



30 September 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant and 01 National Consultant to map existing governance frameworks and mechanisms related to the Just Energy Transition in Viet Nam, and to map international experience and good practices related to governance of the energy transition.
Period of assignment/services (if applicable):	5 months starting from October 2022 (estimated 29 working days for the IC & 57 working days for the NC)
Duty Station	Hanoi, home-based and travel to selected sites
Tender reference:	3-220901

2. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
13 October 2022 (Hanoi time)

With subject line:

3-220901-I International Consultant to map existing governance frameworks and mechanisms

3-220901-N National Consultants to map existing governance frameworks and mechanisms

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

Notes:

- 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 **35 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.

4. Submission email **should indicate the tender's reference number with subject line as per instructed**. 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 follow the instructions nor send notification email to above address.
5. Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

3. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (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)

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

4. Technical component:

1. Curriculum vitae with copies of required certifications
2. Signed Letter to UNDP Confirming Interest and Availability (Annex IV) that clearly states which position you are applying for
3. **Required supporting documents as per indicated in the Evaluation criteria (Section 4 below)**

5. Financial proposal (with your signature):

4. The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and tax, insurance etc. – see format of financial offer in Annex V.
5. 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.
6. If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

5. Evaluation

The technical component will be evaluated using the following criteria:

International Consultant		
No	Criteria	Score
1	Post graduate degree in a field relevant to the assignment, such as political science, international development, public administration, energy science, policy analysis or governance	200
2	Proven recent experience in research, consultancy and policy advise, or similar services related to governance in the energy or climate sector	300

3	Proven experience providing similar services to Government or international development organizations	200
4	Proven experience of leading and working in a team with other experts and supporting team deliverables	150
5	Demonstrated communication skills and command over writing professional reports/project documents in English	150
	Total	1,000

National Consultant		
No	Criteria	Score
1	Post graduate degree in a field relevant to the assignment, such as political science, energy science, international development, public administration, or governance	200
2	Proven recent experience in research, consultancy and policy advise, or similar services, related to governance in the energy or climate sector of Viet Nam. Experience of a cross-sectoral approach to energy governance or energy transitions is preferable	300
3	Proven experience providing similar services to Government or international development organizations	200
4	Proven experience in working both independently and in a team with other experts and supporting team deliverables	100
5	Demonstrated communication skills and command over writing professional reports/project documents in English	200
	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:

7. International consultant whose work involves travel is required to complete the BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link: <https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

8. Full medical examination and Statement of Fitness to work for consultants *from and above 62 years of age and involve travel*. (This is not a requirement for RLA contracts).
9. Release letter in case the selected consultant is government official.

1. 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.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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

TERMS OF REFERENCE

Name of service:	One international and one national consultant to map existing governance frameworks and mechanisms related to the Just Energy Transition in Viet Nam, and to map international experience and good practices related to governance of the energy transition.		
Reporting to:	UNDP Head of Governance and Participation Unit		
Duty Station:	Hanoi and Home based	Travel Required:	Travel to selected sites
Duration of Assignment:	5 months		
Start Date:	Upon the contract signing (10.2022)	End Date:	28.02.2023

I. BACKGROUND & PROJECT DESCRIPTION

Mitigating climate change and reaching the global target of the Paris Agreement to limit global warming to preferably a maximum of 1.5 degrees¹ requires significant efforts across the globe, including in Viet Nam. As one of the countries most affected by climate change, Viet Nam has seen an increase in extreme weather, land erosions and slides, and rising sea levels, impacting particularly the poor, women, children, and ethnic minorities. In a recent study, the World Bank estimate that total economic losses associated with climate change could reach 12-14.5 percent of GDP per year by 2050. The energy supply sector is currently the largest single contributor to the emission of global greenhouse gas (GHG), responsible for about 35 percent of total emissions worldwide. Decarbonization of the energy sector therefore plays a crucial role in mitigating climate change, ensuring that the impacts on people in Viet Nam do not worsen in the future. It is also critical for achieving net-zero emissions by 2050, as pledged by Viet Nam at the UNFCCC's 26th Conference of Parties (COP26).

