



21 March 2023

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Consultants for supporting Viet Nam / Viet Nam administration of Seas and Islands (VASI) in the negotiation and participation to the UN Treaty on plastic pollution
Period of assignment/services (if applicable):	April – December 2023 - Team Leader (50 working days) - Technical Expert (50 working days) - Administrative Assistant (170 working days)
Duty Station:	Hanoi, Viet Nam
Tender reference:	A-230301

1. Submissions should be sent by **email** to: quach.thuy.ha@undp.org no later than:
17.00 hrs., Tuesday 28 March 2022 (Hanoi time)

With subject line:

A-230301 Team Leader for VASI in negotiation and participation to UN Treaty

Or

A-230301 Technical Expert for VASI in negotiation and participation to UN Treaty

Or

A-230301 Administrative Assistant for VASI in negotiation and participation to UN Treaty

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

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- Maximum size per email is **30 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in

writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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

2. Please find attached the relevant documents:

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

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

a. Technical component:

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

4. Evaluation

The technical component will be evaluated using the following criteria:

Team Leader

Evaluation Criteria		Maximum Points
1	Minimum 10 years of experience in Life Cycle Analysis, environmental management, solid waste management, legal advice, policy development in environmental management	300
2	Master’s degree in natural resources and environment management, marine environment, environmental sciences, environmental technology, environmental engineering, waste management, international cooperation, sustainable development, laws or related areas	200

3	Practical experience in team management, capacity development, engagement campaigns with local communities, development of strategies, policy and roadmap	200
4	Excellent knowledge on the regulatory framework, international and regional framework and agreements, and requirements in international negotiations, plastic waste value chain and stakeholders for plastic wastes	100
5	Excellent English communication skill (applicant to provide writing sample)	100
6	Advanced skills of Microsoft Office, Internet, and virtual meeting tools	100
Total		1,000

Technical Expert

Evaluation Criteria		Maximum Points
1	At least 8 - 10 years of experience in Life Cycle Analysis, environmental management, solid waste management, legal advice, policy development in environmental management	350
2	Postgraduate degree in natural resources and environment management, marine environment, environmental sciences, environmental technology, environmental engineering, waste management, international cooperation, sustainable development, laws or related areas	200
3	Good data analysis and interpretation, GIS analysis, SWOT analysis, good report compilation skills; questionnaire and survey development	200
4	Excellent knowledge on the regulatory framework, international and regional framework and agreements, and requirements in international negotiations, plastic waste value chain and stakeholders for plastic wastes	100
5	Advanced skills of Microsoft Office, Internet, and virtual meeting tools	150
Total		1,000

Administrative Assistant

Evaluation Criteria		Maximum Points
1	Minimum 5 years of experience of working with government agencies	350
2	Bachelor degree in a relevant field	200
3	Understanding about state management and capable to work effectively with government, private sectors and local authorities	200
4	Excellent English communication skill (applicant to provide writing sample)	100
5	Advanced skills of Microsoft Office, Internet, and virtual meeting tools	150
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. 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 **NATIONAL CONSULTANTS**

Post Title	National experts for supporting Viet Nam/Viet Nam administration of Seas and Islands (VASI) in the negotiation and participation to the UN Treaty on plastic pollution
Consultancy service required	Consultant group to support VASI to prepare for its participation to intergovernmental negotiating committee (INC) sessions of UN Treaty on plastic pollution
Type of appointment	Individual consultancy contract (IC)
Duty station (City and Country)	Ha Noi, Viet Nam
Duration	30 March 2023 – 30 December 2023
Technical supervision:	NPAP Secretariat Manager
Reports to	Programme Analyst

1) GENERAL BACKGROUND

Faced with the current situation of plastic waste pollution on a global scale in recent times, the United Nations Environment Assembly (UNEA) has adopted a number of resolutions to tackle plastic waste pollution and established a Ad-Hoc open-ended Expert Group (AHEG) on marine litter and microplastics. Most recently, UNEA has adopted UNEP/EA.5/Res.14 Resolution on “End Plastic Pollution: Towards an Internationally Binding Instrument”. The main contents of the article refer to calling on member states of the United Nations to develop an internationally legally binding instrument on plastic pollution, calling for the development of a circular economy, emphasizing the importance of a circular economy and the importance of promoting sustainable design of products and materials, encouraging action and calling for international cooperation, and strengthening coordination and governance at the global level to rapidly implement effective actions to end plastic pollution.

