

29 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 expert, 01 national policy advocacy expert, and 01 national carbon expert for conducting the carbon market study for Viet Nam
Period of assignment/services:	December 2022 – May 2023 International Expert: 40 working days National Policy Advocacy Expert: 45 working days National Carbon Expert: 35 working days
Duty Station:	Ha Noi and homebased
Tender reference:	A-221201

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:

23.59 hrs., 13 December 2022 (Hanoi time)

With subject line:

A-221201 International Expert for conducting the carbon market study for VN

Or

A-221201 National Policy Advocacy Expert for conducting the carbon market study for VN

Or

A-221201 National Carbon Expert for conducting the carbon market study for VN

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
- Copy of 1-3 publications/writing samples 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 for International Consultant/ VND for National 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:

International Expert

	Consultant's experience/qualification related to the services	
1	Minimum advanced post-graduate (Master's) degree in climate change, environment, climate finance or similar discipline	150
2	More than 7 years' experience working in the field of climate change and carbon market	200
3	Experience in carbon market development.	150
4	Direct experiences with working in different countries with carbon market operation	100
5	Direct experiences with working in different carbon standards (GS, Verra, CDM, etc.)	100

6	Experience in leading and working in a team to produce a joint outcome	100
7	Experience in working for development partners and government in developing countries	100
8	Excellent skills in English language required with submission of 2 reports in English of the similar topics	100
Total		1000

National Policy Advocacy Expert

	Consultant's experience/qualification related to the services	
1	Minimum advanced post-graduate (Master's) degree in policy, legal or similar discipline	150
2	More than 7 years' experience working in field policy advocacy in Viet Nam.	200
3	Experience in proposing the legal framework, policy and requirements in the field of climate change, environment.	200
4	Having direct experiences with carbon market is an asset	150
5	Experience in working in a team to produce a joint outcome	100
6	Experience in working for development partners and government in developing countries	100
7	Excellent skills in English language required with submission of 2 reports in English of the similar topics	100
Total		1000

National Carbon Expert

	Consultant's experience/qualification related to the services	
1	Minimum advanced post-graduate (Master's) degree in in climate change, environment, climate finance or similar discipline	150
2	More than 7 years' experience working in Viet Nam in the field of climate change and carbon markets.	200
3	Experience in carbon markets, carbon offset projects and related project development	200
4	Direct experience with working in different carbon standards (GS, Verra, CDM, etc.)	150
5	Experience in working in a team to produce a joint outcome	100
6	Experience in working for development partners and government in developing countries	100
7	Excellent skills in English language required with submission of 2 reports in English of the similar topics	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:	A team of 01 international expert (40 days) and 01 national policy advocacy expert (45 days) and 01 national carbon expert (35 days) for conducting the carbon market study for Viet Nam		
Reporting to:	UDNP Head of Climate Change and Environment		
Duty Station:	Ha Noi and Home based	Travel Required:	No travel is foreseen
Duration of Assignment:	December 2022 – May 2023		

I. BACKGROUND

There is a very large amount of scientific evidence that humans are changing the global climate through emissions of greenhouse gas (GHG), including CO₂. The impacts of climate change include average global warming, melting and collapsing land ice that contributes to sea level rise, extreme weather events such as storms, floods and droughts and associated disasters. These extreme events are increasing in frequency and severity and are seriously affecting the economy, society, and life of humans, animals, and plants. According to the Intergovernmental Panel on Climate Change (IPCC), the world has until 2030 to decrease human-caused CO₂ emissions by half from an emissions level of more than 40 Gt CO₂ to less than 20 Gt CO₂ (and decrease other GHG emissions considerably) to avoid the worst effects of climate change. By 2050, CO₂ emissions will need to reach “net zero” – where emissions are in balance with removals – to sustain this.

