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Date: **27 September 2014**

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Expert to support MOIT develop Green Growth Action Plan by focusing on Chemical Fertilizer, Steel and Energy sub-sector target setting
Project name:	"Strengthening Capacity on Climate Change Initiatives in the Industry and Trade sectors" (CCIT)
Period of assignment:	Estimated 35 working days including two missions (5 days/each) in Hanoi

Submissions should be sent by email to: le.tuyet.sinh@undp.org no later than: **06 October 2014 (Hanoi time)**.

With subject line: **International Expert to develop Green Growth Action Plan - CCIT Project**

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

Note: Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to le.tuyet.sinh@undp.org. 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 interested consultants and

1. Please find attached the relevant documents:

- Terms of Reference (TOR) (Annex I)
- [Individual Contract & General Conditions](#) (Annex II)
- [Reimbursable Loan Agreement \(for a consultant assigned by a firm\) & General Conditions](#) (Annex III)
- [Insurance Coverage Table](#) (Annex IV)

- [Vendor Form](#) (Annex V)
- [Guidelines for CV preparation](#) (Annex VI)
- [Format of financial proposal](#). (Annex VII)

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

- a. Technical Submission:
 - Letter of interest explaining why they are the most suitable for the work (1 – 2 pages)
 - One or two writing sample for the assessment of English Proficiency
 - Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service
- b. Financial proposal **(with your signature)**:
 - The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in [Annex VII](#).
 - 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 US Dollar at UN Exchange Rate at the submission deadline.

Please note: Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP

3. Evaluation:

The technical component will be evaluated using the following criteria:

	Consultant's experiences/qualification related to the services	Max points
1	University degree (MA or equivalent) in economics, political science, engineering, natural sciences; or a related subject	100
2	Comprehensive technical knowledge and work experience in industrial production and technical assessments of implementation of GHG mitigation technologies and options. Related experience in energy sub-sector and master plan development work is an advantage.	400
	Experience in carrying out technical studies and analysis mitigation for designing development plan/strategy implementation plan similar country contexts; Viet Nam focused experience will be an advantage.	300
4	A proven track record leading UNDP (or other international organizations) supported projects	100
5	Fluency in written English (at least one writing sample must be provided for assessment)	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. 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).

Technically qualified consultants may be selected for an interview before financial evaluation.

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%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

8. 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:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field at <https://training.dss.un.org/consultants> and submit certificate to UNDP before contract issuance.
- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

Annex VI: GUIDELINES FOR PREPARING CV

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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex VII

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, medical check if required etc).

Cost breakdown:

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Service at home based			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel cost to Hanoi and to provinces			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.4	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

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



TERMS OF REFERENCE

International Expert to support MOIT develop Green Growth Action Plan by focusing on Chemical Fertilizer, Steel and Energy sub-sector target setting

Assignment summary:

Project:	“Strengthening Capacity on Climate Change Initiatives in the Industry and Trade sectors” (CCIT)
Country of assignment:	Viet Nam
Description of the assignment:	International expert (i) to lead the work of technical experts to identify and recommend greenhouse gas mitigation potential and GHG reduction targets in three sub-sectors for drafting the MOIT Green Growth Action Plan; (ii) support the process for MOIT formulation of the Green Growth Action Plan for implementing the Green Growth Strategy during 2014-2020 in close cooperation with national legal & policy expert.
Duration of assignment:	Estimated 35 working days

1) Background and context

The Government of Viet Nam has made significant efforts in responding to the challenges of climate change. An example of this is the Green Growth Strategy takes three strategic directions: low-carbon development trajectories; green production and restoring of natural assets; and the stimulation of green lifestyles. The Green Growth Strategy provides Viet Nam’s voluntary emission reduction targets and assists to transform current development patterns towards sustainable development.