The resolution also stipulates the establishment of an Intergovernmental Negotiating Committee (INC) to develop and negotiate an agreement to promote sustainable plastic production and consumption from product designs to environmentally friendly waste management through circular economy and resource efficiency approaches.

At the Special Open Working Group Meeting (OEWG) preparing to negotiate the Treaty in June 2022 in Senegal, the countries adopted a tentative schedule of INC sessions. According to the plan, UNEA will organize the negotiation of the Treaty from 2022 to the end of 2024 divided into 05 official negotiation sessions. The first session to negotiate the UN Treaty on Plastic Pollution is scheduled to be held in Uruguay from November 28 to December 2, 2022. This is an opportunity for countries around the world to come together to discuss, debate and put in place a globally effective regulatory framework to end the plastic pollution crisis.

The United Nations Environment Program (UNEP) sent Letter No. UNE-2022-01831 dated 7 September 2022 on convening Member States to participate in the negotiations of the UN Treaty on plastic pollution. Implementation of Decision No. 1407/QĐ-TTg dated August 16, 2021 of the Prime Minister on approving the Project that Vietnam actively prepares and participates in the development of a Global Treaty on Marine Plastic Pollution. In international fora and events, Vietnam has affirmed the active role and pioneering in the region in preventing and fighting against plastic pollution. Solving the global challenge of plastic pollution requires the efforts and contributions of each country. Therefore, it is important and necessary to join together with countries, actively negotiate and sign the Treaty in the spirit of UNEA5.2 Resolution.

UNDP will support Vietnam Administration of Seas and Islands (VASI) in building capacity for participating Intergovernmental Negotiating Committee to Develop an UN Treaty on plastic pollution. The technical assistance supports to VASI focuses on reviewing, synthesizing and evaluating international and regional agreements related to plastic waste that Vietnam signed, implemented or committed. Further, information, experiences, best practices and lessons learnt will be collected and exchanged at the regional level throughout regional knowledge hub, especially predicting the perspectives of other countries (ASEAN, Asia Pacific, Japan, Germany...) at coming INC sessions and proposing Vietnam's perspectives. The support also focuses on reviewing, synthesizing and evaluating domestic legal regulations related to plastic waste management, with a focus on the leakage of plastic waste along the rivers and marine plastic waste.

Within this approach, UNDP is looking for a consultant team to perform the tasks with the objectives and details described below.

2) OBJECTIVES OF THE ASSIGNMENT

The consultant group shall conduct studies covering essential inputs needed by the Viet Nam government for the preparation of and participation in the development of the UN Treaty on plastic pollution, including in the Marine Environment; the coordination of participatory planning and consultation meetings of stakeholders will be enhanced. These studies will be presented in front of the respective line relevant departments under MONRE and UNDP.

3) SCOPE OF WORK

The assignment is expected to be performed by a consultant team, consisting of one team leader (50 working days), one technical expert (50 working days), and one administrative assistant (170 working days)

The service providers are expected to perform the following tasks during the consultancy:

Task 1: Inception phase: Develop inception report: The consultant team shall present their understanding of the task and Vietnam context to implement the task, methodology, workplan, outlines of the thematic reports and agree on expected dates to deliver each product. Alternative approaches that the consultant deems more efficient to achieve the expected outcomes can be presented as well.

Output 1: An inception report ensuring mutual understanding of the consultants' plan of action and timeline and deliverables for each team member.