¹ https://unfccc.int/sites/default/files/english_paris_agreement.pdf

One key aspect of the energy transition, and a vital component for Viet Nam to achieve net-zero emissions, is the decommissioning and re-purposing of coal-thermal powerplants. Producing a fifth of global GHG emissions, these plants are currently the single biggest source of emissions, serving as an ideal starting point for decarbonizing the energy sector. However, decommissioning and re-purposing coal-thermal power plants is a complex element of the energy transition, with significant implications for workers and communities of and near the power plants. It may have adverse impacts for those relying on the plants for their livelihood and access to affordable energy. At the same time, it is likely to bring enormous benefit to the country, including opportunities to improve local environment, mitigate the impacts of climate change and attract new jobs and economic activity through the shift towards an increased use of renewable energy sources.

Achieving a socially just transition of the energy sector is therefore closely intertwined with the realization of climate and energy justice and human rights. This emphasizes the equitable sharing of benefits and burdens of the energy transition, inclusive decision-making processes, and identifying the injustices that occur within energy systems and how they can be eliminated. The global dimension emphasizes the disproportionate effect of climate change on poor and marginalized communities, many of which are in developing countries with lower carbon emissions than industrialised countries.

[A 'Just' Energy Transition therefore must embed the principles of justice, fairness and social equity.](#)

This is vital to fully acknowledge the rights and needs of those most affected by transition measures, ensuring that adverse material, economic, social, and environmental impact is mitigated or compensated. Particularly, it must consider those likely to be disproportionately affected by the transition, as existing vulnerabilities due to demographic and socio-economic differences are likely to be exacerbated by shifts in the energy sector. Furthermore, sound and citizen-centred governance plays a key role in ensuring a just transition. This is done by ensuring participation, accountability, transparency, non-discrimination, empowerment, legality, and equal access to services and opportunities for all groups impacted, including access to redress and compensation mechanisms, as an essential part of steering the transition in a fair and inclusive manner.

Against this background, it is necessary to map existing multi-level governance frameworks, mechanisms and efforts related to the energy transition in Viet Nam. This includes the National Power Development Plan for 2021-2030 (PDP8), the updated Nationally Determined Contribution (NDC) to the Paris Agreement, Resolution on Orientations of National Energy Development to 2030, Development Strategy of Renewable Energy by 2030, National Strategy on Climate Change for 2050, National Green Growth Strategy for 2021-2030, National Energy Efficiency Programme for 2019-2030, Law on Electricity, and Law on Environmental Protection. Some of the above-mentioned policies have yet to be issued, and others are currently under revision. Mapping existing multi-level governance frameworks, including institutional structure, relevant policies, and how those policies are coordinated, will make it possible to identify gaps and opportunities for improvement of the existing governance structure to ensure an effective, transparent, accountable, and participatory transition. Authors such as Mariana Mazzucato have advocated that a mission-oriented approach to the energy transition will be instrumental to generate cross-sectoral transformation and innovation that benefits the economy and the society at large. The transition, to be effective, requires long-term concerted actions from the public and private sector at all levels.

Further, mapping international good practices related to the multi-level governance elements of energy transitions is vital to learn from international experience, lessons, and good examples on ensuring an effective, transparent, evidence-based, accountable, and participatory transition. This should include a mapping of good practices related to governance frameworks, measures, and mechanisms that relate to both the beneficial and adverse impacts on those most affected and vulnerable to the transition, including workers, businesses, the poor and near-poor, local communities,

and vulnerable groups, including those living near coal-thermal power plants and their landfills or relying on those plants for their livelihood, ensuring that no one is left behind.

UNDP is looking for a team of consultants to assess the existing frameworks, mechanisms and efforts related to the governance elements of the Just Energy Transition, to map international good practices of governance in energy transitions, and to propose a sound governance structure and identify gaps and opportunities for interventions by policymakers and development partners.

The consultant team should consist of:

1. One International consultant with expertise and experience in energy governance, preferably from Viet Nam or similar country contexts, and knowledge on international good practices for governance of the energy sector, including related to just energy transitions.
2. One National consultant with extensive knowledge and experience of existing regulatory frameworks, mechanisms, institutional structure, and coordination measures of governance in the energy sector in Viet Nam, including those related to the Just Energy Transition, preferably with a demonstrated understanding of a mission-oriented approach to generate cross-sectoral transformation.