In July, 2012, the UNDP Project entitled “Strengthening capacity on climate change initiatives in the Industry and Trade sectors” (CCIT) was signed by the Prime Minister of Viet Nam. This four year project will assist Ministry of Industry and Trade (MOIT), as well as other relevant ministries and industry stakeholders, to raise awareness about climate change, undertake analysis of the current environment in which industry operates and work to address the challenges posed by climate change and take advantage of the potential opportunities it offers.

In September 2012, the Prime Minister of Viet Nam approved the Viet Nam Green Growth Strategy (VGGS) which is now supported by a national Green Growth Action Plan (GG AP) and forthcoming Green Growth Action Plans for each line ministry under the VGGS.

Presently, MOIT has just begun the process to develop its Action Plan for green growth to contribute to the national efforts to implement VGGS. A core item of the green growth action plan(s) will be quantitative GHG emission reduction target(s) set forth for the sectors and industries under MOIT’s

mandate. ISEA as the implementing agency is leading this work in coordination with Department of Science and Technology (DST).

To support MOIT to develop its GGAP, the CCIT project will provide expertise inputs for setting GHG emission reduction targets in some key sectors and formulation of the MOIT GGAP that will be submitted to MOIT Minister for approval by December 2014. For this work, initially, MOIT will focus on the three sub sectors (chemical fertilizer, energy and steel). Other sub sectors may be considered for this work by early 2015.

The CCIT project is supporting MOIT in recommending GHG baselines, reduction targets and formulation of the draft MOIT GG AP. For completion of GGAP Action Plan for MOIT by Dec 2014, initially, MOIT will focus on GHG reduction targets in three sub-sectors (chemical fertilizer, energy and steel). Additional sub-sectors will be added for this work during early 2015.

An International expert will be recruited to work as the leader of a team of experts, consisting of 1 international (this TOR) and 5 other national sector experts, to support MOIT in completing draft MOIT GGAP. The common plan for the team is summarized in Annex 1

2. Objective of the assignment and expected deliverables

The overall objective is to provide technical and evidence based support to MOIT in developing the MOIT Green Growth Action Plan, so that the VGGs can be implemented within MOIT during 2014-2020. A key item of the MOIT's Green Growth Action Plan will be specific GHG reduction targets for the sectors and industries under MOIT's mandate.

Specific objective of the assignment is:

- To support MOIT in taking overall responsibility in proposing methodology and consolidating study and assessment results to identify GHG baseline and GHG reduction targets based on assessment of steel, chemical fertilizer and coal fired power generation sub-sectors, and in leading a team of national technical experts. He/she also work on the consolidation of evidence based GHG baseline and reduction targets and overall design and formulation of the MOIT Green Growth Action Plan (GGAP) which should complement and support the VGGs and national GG AP.

Expected key deliverables:

- A analysis and evidence based report based on consolidation of technical reports by the national sector experts to recommend GHG baseline setting and quantitative GHG reduction targets in the chemical fertilizer, steel and coal fired power generation sectors for the period of 2014-2020 and perspective to 2030 (lead the national technical team's work);
- A summary to submit to PMU and presentations at meetings/workshops on methodology of calculation and data selection;
- Support to MOIT in designing and formulating the overall MOIT GG AP and consolidation of targets.

3. Scope of work and specific activities

This assignment will work towards technical assessment leading to a set of clear recommendations and quantitative measures to support MOIT for the GHG target setting under the draft GG AP— with a special focus on chemical fertilizer, coal fired electricity production and steel sub-sectors.

This work will also lead to consolidation of targets and design of formulation of MOIT Green Growth Action Plan (GGAP). Other sub-sectors may be added in 2015.

The scope of assignments to the Energy Expert will consist of following key works:

- To develop and get the consent among the team members on a joint detailed implementation plan for the whole team with responsibility provision, timeline and milestones.
- With support from national sectoral experts, lead the formulation and design of methodology, selection of scenarios, identification of data requirement, assessment of available national and sectoral data; identification of calculation method on energy saving potentials;
- To recommend and suggest measurements of investment costs in the steel and fertilizer sub-sectors to reach the recommended GHG reduction targets;
- To prepare power point presentations and present methodology, data and findings at consultations workshops.
- To prepare a analysis and evidence based report based on consolidation of technical reports by the national sector experts to recommend GHG baseline setting and quantitative GHG reduction targets in the chemical fertilizer, steel and coal fired power generation sectors for the period of 2014-2020 and perspective to 2030, and estimation of GHG reduction costs.