➤ **Team leader:**

- Lead the discussion among the team on the requirements, methodology, workplan, expected deliverables and detailed tasks of team members;
- Develop and share inception report to VASI and UNDP for approval;

➤ **Technical expert:**

- Participate in the discussion about the assignments, contribute and agree on methodology, deliverables and tasks;
- Contribute to the development of the inception report;
- **Administrative assistant:**
 - Provide all administrative support to the team including translation and logistics.

Task 2: Review Vietnamese waste management system and related legal framework

Output 1: A report (and corresponding presentation) on Viet Nam's waste management system and related legal framework on waste management in Viet Nam

- **Team leader:**
 - Review and provide inputs to finalize the plastic waste management in Viet Nam
 - Analyse the gaps of the existing processes to manage plastic waste from source to sea, preventing marine debris pollution.
 - Review, synthesize and evaluate international and regional agreements that Vietnam signed, implemented or committed to, with a focus on waste management from source to sea (~20 pages);
- **Technical expert:**
 - Identify, draw up an overview and visualize the existing processes in waste management system of Viet Nam through a Process Map. The Process Map is a tool to be employed for identifying and visualising the steering, core and support processes in relation to manage plastic waste from source to sea, preventing marine debris in Vietnam. The core processes can be broken down into different types: output processes, cooperation processes, learning processes, core processes, support processes, steering processes.
 - Compile a list of all sub-processes before assigning them to the corresponding process types. After the processes have been mapped, determine where processes are lacking, are not harmonised, or are not yet working efficiently;
 - Analyse the gaps of the existing processes to manage plastic waste from source to sea, preventing marine debris pollution;
 - Do desk review of related international and regional agreements to which Viet Nam is a party focusing on plastic waste life cycle management.
- **Administrative assistant:**
 - Provide administrative, logistic support and contribute to data collection for the team.

Task 3: Propose technical inputs needed for Vietnam government in preparation of and participation in the development of UN Treaty on plastic pollution and proposing Vietnam's orientation in future INC sessions

Output 3: A report (and corresponding presentation) on Marine Debris Pollution and Vietnam's orientation in future INC sessions, 1 participatory planning meeting/ consultation meeting

- **Team leader:**
 - Lead the team to collect, synthesize, analyze information, data, experiences, best practices, lessons learnt on actions against Marine Debris Pollution at international level (particularly focusing on ASEAN countries, Asia Pacific and the leading countries such as Japan and Germany), regional level and national level;
 - Lead the process among the team to proposing Vietnam's viewpoints on the basis of predictions about the countries' views in the future INC sessions.
 - Work with team members to review the first INC results and proposing intended Vietnam's perspective in coming INC sessions. Consultants are expected to take all the baseline studies and available materials provided by NGOs and development partners, especially WWF's reports/studies into consideration.

- Collect and synthesize data and information on Marine Debris Pollution in Viet Nam, with focus on leakage of plastic wastes from source to sea and develop a list of recommendations/ priorities on concrete improvements/actions to be taken;
- Coordinate participatory planning meetings/ consultation meetings on predicting the perspectives of other countries (ASEAN, Asia Pacific, Japan, Germany...) and proposing Vietnam's orientation in future INC sessions.

➤ **Technical expert:**

- Collect, synthesize, analyze information, data, experiences, best practices, lessons learnt on actions against Marine Debris Pollution at international level (particularly focusing on ASEAN countries, Asia Pacific and the leading countries such as Japan and Germany), regional level and national level;
- Propose Vietnam's viewpoints on the basis of predictions about the countries' views in the future INC sessions;
- Review the first INC results and proposing intended Vietnam's perspective in coming INC sessions. Consultants are expected to take all the baseline studies and available materials provided by NGOs and development partners, especially WWF's reports/studies into consideration;
- Support team lead to collect and synthesize data and information on Marine Debris Pollution in Viet Nam, with focus on leakage of plastic wastes from source to sea and develop a list of recommendations/ priorities on concrete improvements/actions to be taken;
- Assist the team in participatory planning meetings/ consultation meetings on predicting the perspectives of other countries (ASEAN, Asia Pacific, Japan, Germany...) and proposing Vietnam's orientation in future INC sessions.