II. OBJECTIVES

The overall objectives are:

- *To map existing national governance frameworks for a Just Energy Transition, particularly related to the closing/repurposing of coal-thermal power plants, including legal and policy frameworks, stakeholders' landscape along with their interests/influence, multi-level governance arrangements and provide a gap analysis to ensure an effective, transparent, evidence-based, accountable, and participatory transition.*
- *To map international experience and good practices related to the governance of the energy transition, at local, provincial, and national levels in country contexts similar to Viet Nam. This includes governance frameworks, measures, and mechanisms, in particular those that relate to the closing/repurposing of coal-thermal power plants, and the impact on the most affected and vulnerable groups, to identify good examples and recommendations for improved governance of the transition.*
- *To make concrete recommendations for effective, transparent, evidence-based, accountable, and participatory policymaking and programmatic interventions related to the governance of the transition, for policymakers and development partners.*

This shall include a literature review and mapping of existing legal and regulatory frameworks, mechanisms, and efforts related to the governance elements of the Just Energy Transition in Viet Nam, particularly related to the closing-repurposing of coal-thermal power plants. The mapping should apply a mission-oriented approach, to identify gaps, opportunities, and strategic entry-points for interventions by policymakers and development partners in ensuring a sound, effective and transparent governance of the transition.

It shall include a mapping international experience and good practices related to the governance of the energy transition and energy sector restructuring, from the local, provincial, and national levels in country contexts similar to Viet Nam. The mapping shall include governance frameworks, measures, and mechanisms that ensure an effective, transparent, evidence-based, accountable, and participatory transition, including particularly measures that relate to the closing/repurposing of coal-thermal power plants and the impacts on those most affected and vulnerable to the transition. Additionally, the

mapping will identify opportunities and recommendations for improved multi-level governance in the energy transition in Viet Nam.

III. SCOPE OF WORK

The consultancy is expected to be delivered jointly by the international consultant and national consultant. Each consultant will have the main responsibility for specific aspects of planning, organization, and finalization of the tasks and related deliverables as specified below.

The international consultant and national consultant are required to work in close dialogue and coordination with the team of experts of UNDP undertaking a broader assessment of scenarios for shifting coal-thermal power generation to net zero greenhouse gas (GHG) emissions by 2050. The broader assessment, conducted in parallel with this consultancy, will provide highly relevant analysis related to the closing/repurposing of coal-thermal power plants, key to inform and influence the design of the proposed activities.

1. Main tasks

The main tasks to be implemented jointly by the international and national consultant are as follows:

Deliverable 1

1. Conduct a literature review and mapping of existing legal and regulatory frameworks and governance mechanisms at all levels of the Just Energy Transition, in particular related to the closing/repurposing of coal-thermal power plants, and identify gaps and opportunities for interventions by policymakers and development partners, applying a mission-oriented approach to the transition.
 - 1.1. Detailed workplan and outline for the consultants' joint work under Phase 1, prepared in dialogue with UNDP and the team of experts undertaking a broader assessment of scenarios for shifting coal-thermal power generation to net zero emissions by 2050.
 - 1.2. Literature review of current legal and regulatory governance frameworks, mechanisms and efforts at central, provincial and local levels. This shall include, but not be limited to, the National Power Development Plan for 2021-2030, with a vision towards 2045 (PDP8), the updated Nationally Determined Contribution (NDC) to the Paris Agreement, Resolution No. 55-NQ/TW on the orientation of the National Energy Development Strategy to 2030, Decision No. 2068/QĐ-TTg on a Development Strategy of Renewable Energy by 2030, Decision 896/QĐ-TTg on a National Strategy on Climate Change for 2050, Decision 1658/QĐ-TTg on a National Green Growth Strategy for 2021-2030, Decision 280/QĐ-TTg on a National Energy Efficiency Programme for 2019-2030, Law on Electricity, Law on Environmental Protection, and other relevant regulations and measures, including digital governance tools or measures. The review should include the institutional setting under which these efforts have been developed and how they are coordinated and implemented.
 - 1.3. Mapping of key stakeholders and their roles, functions, interest and incentives to effectively deliver a Just Energy Transition, in particular related to the closing/repurposing of coal-thermal power plants. This should include arranging at least two consultations with the most relevant stakeholders, including community level consultations with participation of those most affected or vulnerable to proposed transition measures.
 - 1.4. Under the guidance of UNDP expert team, conduct an in-depth analysis of existing governance frameworks, mechanisms, and efforts to identify gaps, challenges and opportunities to support effective, just and transparent governance of the energy transition

in Viet Nam, focused on the closing/repurposing of coal-thermal power plants. This should include a rapid analysis of the governance coordination mechanisms needed to address the governance issues and challenges identified throughout the project.