4. Deliverables and timeline:

- Work plan and methodology covering component I (see annex I for details on components). Deadline: 25 October, 2014. Responsibility of IC and national technical experts
- Detailed report on GHG baseline setting and reduction targets in the chemical fertilizer, steel and coal based power generation (component I). Responsibility of IC and national technical experts. Deadline: 05 November, 2014.
- Based on component I, consolidated input of targets to MOIT's Action Plan on Green Growth during 2014 – 2020 Deadline: 15 November, 2014. Responsibility of IC and technical experts.
- Formulation of Draft Green Growth Action Plan design (main responsibility of the policy & legal consultant with some feedback support from IC, if needed)
- Finalization of GGAP of MOIT and consolidated targets after incorporating comments from stakeholders (responsibility of policy & legal consultant with some feedback from IC, if needed)

As noted earlier, the IC will lead with technical and policy/legal experts to assist MOIT in preparing and facilitation of a **stakeholder technical workshop** where the IC will present methodology and initial technical data from component I. Received comments/inputs will be collected at the workshop and incorporated in finalizing component I in terms of target setting of specific sub-sector and finalizing component II.

The draft report comprising of components I and II (GGAP of MOIT and consolidated targets) will be presented **at a final work workshop for comments** before the report is finalized for submission by MOIT. This final report is the main responsibility of the policy and legal consultant (with support from IC and IC will make a presentation).

5. Assignment duration and proposed work place:

The assignment is expected to start from the second or third week of October 2014 and all deliverables will be completed by 30 November 2014. The international consultant (IC) will have two missions (5 days each mission) in Hanoi for stakeholder consultation and holding of workshops. National Policy and Legal expert and technical experts for three sub-sectors will be available for support to the IC for the first workshop and lead the holding of second workshop along with IC.

6. Team constellation and duration

The GGAP formulation work will consist of two components: one technical assessment work including national technical consultants for three sub-sectors and the international expert/team leader. The IC will lead component I.

Second component is on consolidation of targets and design & formulation of MOIT GGAP. The team from component 1 will collaborate with the policy and legal national expert in terms of delivery of phase II of the assignment –but main responsibility of Component II with the recruited national policy and legal consultant with close collaboration with IC (of this TOR).

7. Administrative support and reference documents

The CCIT Project Management Unit and UNDP will assist the consultant on practical issues for carrying out the assessment (contact, interviews and meetings with proposed stakeholders etc).

A number of reference documents from conducted or ongoing studies on GHG baselines and reduction potential will be shared by the PMU and UNDP.

Provision of monitoring and progress controls:

The international consultant will work under the conditions of contract; guide the work of technical experts; and work under supervision of the National Project Director and Project Coordinator of the CCIT project together with UNDP Programme Officer and the project's International Technical Adviser. Administrative support will be provided by personnel of Project Management Unit.

Meetings and progress reports should be conducted with PMU and UNDP staff as requested.

Quality management:

Qualitative criteria: PMU and UNDP staff will be quality reviewers of the ongoing assessment and the draft and final assessment report.