➤ **Administrative assistant:**

- Provide support for team's data collection
- Support logistics, coordination and organization of the consultation meetings on predicting the perspectives of other countries (ASEAN, Asia Pacific, Japan, Germany...) and proposing Vietnam's orientation in future INC sessions.

Task 4: Propose an effective coordination mechanism (pre – within - post negotiation) among relevant Vietnamese agencies and organizations in the development of the UN Treaty on plastic pollution

Output 4: A report (and corresponding presentation) on effective coordination mechanism in the development of the UN Treaty on plastic pollution including 2 main parts and 1 participatory planning meeting/ consultation meeting

➤ **Team leader:**

- Coordinate and collaborate with UNDP, ICD, PCD, WWF, VASI and relevant stakeholders in planning, scheduling, preparing content and engaging relevant stakeholders and experts to participate in and contribute technical input and advice to participatory planning meetings on preparing for the development of the UN Treaty on plastic pollution including in the Marine Environment;
- Lead the development of report on effective coordination mechanism in the development of the Treaty;

➤ **Technical expert:**

- Propose an effective coordination mechanism among relevant agencies and organizations (pre – within - post negotiation)
- Mobilize and effectively use domestic and international resources, knowledge, technology and experience during the preparation and participation in the formulation of the;

➤ **Administrative assistant:**

- Provide all administrative support to the team including translation, interpretation and logistics for the required meetings and events.

Task 5: Proposal of inputs for Viet Nam’s negotiation plan on the UN Treaty on plastic pollution

Output 5: A report (and corresponding presentations) for Viet Nam’s negotiation plan for INC-2 and 1 participatory planning meeting/ consultation meeting

- **Team leader:**
 - Propose inputs and take technical lead for coming negotiation plan considering all available resources developed by relevant stakeholders such as WWF’s reports and materials, coordinating with experts and related agencies/organizations on the basis of an integrated analysis of: (i) national, regional and international ideas and views; (ii) the nature and complexity of the plastic waste problem, including ocean plastic waste; (iii) the legally binding nature of the Treaty may lead to scenarios and (expected) contents of the Treaty.
 - Lead the synthesis and analysis of developments and results of the INCs, proposing Vietnam orientations to prepare for the next INCs;
- **Technical expert:**
 - Propose inputs for coming negotiation plan considering all available resources developed by relevant stakeholders such as WWF’s reports and materials, coordinating with experts and related agencies/organizations on the basis of an integrated analysis of: (i) national, regional and international ideas and views; (ii) the nature and complexity of the plastic waste problem, including ocean plastic waste; (iii) the legally binding nature of the Treaty may lead to scenarios and (expected) contents of the Treaty.
 - Synthesize and analyse developments and results of the INCs, proposing Vietnam orientations to prepare for the next INCs;
- **Administrative assistant:**
 - Support organization and coordination of participatory planning meetings/ expert meetings for consulting on inputs for negotiation scenarios.
 - Provide support to the negotiation delegation whenever required.

Task 6: Update report as technical inputs for Viet Nam’s negotiation plan on the UN Treaty on plastic pollution based on result of INC-2 and suggest negotiation plans for the negotiation delegation

Output 6: An updated report (and corresponding presentation) for Viet Nam’s negotiation plan for INC-3

- **Team leader:**
 - Collect and update on the results of INC 2 to update the inputs and negotiation plan for Viet Nam’s delegation;
 - Collect inputs from different stakeholders through consultation workshops to improve the report and get the negotiation delegation prepared for INC-3
- **Technical expert:**
 - Synthesize and analyse developments and results of the INC-2, proposing new orientations to prepare for INC-3
- **Administrative assistant:**
 - Support organization and coordination of participatory planning meetings/ expert meetings for consulting on inputs for negotiation scenarios.
 - Provide administrative and logistic support throughout the preparation and participation to the INC sessions of the negotiation delegation whenever required.