The Paris Agreement, adopted at the 21st session of the Conference of Parties (CoP) to the United Nations Framework Convention on Climate Change (UNFCCC) in 2015, is a legally binding document for all parties to address climate change. The Paris Agreement entered into force on November 4, 2016, 30 days after 55 countries, representing 55 percent of global emissions, deposited their instruments of ratification, acceptance, or accession with the UN Secretary-General. Vietnamese Prime Minister Nguyen Xuan Phuc signed Resolution No. 39/NQ-CP on behalf of the Government of Viet Nam on October 31, 2016, ratifying the Paris Agreement. The Paris Agreement sets ambitious targets, “holding the increase in the global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels”. The core building blocks of the Paris Agreement are the Nationally Determined Contributions (NDCs) of the Parties to the UNFCCC. NDCs represent the national commitments that countries are willing to make to contribute to global climate change mitigation. On September 29, 2015, Viet Nam submitted its Intended Nationally Determined Contributions (“INDC”) to UNFCCC pledging to cut its domestic GHG emissions by eight percent against its BAU scenario by 2030. In September 2020 and November 2022, the Prime Minister approved Viet Nam’s updated NDC version 2 and version 3, respectively. Accordingly, with domestic resources, by 2030, Viet Nam will reduce total GHG emissions by 15.8% compared to the business-as-usual (BAU) scenario, equivalent to 146.3 million tons CO₂eq. Viet Nam’s contribution can be increased by up to 43.5% compared to the BAU scenario

(equivalent to 403.7 million tons CO₂eq) with international support received through bilateral, multilateral cooperation as well as through the implementation of new mechanisms under the Paris Agreement. At the COP26 in Glasgow, the UK, on November 3, 2021, Prime Minister Pham Minh Chinh announced Viet Nam's net-zero emissions target by 2050.

The Government Decree 06/2022/ND-CP regulations on reduction of greenhouse gas emissions and protection of the ozone layer stipulates several articles of the Law on Environmental Protection and maps out a roadmap to the domestic carbon market foundation and development. According to this Decree, Viet Nam plans to pilot the operation of the national Emissions Trading Scheme (ETS) for greenhouse gas emissions (“carbon”) credit trading and exchanging allowances from 2025 and it is expected to be put into full and official operation in 2028. From now until the end of 2027, the country will develop regulations on the management of carbon credits, the exchange of GHG emission allowances and carbon credits, and the operation of a carbon credit exchange. It will also carry out a pilot mechanism for exchanging and balancing carbon credits in potential areas, guide the implementation of the domestic and international carbon credit exchange and balance mechanisms in accordance with laws and international conventions to which Viet Nam is a signatory.

i. According to Prime Minister Decision No. 888/QĐ-TTg, dated July 25, 2022, on approving the Scheme on tasks and solutions to implement the results of the COP26, piloting the implementation and establishment of a domestic carbon market is defined as one of the long-term tasks for achieving the goal of zero emissions by 2050.

ii. The Resolution No. 50/NQ-CP, dated May 20, 2021, on the Government's action program to implement the Resolution of the 13th National Congress assigns MONRE and the relevant agencies to develop the Scheme for carbon market development in Vietnam and submit it to the Prime Minister.

iii. The Announcement No. 231/TB-VPCP dated August 5, 2022 of the Government Office announcing the conclusion of the 3rd meeting of the National Steering Committee for implementing of Vietnam's commitments at the 26th UN Climate Change Conference of the Parties (COP26), which requires the Ministry of Finance and the Ministry of Natural Resources and Environment to coordinate and urgently submit for approval the Scheme for carbon market development in Vietnam in accordance with the Law on Environmental Protection 2020. The development of a carbon market development scheme is an important premise and basis for the formation and basic policy framework for carbon market establishment. At the same time, the Scheme will also identify and select a model for carbon credit exchanges that is suitable under Viet Nam's conditions; on that basis clearly define the functions and tasks of relevant Ministries and agencies in policy formulation, establishment and operation of a carbon market in Viet Nam; identify goods, market participants and agencies that manage and monitor the operation of the carbon market. Develop the Scheme for Viet Nam carbon market and submit to the competent authorities for approval is the first and important step towards the establishment and operation of a carbon market in the future.

iv. For supporting Viet Nam in conducting a study on establishment of the regulated carbon market in Viet Nam, including required legal system, financial regulations, and infrastructures for establishing and operating of future carbon market, UNDP is looking for experts as follows:

- 1. 01 International expert with expertise and experience in establishing and operating of ETS**
- 2. 01 national expert with expertise and experience in public finance, green finance, finance strategy scheme**
- 3. 01 national expert with expertise and experience carbon markets**

II. OBJECTIVE

The overall objective of the assignment is to conduct a study to support the formulation of a scheme on carbon market establishment in Viet Nam based on legal background, international experience and lessons.