- 1.5. Identifying digital tools and practices (and their value proposition, e.g., transparency, accountability, participation, etc.) that have been used or are currently being used as part of the governance framework for the energy transition, including an analysis of challenges or opportunities to expand the use of digital governance tools and practices.
- 1.6. Conduct two rounds of consultation and validation meetings with UNDP, experts, and key stakeholders in connection with the delivery of a first and second draft report, incorporating relevant feedback and comments into the finalized report.
- 1.7. This will be documented as a stand-alone report, written jointly by the two consultants, and finalized under the main responsibility of the international consultant.

Deliverable 2

2. Conduct a mapping of international good practices related to the governance of energy transitions or energy sector restructuring, to identify good examples and recommendations for improved governance of the energy transition in Viet Nam, in particular related to the shift away from coal-thermal power.
 - 2.1. General mapping of international experience and good practices related to the governance of energy transitions or energy sector restructuring. In particular, this should include experience and good practices at the local, provincial, and national levels, particularly from country contexts similar to Viet Nam.
 - 2.2. In-depth analysis of good practices related to the governance elements related particularly to the closing of coal-thermal power plants, and the related governance measures for equitable sharing, mitigation, and compensation of the beneficial and adverse impacts on the most affected and vulnerable groups, including workers, businesses, the poor and near-poor, local communities, and vulnerable groups, including those living near coal-thermal power plants and their landfills or relying on those plants for their livelihood.
 - 2.3. Identify concrete examples and recommendations for policy and programmatic interventions and strategic entry-points for policymakers and development partners, including on the local, provincial, and national levels, to improve legal and policy frameworks, measures, coordination mechanisms, and other efforts to support effective, just, and transparent governance of the energy transition in Viet Nam, based on international commitments, obligations and best practices.
 - 2.4. This will be documented as a stand-alone report, written jointly by the two consultants, finalized under the main responsibility of the international consultant.

Deliverable 3

3. Disseminate findings and present a future roadmap in a consultation workshop with key stakeholders, development partners and experts, and finalize deliverables 1 and 2 considering feedback received.
 - 3.1. Produce dissemination materials, including PowerPoint presentations, summarizing the main findings of deliverables 1 and 2, and a roadmap with concrete policy and programmatic interventions for policymakers and development partners to support an ensure effective, transparent, evidence-based, accountable, and participatory governance of the energy transition.

- 3.2. Participate in a half-day consultation workshop with key stakeholders, experts, and development partners. Present the main findings of deliverables 1 and 2, using the material set out in point 3.1 and the roadmap as set out in 3.2. If necessary, the workshop shall include the possibility for online participation.
- 3.3. Finalize deliverables 1 and 2, considering feedback and input delivered by relevant stakeholders, experts, and development partners during the consultation workshop.

2. Specific tasks per consultant

The International Consultant and National Consultant are jointly responsible for the above main tasks and reporting. Each consultant will be responsible for the following specific tasks:

International Consultant

- **Responsible** for overall management of the assignment, ensuring coherence of approach and methodology, and adequacy to the needs, the objectives of the assignment and delivering timely quality outputs and deliverables (*supported by the National Consultant*).
- **Lead** on designing the workplans and outlines for Deliverables 1 and 2 of the consultants' joint work (*supported by the National Consultant*).
- Design the analytical and normative frameworks for the two main products of the consultancy in consultation with UNDP and other experts, and guidance of the two consultants' coherent application of those frameworks (*main contributor with input from the National Consultant*).
- **Lead** the mapping of international good practices related to the governance elements of the energy transition, particularly in contexts similar to Viet Nam, including an in-depth analysis of governance elements related to the closing/repurposing of coal-thermal power plants, and the distribution and sharing of beneficial and adverse impacts, particularly related to the most affected and vulnerable groups (*with support from the National Consultant*).
- **Jointly responsible** to identify policy and programmatic interventions, and strategic entry-points for policymakers and development partners, including recommendations based on international commitments, obligations and best practices (*in close dialogue with the National Consultant*).
- **Lead** on organising monthly progress meetings with the UNDP, including GPU and CCEU, in consultation with the UNDP team of experts undertaking a broader assessment of shifting coal-thermal power generation to net zero GHG emissions by 2050 (*supported by National Consultant*).
- **Jointly responsible** for authoring deliverables 1 and 2, producing dissemination materials and presenting the main findings under deliverable 3 (*in close dialogue and collaboration with the National Consultant*).
- **Jointly responsible** for conducting consultation and validation meetings with UNDP, experts and key stakeholders, in connection with the delivery of the draft report of each product, and for incorporating relevant feedback into the finalized reports (*in close dialogue and collaboration with the National Consultant*).
- **Responsible** for the final delivery of two stand-alone reports, written jointly by the International and National Consultant (*final delivery to be supported by the National Consultant*).