Team leader and technical expert are expected to synthesize final report and present final report to UNDP and VASI for final approval.

Administrative assistant is expected to provide administrative and logistic support the whole assignment and report regularly to UNDP and VASI’s people in charge.

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

Duration and Timing: April 2023 – 30 December 2023

Working days: Team lead: 50 working days, technical expert: 50 working days, Administrative Assistant: 170 days. The budget for contractors in terms of this technical assistance excludes travel cost and other fees.

Duty Station: Ha Noi with possible travel to some provinces. All travels cost will be paid by UNDP separately based on UN-EU costnorm.

5) FINAL PRODUCTS

Output 1: Output 1: An inception report ensuring mutual understanding of the consultants' plan of action and timeline and deliverables for each team member;

Output 2: A report (and corresponding presentations) on Viet Nam's waste management system and related legal framework;

Output 3: A report (and corresponding presentations) on Marine Debris Pollution and Vietnam's orientation in future INC sessions;

Output 4: A report (and corresponding presentations) on effective coordination mechanism in the development of the UN Treaty on plastic pollution;

Output 5: A report (and corresponding presentations) for Viet Nam's negotiation plan for INC-2

Output 6: A updated report (and corresponding presentation) for Viet Nam's negotiation plan for INC-3

6) PROVISION OF MONITORING, PROGRESS CONTROLS AND PAYMENT TERM

The consultants provide her/his services under the technical supervision of the NPAP Secretariat Manager, and report to the Programme Analyst of the UNDP Viet Nam CO and works closely with VASI.

No.	Deliverables	Timing	Duration (in working days)			Payment amount
			Team leader	Technical expert	Administrative assistant	
1	Inception report	Two weeks after signing contracts	3	3	20	30%
2	Output 1: A report (and corresponding presentation) on Viet Nam's waste management system and related legal framework on waste management in Viet Nam	20 April 2023	7	7	20	
3	Output 3: A report (and corresponding presentation) on Marine Debris Pollution	25 April 2023	8	8	20	

No.	Deliverables	Timing	Duration (in working days)			Payment amount
			Team leader	Technical expert	Administrativ e assistant	
	and Vietnam's orientation in future INC sessions 1 participatory planning meeting/ consultation meeting					30%
4	Output 4: A report (and corresponding presentation) on effective coordination mechanism in the development of the UN Treaty on plastic pollution including 2 main parts and 1 participatory planning meeting/ consultation meeting	5 May 2023	8	8	20	
5	Output 5: A report (and corresponding presentations) for Viet Nam's negotiation plan for INC-2 and 1 participatory planning meeting/ consultation meeting	12 May 2023	10	10	20	
6	Output 6: A final updated report (and corresponding presentation) for Viet Nam's negotiation plan for INC-3	30 Sept 2023 (Team lead and Technical Expert) 30 Dec 2023 (Administrative Assistant)	14	14	70	40%
			50 days	50 days	170 days	

The consultants will work in close coordination with the UNDP Team, VASI and host online/offline presentation/feedback meetings for the deliverables.

In addition, the consultant shall submit keep regular communication with UNDP and VASI and submit reports based on the workplan agreed with VASI and UNDP. Reports should be prepared in English and submitted in time. The inception report should describe clearly on methodology, workplan and outline of the final report. The final updated report should describe clearly on consultation process and results.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultants should work in team closely and responsibly to ensure the quality of outputs and effective delivery of services and should be committed to deliver excellent and timely results:

Team Leader:

- Minimum 10 years of experience in Life Cycle Analysis, environmental management, solid waste management, legal advice, policy development in environmental management
- Master's degree in natural resources and environment management, marine environment, environmental sciences, environmental technology, environmental engineering, waste management, international cooperation, sustainable development, laws or related areas
- Practical experience in team management, capacity development, engagement campaigns with local communities, development of strategies, policy and roadmap
- Excellent knowledge on the regulatory framework, international and regional framework and agreements, and requirements in international negotiations, plastic waste value chain and stakeholders for plastic wastes
- Excellent English communication skill (applicant to provide writing sample)
- Advanced skills of Microsoft Office, Internet, and virtual meeting tools.