The study results will be shared with related authorities for developing the Scheme for carbon market establishment.

III. SCOPE OF WORK

The assignment is expected to be delivered by a team of 01 international expert and 02 national experts with the tasks as follows:

Task 1- Develop the inception report

- This must include a detailed workplan, research methodologies
- Include initial lists of interviewees and references that will be consulted, etc.
- Annotated outline of the main advisory report
- Submit a draft to UNDP, discuss and edit the final version for approval by UNDP

Task 2- Assess the current status of the legal system, financial regulations, and infrastructures related to the establishment and operation of the carbon market in Viet Nam

- 2.1. Assess the current legal system and financial regulations of Viet Nam with regards to establishment of a domestic carbon market
- 2.2. Assess the current infrastructures and facilities such as stock exchange in Viet Nam
- 2.3. Assess the work already initiated, the human and financial resources involved, and the advice already provided to Viet Nam (MONRE, MOF, etc.) on establishment of a domestic carbon market
- 2.4. Assess the current situation and regulations for managing and exchanging the carbon credits in Viet Nam, including the projects under the CDM, Gold Standard, Verra, JCM and other environmental attributes credits such as I-REC, in collaboration with UNDP-contracted experts supporting MONRE on transitioning to Paris Agreement Article 6 approaches and mechanisms.

Task 3- Desk review of international experience and lessons from carbon markets in China (national, provincial), Republic of Korea, New Zealand, the UK, California, and potentially others

The desk review of experiences and lessons will focus on the following aspects:

3.1. Governance

- The governance, process and resources for the design and establishment of each of the carbon markets
- The overall governance structure for the carbon market
- The competent authority (the main government body in charge of carbon market design and operation)
- The government bodies involved in the carbon market operation and their respective roles.

3.2. Stakeholders:

Stakeholders in the carbon market and their respective roles are:

- Participants in the carbon market - compliance entities, investors, offsets project developers, and financial intermediaries and brokers (including the involvement, i.e., compliance sectors, and market participants at each stage of the market)
- Market participants who react to and impact on establishment of a domestic carbon market
- Financiers of the market participants, who require fees/charges from emissions trading and provide financial services.

3.3. Market features:

- Legal status of emissions allowances (describe the legal status such as property, product, financial instrument)
- Market structure – describe the market structure including primary market, secondary market, and carbon credits/offset markets
- Trading instruments – describe the trading instruments in the carbon market such as spot, futures, options
- Method of trading – describe the method of trading such as auctions, bilateral, OTC, etc.
- Revenues management and usage
- Market stabilization mechanism (including stabilization fund)
- Market oversight
- Legal conditions and financial regulations for the respective feature

3.4. Infrastructures

- Trading platform - a separate emissions exchange, or associated with a property exchange, or associated with the stock exchange for the stock market (reasons, and pros and cons of each model)
- If a dedicated emissions exchange – identify agency in charge, and the oversight and operations of the carbon exchange
- Registration for emissions allowances and carbon credits/offsets from existing projects under the CDM and voluntary market such as, GS, Verra, JCM and I-REC– separate or combined, agency in charge of registration(s).
- Technology and financial resources for registry and trading platform

Task 4- Make recommendations on development of the legal framework in Viet Nam and the process of setting up a carbon market pilot and fully operational domestic carbon market

4.1. Propose a roadmap as well as resourcing of the process of development of the Viet Nam carbon market (human resources, finance, technology), based on analysis of the current situation in Viet Nam and experiences in and lessons from carbon markets in other countries.

4.2. Propose further development of the legal framework in Viet Nam - improvement of existing regulation and additional regulation (new promulgation or amendment or supplementation of specific policy and regulation documents) - to allow piloting, establishment and operation of a domestic carbon market, based on analysis of the current situation in Viet Nam and experiences in and lessons from carbon markets in other countries.