National Consultant

- **Support** the overall management of the assignment, including formulating workplans and outlines for Deliverables 1 and 2 of the consultants' joint work and delivering timely quality outputs and deliverables (*under the lead of the International Consultant*).
- **Support** the design and coherent application of the methodological, analytical and normative frameworks designed under the lead of the International Consultant.
- Mapping of key stakeholders and their functions to effectively deliver a Just Energy Transition in Viet Nam, in consultation with UNDP expert team (*main contributor under guidance of the International Consultant*).
- Literature review and mapping of current multi-level governance frameworks, mechanisms and efforts related to the governance of the energy transition. The scope of review shall be decided in consultation with UNDP expert team (*main contributor with input of the International Consultant*).
- In-depth analysis of existing governance frameworks and mechanisms to identify gaps, challenges and opportunities to support an effective, transparent, evidence-based, accountable, and participatory transition, in dialogue with UNDP expert team (*main contributor with input of the International Consultant*).
- **Responsible** for collecting all necessary data at the local, provincial, and national levels, including all necessary interview arrangements (*in dialogue with International Consultant*).
- **Responsible** for engaging with stakeholders at local and central levels, including organising consultation workshops at the community and national levels (*in dialogue with International Consultant*).
- **Jointly responsible** to identify policy and programmatic interventions, and strategic entry-points for policymakers and development partners. Including recommendations on national and local levels based on best practices, gaps and opportunities in current regulatory frameworks and mechanisms (*in close dialogue and collaboration with the International Consultant*).
- **Support** in organising monthly progress meetings with the UNDP, including GPU and CCEU teams, in consultation with UNDP team of experts undertaking a broader assessment of shifting coal-thermal power generation to net zero emissions by 2050 (*under the lead of the International Consultant*).
- **Jointly responsible** for authoring deliverables 1 and 2, producing dissemination materials and presenting the main findings under deliverable 3 (*in close dialogue and collaboration with the National Consultant*).
- **Jointly responsible** for conducting consultation and validation meetings with UNDP, experts and key stakeholders, in connection with the delivery of a first and second draft report, and **lead** on incorporating relevant feedback into the finalized reports (*in close dialogue and collaboration with the International Consultant*).
- **Support** in the final delivery of two stand-alone reports, written jointly by the International and National Consultant (*final delivery under the main responsibility of the National Consultant*).

IV. SCOPE OF WORK & IMPLEMENTATION TIMELINE

No.	Description	Deliverables	Number of days (IC)	Number of days (NC)	Target due date
1	Mapping and literature review of existing governance frameworks	1.1 Detailed workplan and outline for Deliverable 1	2	2	10.10.2022
		1.2 First draft of Mapping and literature review of existing governance frameworks	5	30	10.11.2022
		1.3 Second draft of Mapping and literature review of existing governance frameworks	2	10	30.11.2022
2	Mapping of international experience and good practices	2.1 Detailed workplan and outline for Deliverable 2	2	2	15.12.2023
		2.2 First draft of Mapping of international experience and good practices	7	5	15.01.2023
		2.3 Second draft of Mapping of international experience and good practices	2	2	31.01.2023
3	Disseminate findings in consultation workshop and finalize deliverables 1 and 2	3.1 Dissemination materials summarizing the main findings of deliverables 1 and 2	3	3	15.02.2023
		3.2 Participation in a half-day consultation workshop and presentation of main findings	1	1	28.02.2023
		3.3 Finalized versions of deliverables 1 and 2, considering feedback and input received during consultation workshop	5	2	28.02.2023
Total number of days			29	57	

The workplan and outlines for deliverables 1 and 2 will include a revision of these target dates and detailing of the timing of tasks that would match expectations of UNDP in dialogue with key partners. This must include plans and timing of the formulation of draft deliverables, reviewed by UNDP and key stakeholders, and timing of the final deliverables as tentatively indicated in the above table.

All deliverables will be in English in their draft and final versions.

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

Duration: October 2022 – February 2023

1. International consultant: 29 days
2. National consultant: 57 days

Duty station: Home based

Expected places of travel: National Consultant is expected to travel for a total of 3 days to tentatively 2 sites to conduct community level stakeholder consultation and validation meetings. The sites will be identified and selected following the initial mapping and analysis of key stakeholders and governance frameworks, as well as the broader assessment of scenarios for shifting coal-thermal power generation to net zero GHG by 2050 undertaken by UNDP expert team in parallel to this consultancy, tentatively to Hai Duong, Pha Lai, and/or Ninh Binh.