Technical Expert:

- At least 8 - 10 years of experience in Life Cycle Analysis, environmental management, solid waste management, legal advice, policy development in environmental management
- Postgraduate degree in natural resources and environment management, marine environment, environmental sciences, environmental technology, environmental engineering, waste management, international cooperation, sustainable development, laws or related areas
- Good data analysis and interpretation, GIS analysis, SWOT analysis, good report compilation skills; questionnaire and survey development
- Excellent knowledge on the regulatory framework, international and regional framework and agreements, and requirements in international negotiations, plastic waste value chain and stakeholders for plastic wastes
- Advanced skills of Microsoft Office, Internet, and virtual meeting tools.

Administrative Assistant:

- Minimum 5 years of experience of working with government agencies
- Bachelor degree in a relevant field
- Understanding about state management and capable to work effectively with government, private sectors and local authorities
- Excellent English communication skill (applicant to provide writing sample)
- Advanced skills of Microsoft Office, Internet, and virtual meeting tools

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP Viet Nam CO and VASI will provide background documents and data necessary for the consultant to carry out the assignment. All documents and data provided to the consultant are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.

UNDP Viet Nam CO is not required to provide any physical facility for the work of the consultant, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP Viet Nam CO and as necessary.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made upon satisfactory acceptance of the Programme Analyst / Circular Economy Officer of the following deliverables:

For team leader and national expert, payment will be made one time upon approval of the deliverables by VASI and UNDP CO; for staff, payment will be made monthly based upon approval of monthly report submitted to VASI and UNDP.

UNDP will provide feedback on submitted deliverables within 05 working days

10) EVALUATION CRITERIA

Team leader

No.	Requirement	Points
1	Minimum 10 years of experience in Life Cycle Analysis, environmental management, solid waste management, legal advice, policy development in environmental management	300
2	Master's degree in natural resources and environment management, marine environment, environmental sciences, environmental technology, environmental engineering, waste management, international cooperation, sustainable development, laws or related areas	200
3	Practical experience in team management, capacity development, engagement campaigns with local communities, development of strategies, policy and roadmap	200
4	Excellent knowledge on the regulatory framework, international and regional framework and agreements, and requirements in international negotiations, plastic waste value chain and stakeholders for plastic wastes	100
5	Excellent English communication skill (applicant to provide writing sample)	100
6	Advanced skills of Microsoft Office, Internet, and virtual meeting tools	100

Technical expert

No.	Requirement	Points
1	At least 8 - 10 years of experience in Life Cycle Analysis, environmental management, solid waste management, legal advice, policy development in environmental management	350
2	Postgraduate degree in natural resources and environment management, marine environment, environmental sciences, environmental technology, environmental engineering, waste management, international cooperation, sustainable development, laws or related areas	200
3	Good data analysis and interpretation, GIS analysis, SWOT analysis, good report compilation skills; questionnaire and survey development	200
4	Excellent knowledge on the regulatory framework, international and regional framework and agreements, and requirements in international negotiations, plastic waste value chain and stakeholders for plastic wastes	100
5	Advanced skills of Microsoft Office, Internet, and virtual meeting tools	150

Administrative Assistant

No.	Requirement	Points
1	Minimum 5 years of experience of working with government agencies	350

2	Bachelor degree in a relevant field	200
3	Understanding about state management and capable to work effectively with government, private sectors and local authorities	200
4	Excellent English communication skill (applicant to provide writing sample)	100
5	Advanced skills of Microsoft Office, Internet, and virtual meeting tools	150

Interview may be conducted if required.

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE PARTIAL INTERMITTENT FULL-TIME

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.