4.3. Present recommendations to Viet Nam on all 4 main elements analysed in Task 3 for carbon markets in other countries and regions, with analysis of pros and cons for the Viet Nam carbon market from features from those systems, including recommendations on registry and exchange establishment for the carbon market and the responsibility of relevant government agencies in managing/overseeing them.

** Note: The outline of the study report could include the following sections:*

Executive Summary

Chapter 1 Background and introduction

Chapter 2 Assessment of the current stage of development of Viet Nam's carbon market.

- 2.1 Assess the current legal system and financial regulations of Viet Nam
- 2.2 Assessment of relevant infrastructures and facilities in Viet Nam
- 2.3 Assess the work already initiated, the human and financial resources involved, and the advice already provided to Viet Nam
- 2.4. Assess the current situation and regulations for managing and exchanging the carbon credits in Viet Nam

Chapter 3 International experiences and lessons from carbon markets in China, Republic of Korea, New Zealand, the EU, the UK, Canada, California and possibly others

For each of the case studies, describe and analyse experiences and lessons:

3.1 Governance structure of carbon market

- The governance, process and resources for the design and establishment of each of the carbon markets
- The overall governance structures
- The competent authority
- The government bodies involved in the carbon market and their respective responsibilities/roles.

3.2 Stakeholders of carbon market

- Stakeholders in the carbon market and their respective roles
- Stakeholders reactions to and impacts on establishment of carbon market.
- Market participants

3.3 Market features:

- Legal status of emissions allowances
- Market structure

- Trading instruments
- Method of trading
- Market oversight
- Auction revenues, its management and usage.
- Market stabilization mechanism
- Legal conditions and financial regulations for the respective feature

3.4 Infrastructures

- Trading platform
- Registration
- Technology and financial resources for registry and trading platform

Chapter 4 Recommendations to Viet Nam

4.1 A draft proposed roadmap as well as resourcing of the process of development of the carbon market

4.2 Suggestions for further development of the legal framework for establishing and operating of the Viet Nam carbon market

4.3 Recommendations to Viet Nam on all 4 main elements analysed in Task 3 for carbon markets in other countries and regions (governance, stakeholders, market features infrastructures of the carbon market)

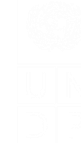
Note: During inception this report structure may be modified. For each chapter, annotations regarding the content are expected in the Inception Report.

The team of national and international experts is jointly responsible for the undertaking the assignment and delivering the expected product. Each expert will be responsible for specific aspects of the assessment and products with reference to the tasks (see above) and related deliverables (see below):

No	Task	Responsibility			Person-days			Note
		International expert	National policy advocacy expert	National carbon expert	International expert	National policy advocacy expert	National carbon expert	
1	Task 1- Inception Report preparation (including workplan, methodologies, etc.)	**	*	*	3	3	3	
2	Task 2- Assess the current status of the legal system, financial regulations, and infrastructures related to the establishment and operation of the market	*	**	*	4	22	20	
	2.1 Assess the current legal system and financial regulations of Viet Nam	*	**	*	1	8	2	
	2.2 Assess the current infrastructures and facilities in Viet Nam	*	**	*	1	8	2	
	2.3 Assess the work already initiated, the human and financial resources involved, and the advice already provided to Viet Nam	*	*	**	1	3	8	
	2.4 Assess the current situation and regulations for managing and exchanging the	*	*	**	1	3	8	



No	Task	Responsibility			Person-days			Note
		International expert	National policy advocacy expert	National carbon expert	International expert	National policy advocacy expert	National carbon expert	
	carbon credits in Viet Nam							
3	Task 3- Desk review of international experience and lessons from carbon markets in China (national, provincial), Republic of Korea, New Zealand, the UK, California, and potentially others	**			25	0	0	
4	Task 4- Recommendations to Viet Nam.	*	*	**	6	15	7	
	4.1 A roadmap as well as resourcing of the process of development of the carbon market	*	*	**	2	3	2	
	4.2 Further development of the legal framework for establishing and operating of the Viet Nam carbon market	*	*	**	2	3	2	
	4.3 Recommendations to Viet Nam on all 4 main elements analysed in Task 3 for carbon markets in other countries and regions (governance, stakeholders, market features infrastructures of the carbon market)	*	*	**	2	4	3	