8. Required qualifications

	Consultant's experiences/qualification related to the services	Max points
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1	University degree (MA or equivalent) in economics, political science, engineering, natural sciences; or a related subject	100
2	Comprehensive technical knowledge and work experience in industrial production and technical assessments of implementation of GHG mitigation technologies and options. Related experience in energy sub-sector and master plan development work is an advantage.	400
	Experience in carrying out technical studies and analysis mitigation for designing development plan/strategy implementation plan similar country contexts; Viet Nam focused experience will be an advantage.	300
4	A proven track record leading UNDP (or other international organizations) supported projects	100
5	Fluency in written and spoken English (at least one writing sample must be provided for assessment)	100
	Total	1000

9. Payment terms

Three instalments after completion of each phase of work; and acceptance of outputs by UNDP, as follows:

- 20% upon acceptance of the detailed implementation plan of the assignment and the proposed step-wise methodology
- 40% upon acceptance of the draft consolidation of three sub-sector targets and design of GGAP for MOIT Report
- 40% upon acceptance Final Consolidated Targets and formulated GGAP for MOIT.

Annex: Implementation plan for the overall assignment (not only focused on the IC/team leader)

Component I: Technical Assessment (GHG baseline and target setting):

The selected consultant will be mainly responsible for component I

Task 1: Formulation of detailed methodology

- Lead the national technical team formulate a detailed methodology for identifying the GHG baseline levels, reduction potential and target setting in the chemical fertilizer, steel and energy sub-sector formulation of reduction targets.

Task 2: Desk review of the existing studies for GHG reductions:

- Lead the national technical team conduct a comprehensive desk review previous/ ongoing assessments for GHG baseline and reduction options in the three sub-sectors.

Task 3: Empirical data collection for further detailed analysis

- Lead National technical team collect/validate international and national data for the GHG baseline setting and identification of reduction target setting for three sub sectors.

Task 4: Stakeholder consultations

- Lead the national policy and legal expert and national technical experts on stakeholder's consultations with the chemical fertilizer industry experts, state agencies and donors involved in three initial subsectors and general climate change mitigation activities in Viet Nam.
 - o The consultations will focus on collecting/validating information for the technical assessment, foster knowledge sharing among key stakeholders and create consensus (where possible) on the GHG baseline levels and reduction targets for the MOIT GG AP.
 - o The expert will lead and participate in an initial technical consultation workshop discussing methodology and initial data of the whole team (chemical fertilizer, steel and energy sub-sectors)
 - o The expert will participate and make presentations in a final workshop reflecting results of Task 5 (targets) of Component I as well as results of Component II detailed below. This workshop will be attended by related Ministries and steel, chemical fertilizer and energy related companies and industry representatives.

Task 5: Detailed assessment of steel, chemical fertilizer and energy sub-sectors for GHG target setting

- Lead national technical experts conduct assessment incorporating existing studies and develop further quantitative analysis on GHG baselines and reduction options. The applied analytical approach must be based on internationally recognized methodologies such as value chain analysis, MACC assessments, LEAP modelling, etc. The detailed analysis must include technical GHG reduction potential, recommend/optimal reduction potentials, and estimated costs of the reductions. .

Component II; Consolidation of Targets and Formulation of the MOIT GG AP Action Plan Design for Implementation of Green Growth Strategy:

- Task 1: Be available for support to national team esp. Policy & legal expert to review and evaluate the legal documents related to green growth including 14 activities assigned to MOIT and related activities in the National Action Plan on Green Growth that was approved by the Prime Minister by Decision No. 403/QD-TTg on March 20th, 2014 (also as it relates to the steel, chemical fertilizer and energy sub-sectors)
- Task 2: In cooperation with other team members (steel, energy, chemical fertilizer technical teams and the legal& policy expert) evaluate and compare the results obtained under component I with the current legal documents to develop the MOIT GG AP for 2014 - 2020;
- Task 4: Work with policy and legal expert to draft and design MOIT's Action Plan on Green Growth during 2014 -2020 for MOIT's submission to the Minister of MOIT by end 2014.

Task 5: Work with policy and legal expert to incorporate comments from second workshop (see task 4; component I) to modify and supplement contents and complete the consolidated targets for three sub-sectors; and the design of MOIT Action Plan on Green Growth during 2014-2020

- Task 6: Work with policy and legal expert to finalize the consolidated sub-sector targets; final design of MOIT GGAP for submission to MOIT Minister