Economy Hub. Presentation at the consultation workshop	15 December 2022

All reports shall be submitted in both languages, English and Vietnamese.

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

Estimated number of working days: 40 days, in which:

- National consultant 1: 20 days
- National consultant 2: 20 days

Duty station: Home based and 01 consultation workshop in Ha Noi.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The National Consultants will perform tasks as required under the direct supervision of the Programme Analyst on Chemicals and Waste (UNDP Viet Nam). The National Consultants will report on a monthly basis to UNDP on the progress of the work.

After signing the contract, the National Consultants will develop a detailed work plan which must be agreed upon by UNDP and related stakeholders.

VII. QUALIFICATION OF SUCCESSFUL NATIONAL CONSULTANTS

- Master's degree in business administration, environmental management, environmental sciences or related fields.

- At least 5 years of experience working with businesses on topics such as: digitalization of operations, adoption of sustainable practices, innovation
- Strong connection/network to ministries and sectors and local provinces, business association, VCCI
- Have experience in cooperation with international agencies such as the UN, government programs or other international development organizations, especially on innovation or previously with UNDP
- Proven track records on similar assignments in natural resources and environmental protection consulting, circular economy, communication activities and trainings
- Fluency in English

VIII. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
1	<ul style="list-style-type: none"> Report that analyses the status of secondary material resources and marketplace in Viet Nam 	30 September 2022	40%
2	<ul style="list-style-type: none"> PPT presentation and presentation at the consultation workshop Final report that conceptualizes the marketplace for the Viet Nam Circular Economy Hub. 	15 December 2022	60%

IX. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

The selected Consultants will perform tasks as required under the direct supervision of the UNDP Programme Analyst. After the signing of the contract, the selected Consultant and UNDP will agree on the mechanism and actual timeline of the reporting requirement.

X. EVALUATION CRITERIA

No	Qualification	Points
Consultant 1		
1	Master's degree in business administration, environmental management, environmental sciences or related fields.	200
2	At least 5 years of experience working with businesses on topics such as waste management, trade of secondary material	250
3	Proven connection/network to industrial association, VCCI	200
4	Have experience in cooperation with international agencies such as the UN, government programs or other international development organizations, especially previously with UNDP	100
5	Proven track records on similar assignments in natural resources and environmental protection consulting, circular economy, communication activities and training	200
6	Good in English writing (One report submitted for review)	50
	Total	1000
Consultant 2		
1	Master's degree in business administration, trade	200
2	At least 5 years of experience working with businesses on topics such as: digitalization of operations, adoption of sustainable practices, innovation	250
3	Proven connection/network to ministries and sectors and local provinces	200

4	Have experience in cooperation with international agencies such as the UN, government programs or other international development organizations, especially on innovation or previously with UNDP	100
5	Proven track records on similar assignments in natural resources and environmental protection consulting, circular economy, communication activities and training	200
6	Good in English writing (One report submitted for review)	50
	Total	1000

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 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).

No.	Description	Quantity	Unit Rate	Total
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)			
	Total			

* 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).