No	Task	Responsibility			Person-days			Note
		International expert	National policy advocacy expert	National carbon expert	International expert	National policy advocacy expert	National carbon expert	
5	Task 5- Conducting the stakeholder consultation	*	**	*	2	5	5	For national expert, days are for workshop and relevant coordination
	Total (1+2+3+4+5)				40	45	35	

Note:

- The symbol ** means the expert will be the main responsible person in each relevant task.
- The symbol * means the expert will be the contributor in each relevant task.
- Task 2 and Task 3 can be conducted in parallel.
- Task 2 and Task 3 might include consultations with experts/governments and the days are already incorporated.
- The international consultant will be responsible for consolidating the reports
- While the national consultant will be responsible for Task 2 and Task 4, the international consultant will provide inputs and advice
- Days for addressing comments from UNDP and UNDP's partner are already included in the above allocated days.



IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No	Deliverables	Responsibility			Due date	Note
		International expert	National policy advocacy expert	National carbon expert		
1	Inception Report	**	*	*	31 December 2022	Lead by International Expert with inputs of National Experts
2	Report on current status of the legal system, financial regulations, and infrastructures related to the establishment and operation of the carbon market in Viet Nam	*	**	*	31 March 2023	Lead by National policy advocacy expert with inputs of International Expert and National carbon expert
3	Case studies of carbon markets in other countries and regions	**			31 March 2023	Lead by International Expert
4	Recommendations on roadmap, resourcing, legal framework and registry and exchange establishment for piloting, establishment and operation of a carbon market in Viet Nam.	*	**	*	15 April 2023	Lead by National policy advocacy expert with inputs of International Expert and National carbon



No	Deliverables	Responsibility			Due date	Note
		International expert	National policy advocacy expert	National carbon expert		
						expert
5	PowerPoint presentation for workshop for stakeholder consultation workshop	*	*	**	30 April 2023	Lead by National carbon expert with inputs of International Expert and National policy advocacy expert
6	Final consolidated study report	**	*	*	15 May 2023	Lead by International Expert with inputs of National Experts

- The symbol ** means the expert will be the main responsible person to deliver the products.
- The symbol * means the expert will be the contributor to the products.

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

Duration: December 2022- May 2023. Estimated number of working days:

1. International climate negotiation and carbon market expert: 40 days
2. National policy advocacy and carbon expert: ~45 days
3. National policy advocacy and carbon expert: ~35 days

Duty station: Home based, Ha Noi. The National experts and International expert (to join online) are expected to join relevant consultation meetings with relevant ministries and stakeholders in Ha Noi.

Expected places of travel:

No travel is foreseen. In case of travel for the assignment, eligible travel cost will be covered by UNDP based on UNDP policy

VI. PROVISION OF MONITORING & PROGRESS CONTROL

The assignment will be supervised by UNDP, specifically by the ARR/Head of Climate Change and Environment Unit (CCEU) and relevant Project Officers in the CCEU.

The experts will routinely report to the UNDP on progress through monthly meetings. The experts will provide concise information about implemented activities and adjustments to the work plan and will regularly report to UNDP of the progress of the assignment and any issues arising during the process.

Administrative Support

UNDP will provide some administrative support to the experts throughout the assignment for example in arranging meetings.

The costs for workshop organisation will be covered separately by UNDP project.

Reference Documents

UNDP will provide background information to the experts, which includes documents, reports, technical instructions (if any) at the commencement of the assignment.

VII. DEGREE OF EXPERTISE & QUALIFICATIONS

	International carbon market expert
Qualifications	Advanced degree with knowledge in climate change, environment, climate finance or similar discipline At least 7 years' experience working in the field of climate change and carbon markets
Relevant Professional	Experience in establishing and operating of ETS Experience in carbon market development. Direct experiences with

Experience	working in different carbon standards is an asset
Other Competencies	Experience in leading and working in a team to produce a joint outcome Experience in working for development partners and government in developing countries is an advantage
Language Requirements	Fluency in English skill with at least 2 writing sample provided on topic related to the scope of work.

