



02 November 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 Junior Consultant to Support the Climate Change and Environment Unit at UNDP Viet Nam
Period of assignment/services:	24 November 2022 - 23 November 2023 (260 working days)
Duty Station:	Ha Noi with possible travel to project provinces
Tender reference:	N-221101

1. Submissions should be sent by email to: bid.submission.vn@undp.org
no later than:

23.59 hrs., Thursday 17 November 2022 (Hanoi time)

With subject line:

N-221101– International Junior Consultant to Support the Climate Change and Environment Unit at UNDP 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 Terms and 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
- Two writing samples in English on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in USD 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.	Consultant's experience/qualification related to the services	
1	Master's degree in Environmental Sciences, Climate Change, International Development or related field.	200
2	Minimum 1 year of working experience providing support to projects and/or organizations on climate change, low-carbon development, disaster risk management, climate change adaptation and resilience. Experience with UNDP is an asset.	150 50
3	Proven experience in conducting research, contributing to policy advocacy, communications related to topics on climate change and environment, and experience in climate data analysis and modeling.	300
4	Demonstrated substantial knowledge of climate change and resilience issues and policies in Viet Nam.	200
5	Fluency in English (written) – submission of two writing samples on relevant topic to be provided.	100
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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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>

- 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 the payment.

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

ANNEX I



TERMS OF REFERENCE

Name of service:	01 International Junior Consultant to Support the Climate Change and Environment Unit at UNDP Viet Nam		
Reporting to:	Assistant Resident Representative/Head of Climate Change and Environment Unit		
Matrix coordination:	UNDP Project Officers		
Duty Station:	Ha Noi, Viet Nam	Travel Required:	Yes, to be agreed to with Unit
Duration of Assignment:	12 months, 260 workdays		
Start Date:	24 November 2022	End Date:	23 November 2023

I. BACKGROUND & PROJECT DESCRIPTION

Viet Nam is among the countries most vulnerable to climate change and is one of the 10 countries that were most affected by disasters and climate extreme events over the period of 1999-2018. Climate change is occurring rapidly, with vivid manifestations in the form of extreme weather events including typhoons, floods, heat waves and cold spells. The successive floods and storms in central Viet Nam in 2020 caused an estimated loss of 1.5 percent of GDP. Viet Nam also faces high risks of communicable and non-communicable diseases, including COVID-19, which further increase the country's vulnerability.

Viet Nam reaffirmed its commitment to the Paris Agreement by submitting its updated Nationally Determined Contribution (NDC) in 2020. The updated NDC included raised ambition to reduce emissions, setting an unconditional target of 9 percent by 2030 or 27 percent with international support, compared to business-as-usual. The Government of Viet Nam has made significant efforts to respond to climate change, including the revision of the National Climate Change Strategy, the Green Growth Strategy, and legal frameworks and policies relating to climate change and disaster risk management.

At COP26 in November of 2021, Viet Nam announced its commitments to net-zero emissions by 2050: methane reduction of 30 percent by 2030, a stop to building new coal power plants and a phase-out of coal power in the 2040s, and it pledged to halt and reverse deforestation by 2030. The decarbonization of the energy sector plays a crucial role in this, both globally as well as in Viet Nam. It is important ensure that this energy transformation is realized in a socially just and inclusive manner.

The Prime Minister approved the establishment of the National Steering Committee for the Implementation of Viet Nam's COP26 Commitments, chaired by the Prime Minister, with the first meeting held on 13 January 2022 in which specific follow up actions were agreed with line ministries.

Disasters, the impacts of climate change and COVID-19 have brought to the surface and aggravated existing gaps threatening to undermine Viet Nam's development trajectory. In order to sustain Viet Nam's economic growth, there is a need to balance economic growth with environmental sustainability, build the resilience of Viet Nam's economy with a focus on a carbon-neutral, green low-carbon recovery, and enhance resilience to disasters and climate change.

This is a strategic opportunity to support Viet Nam to further integrate and realize climate resilient and low-carbon development, and risk-informed development into national, sectoral and local planning and investment processes.

To support programme and project formulation and implementation, advocacy, communications, and reporting in the areas of climate change and environment, UNDP Viet Nam is mobilizing an International Junior Consultant to support the Climate Change and Environment Unit.

II. OBJECTIVES

The objectives of the assignment are to support the development of new initiatives, on advocacy, communications, and reporting, and implementation of ongoing projects.

III. SCOPE OF WORK

Under the direct supervision of the Assistant Resident Representative/ Team Leader of Climate Change and Environment Unit at UNDP Viet Nam, the International Junior Consultant will provide support and contribute to the Climate Change and Environment Unit in the following areas:

- New initiatives and projects: Explore and identify opportunities for new ideas of UNDP's interventions and contribute to the formulation of project proposal as needed.
- Advocacy, communications, and research: Support the advocacy and communications as well as perform policy-related research on agreed upon climate change and environment topics.
- Project delivery: Support the implementation of ongoing projects, including support to the preparation of work plans, terms of references, progress reports, and lead the implementation of specific project activities as appropriate.

Area 1: New initiatives and projects (80 days)

The International Junior Consultant will provide support to the identification of new opportunities, preparation of idea notes/ concept notes, and provide inputs to the development of project proposals and relevant annexes as needed.

Area 2: Advocacy, communications, and research (100 days)

The International Junior Consultant will support to prepare communication and advocacy products, including speech, talking points, op-eds, blogs, presentations other communication products. The International Junior Consultant coordinate or take the lead thematic research as agreed.