International Consultant and National Consultant are expected to travel to Hanoi for 1 day to participate in a final dissemination and consultation workshop with key stakeholders, experts, and development partners. The International Consultant to participate online if necessary.

All travel costs, complying with UN-EU cost norms, to be included in financial offer.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The assignment will be supervised by UNDP, specifically by the Head of Governance and Participation Unit (GPU) and relevant Project Officers in the GPU.

The consultants will routinely report to the UNDP on progress through monthly meetings with the UNDP Team, including the GPU and Climate Change and Environment Unit (CCEU). The consultants will provide concise information about implemented activities and adjustments to the work plan, as well as consult and coordinate with the work of the CCEU team of experts that are undertaking a broader assessment of scenarios for shifting coal-thermal power generation to net zero GHG emissions by 2050.

UNDP will review all deliverables and must approve them before any payment.

VII. ADMINISTRATIVE SUPPORT

UNDP will provide some administrative support to the Consultants throughout the assignment.

UNDP will support the Consultants in arranging initial joint meetings.

Reference Documents

UNDP will provide background information to the Consultants, including relevant documents and reports.

VIII. DEGREE OF EXPERTISE & QUALIFICATIONS

	International consultant
Qualifications	<ul style="list-style-type: none"> • Advanced degree in a field relevant to the assignment, such as political science, international development, public administration, policy analysis, governance, energy science, or a related field • At least 7 years of experience in providing similar services related to governance in the energy or climate sector, including relevant experience in research, consultancy and policy advise
Relevant Professional	<ul style="list-style-type: none"> • Substantial knowledge of international experience and good practices related to governance of the energy sector, energy transitions or energy

Experience	sector restructuring <ul style="list-style-type: none"> Experience providing similar services to international development organizations. Experience in country contexts similar to Viet Nam will be an advantage
Other Competencies	<ul style="list-style-type: none"> Experience in leading and working in a team to produce a joint outcome
Language Requirements	<ul style="list-style-type: none"> Fluency in English communication with 1 independently written sample provided on topic related to the scope of work Knowledge of Vietnamese is an advantage

	National consultant
Qualifications	<ul style="list-style-type: none"> Advanced degree in a field relevant for the assignment, such as political science, international development, public administration, governance, energy science, or a related field At least 3-5 years of experience in providing similar services related to governance in the energy or climate sector, including relevant experience in research, consultancy and policy advise
Relevant Professional Experience	<ul style="list-style-type: none"> Substantial knowledge of existing legal and regulatory frameworks, mechanisms and efforts related to the governance of the energy sector in Viet Nam, preferably related to energy sector restructuring or energy transition efforts Experience providing similar services to Government or international development organizations
Other Competencies	<ul style="list-style-type: none"> Experience working in a team to produce a joint outcome
Language Requirements	<ul style="list-style-type: none"> Excellent working proficiency in English with 1 independently written sample provided on topic related to the scope of work

IX. PAYMENT TERMS

The payment schedule will be divided into 5 payments upon submission and UNDP approval of the following deliverables as indicated in section IV:

No.	Deliverables	Due Date	Payment Amount	Payment Period
1	Upon UNDP's satisfaction with Mapping and literature review of existing governance frameworks (Draft 1)	10 November 2022	20%	Q4/2022

2	Upon UNDP's satisfaction with Mapping and literature review of existing governance frameworks (Draft 2)	30 November 2022	20%	
3	Upon UNDP's satisfaction with Mapping of international good practices (Draft 1)	15 January 2023	20%	Q1/2023
4	Upon UNDP's satisfaction with Mapping of international good practices (Draft 2)	31 January 2023	20%	
5	Upon UNDP's satisfaction with participation in consultation workshop, and finalized and validated versions of deliverables 1 and 2	28 February 2023	20%	Q1/2023

X. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

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:

4. 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]*;
5. I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
6. 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;
7. 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]*;
8. 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.
9. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
10. 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;
11. This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
12. 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]*;
13. 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:

14. 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

15. 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.

16. ***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.

17. 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.

3. 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

4. Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address & Email Address	Business or Occupation

7. 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) or **USD** (for International Consultant)

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 (USD or VND)	Total (USD or VND)
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). *			
2.5	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).