	National policy advocacy expert
Qualifications	Advanced degree in policy, legal or similar discipline At least 7 years' experience working in the field policy advocacy
Relevant Professional Experience	Experience in proposing the legal framework, policy and requirements in the field of climate change, environment. Having direct experiences with carbon market is an asset
Other Competencies	Experience in working in a team to produce a joint outcome Work experience with the government, business and development projects
Language Requirements	Fluency in English communication with 2 writing sample provided on topic related to the scope of work.

	National carbon expert
Qualifications	Advanced degree in climate change, environment, climate finance or similar discipline At least 7 years' experience working in the field of climate change and carbon markets
Relevant Professional Experience	Experience in carbon markets, carbon offset projects and related project development. Direct experience with working in different carbon standards is an asset
Other Competencies	Experience in working in a team to produce a joint outcome Work experience with the government, business and development projects
Language Requirements	Fluency in English communication with 2 writing sample provided on topic related to the scope of work.

VIII. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Due Date	Payment Amount
	National policy advocacy expert		
1	Upon providing inputs to the deliverable 1 and the deliverable 1 is approved by UNDP	31/01/2023	15%
2	Upon submission of deliverable 2 with approval by UNDP	30/04/2023	45%
3	Upon submission of deliverable 4 and inputs for deliverables 5 and 6 with approval by UNDP	30/05/2023	40%
	National carbon expert		
1	Upon providing inputs to the deliverable 1 and the deliverable 1 is approved by UNDP	31/01/2023	15%
2	Upon providing inputs to the deliverable 2 approved by UNDP	30/04/2023	45%
3	Upon submission of deliverable 5 and inputs for deliverables 4 and 6 with approval by UNDP.	30/05/2023	40%
	International expert		
1	Upon submission of deliverable 1 with approval by UNDP	31/01/2023	15%
2	Upon submission of deliverable 3 and inputs for deliverable 2 with approval by UNDP.	30/04/2023	45%
3	Upon submission of deliverable 6 and inputs for deliverables 4 and 5 with approval by UNDP.	30/05/2023	40%

IX. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

X. EVALUATION CRITERIA

1. For National expert

Technical Proposal Evaluation	Points Obtainable	Expert				
		A	B	C	D	E
National policy advocacy expert	1000					
Minimum advanced post-graduate (Master's) degree in policy, legal or similar discipline	150					
More than 7 years' experience working in field policy advocacy in Viet Nam.	200					
Experience in proposing the legal framework, policy and requirements in the field of climate change, environment.	200					
Having direct experiences with carbon market is an asset	150					
Experience in working in a team to produce a joint outcome	100					
Experience in working for development partners and government in developing countries	100					
Excellent skills in English language required with submission of 2 reports in English of the similar topics	100					
Total	1000					

Technical Proposal Evaluation	Points Obtainable	Expert				
		A	B	C	D	E
National carbon expert	1000					
Minimum advanced post-graduate (Master's) degree in climate change, environment, climate finance or similar discipline	150					
More than 7 years' experience working in Viet Nam in the field of climate change and carbon markets.	200					
Experience in carbon markets, carbon offset projects and related project development	200					
Direct experience with working in different carbon standards (GS, Verra, CDM, etc.)	150					
Experience in working in a team to produce a joint outcome	100					
Experience in working for development partners and government in developing countries	100					
Excellent skills in English language required with submission of 2 reports in English of the similar topics	100					
Total	1000					

2. For International expert

Technical Proposal Evaluation	Points Obtainable	Expert				
		A	B	C	D	E
<u>International carbon market expert</u>	1000					
Minimum advanced post-graduate (Master's) degree in climate change, environment, climate finance or similar discipline	150					
More than 7 years' experience working in the field of climate change and carbon market	200					
Experience in carbon market development.	150					
Direct experiences with working in different countries with carbon market operation	100					
Direct experiences with working in different carbon standards (GS, Verra, CDM, etc.)	100					
Experience in leading and working in a team to produce a joint outcome	100					
Experience in working for development partners and government in developing countries	100					
Excellent skills in English language required with submission of 2 reports in English of the similar topics	100					
Total	1000					

ANNEX II

Individual Contract & General Conditions

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default

ANNEX III

Reimbursable Loan Agreement (for a consultant assigned by a firm)

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Individual%20Contract_Model%20Reimbursable%20Loan%20Agreement.docx&action=default

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 **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 (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).