Area 3: Support to project implementation (80 days)

The International Junior Consultant will provide support to the project planning, coordinating, and reporting, as well as take the lead in the implementation of specific project activity as agreed.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverables	Target due date
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1	<ul style="list-style-type: none"> • Submission of the inception report outlining the work plan as agreed with UNDP. • Produce 1 draft op-ed or blog on a topic related to climate change and environment. • Provide written inputs to 1 draft new idea note/concept note. • Produce 1 draft concept note of a policy dialogue/workshop on relevant issues. 	20 January 2023
2	<ul style="list-style-type: none"> • Produce draft 1 set of Speeches/ Talking Points related climate change and environment and finalize version with agreement with UNDP. • Produce draft and final versions of 1 Quarterly Climate Change Adaptation Bulletin (Q1/2023) • Contribute to the inception phase and inception report of a newly approved project • Coordinate UNDP inputs to the planning and the planning and reporting on climate change and environment, in relation to the UN Sustainable Development Cooperation Framework of UN (UNCF) with Viet Nam, 2022-2026. 	20 March 2023
3	<ul style="list-style-type: none"> • Produce draft 1 set of Speeches/ Talking Points related climate change and environment and finalize version with agreement with UNDP • Draft 3 sets of TORs for project activities and finalize them as agreed with supervisor. • Produce 1 draft minutes/proceedings of key workshop/policy dialogue organised by UNDP. • Produce draft communications materials of the Unit (profile, results, power points presentation) • Produce written inputs to draft of a project proposal 	20 May 2023
4	<ul style="list-style-type: none"> • Produce 1 draft a set of speeches/Talking points/ op-eds/ blogs on topics related to climate change and environment • Draft and final versions of 1 Quarterly Climate Change Adaptation Bulletin (Q2/2023) • Produce 1 draft communication/technical/reporting document on climate change and the environment 	20 July 2023
5	<ul style="list-style-type: none"> • Produce draft a set of speeches/Talking points on topics related to climate change and environment • Draft and final versions of 1 Quarterly Climate Change Adaptation Bulletin (Q3/2023) • Produce 1 success story related to project on climate change and environment 	20 September 2023
6	<ul style="list-style-type: none"> • Produce draft a set of speeches/Talking points on topics related to climate change and environment • Draft and final versions of 1 Quarterly Climate Change Adaptation Bulletin (Q4/2023) 	20 November 2023

	<ul style="list-style-type: none"> • Provide inputs and edits on 1 report of project or issues related to climate change and environment • Produce a summary report on key achievements and lesson learnt during the 1st year of the assignment with UNDP. 	
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V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

Estimated number of working days: 260 working days from 24 November 2022 to 23 November 2023.

Duty station: Ha Noi, Viet Nam

Expected places of travel: When travel to/from and outside Ha Noi are required and agreed by UNDP, UNDP will cover the related costs separately in line with the UN DSA. UNDP will arrange the travel from home to/from Ha Noi if required.

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The International Junior Consultant will report to the Assistant Resident Representative/Team Leader of the Climate Change and Environment Unit and will work in close coordination with the concerned Project Officers of UNDP Viet Nam on a weekly basis.

Administrative Support

UNDP will provide a laptop and necessary administrative support to the consultant.

Reference Documents

UNDP will provide background information to the International Junior Consultant, which includes documents, reports, and technical instructions.

VII. DEGREE OF EXPERTISE & QUALIFICATIONS

Qualifications	<ul style="list-style-type: none"> • Master's degree in Environmental Sciences, Climate Change, International Development or related field.
Relevant Professional Experience	<ul style="list-style-type: none"> • Minimum 1 year of working experience providing support to projects and/or organizations on climate change, low-carbon development, disaster risk management, climate change adaptation and resilience. Experience with UNDP is an asset. • Proven experience in conducting research, contributing to policy advocacy, communications related to topics on climate change and environment, and experience in climate data analysis and modeling. • Demonstrated substantial knowledge of climate change and resilience issues and policies in Viet Nam.
Language Requirements	Fluency of English (written– submission of two writing samples on relevant topic to be provided.

VIII. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
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1	Upon submission of Deliverable 1 with acceptance by UNDP	20 January 2023	15%
2	Upon submission of Deliverable 2 with acceptance by UNDP	20 March 2023	20%
3	Upon submission of Deliverable 3 with acceptance by UNDP	20 May 2023	15%
4	Upon submission of Deliverable 4 with acceptance by UNDP	20 July 2023	15%
5	Upon submission of Deliverable 5 with acceptance by UNDP	20 September 2023	20%
6	Upon submission of Deliverable 6 with acceptance by UNDP	23 November 2023	15%

IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☒ FULL-TIME

X. EVALUATION CRITERIA

No.	Consultant's experience/qualification related to the services	
1	Master's degree in Environmental Sciences, Climate Change, International Development or related field.	200
2	Minimum 1 year of working experience providing support to projects and/or organizations on climate change, low-carbon development, disaster risk management, climate change adaptation and resilience. Experience with UNDP is an asset.	150 50
3	Proven experience in conducting research, contributing to policy advocacy, communications related to topics on climate change and environment, and experience in climate data analysis and modeling.	300
4	Demonstrated substantial knowledge of climate change and resilience issues and policies in Viet Nam.	200
5	Fluency in English (written) – submission of two writing samples on relevant topic to be provided.	100
Total		1000

ANNEX II

- [Individual Contract](#) & [General Terms and Conditions](#)

ANNEX III

- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)

ANNEX IV

OFFEROR'S LETTER TO UNDP

CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

United Nations Development Programme

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

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..... **USD**.

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).