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Date: 7 January 2015

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|--|--|
| Country: | Viet Nam |
| Description of the assignment: | International Consultant on Green Development Research, Education and Training in Viet Nam |
| Project name: | Project 00082542/91412 |
| Period of assignment/services (if applicable): | January 2015 – December 2016 |

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **21 January 2015 (Hanoi time)**.

With subject line: International Consultant on Green Development Research, Education and Training

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 **7 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.

2. 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)
- [Confirmation of Interest and availability](#)..... (Annex VIII)

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

a. Technical component:

- Signed Curriculum vitae
- Letter to UNDP Confirming Interest and Availability (attached form)
- Copy of 1-3 publications/writing samples.
- Reference contacts of past 4 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.

4. Evaluation:

The technical component will be evaluated using the following criteria:

| Consultant's experiences/qualification related to the services | | |
|---|---|---|
| | Criteria | Maximum Points |
| 1 | Master's Degree or Ph.D. in climate change, environmental management, green growth or related fields <i>PhD Degree</i> <i>Master Degree</i> | 100 100 50 |
| 2 | Ten (10) years working experience in conducting policy analysis, providing policy advice and leading advocacy to government agencies to enhance national and sectoral policies in climate change, environment fields: <i>10 years working experience</i> <i>7-9 years working experience</i> <i>4-6 years working experience</i> <i>3 years working experience</i> <i>1-2 years working experience</i> | 300 300 250 200 100 50 |
| 3 | Proven knowledge in green growth and low carbon development, climate change mitigation policy and economics, and climate change adaptation | 200 |
| 4 | Prior experience with UNDP or another UN or international organizations. Relevant experience of Viet Nam or South East Asia countries | 50 50 |
| 5 | Excellent conceptualization and analytical skills and proven experience in leading policy research on current and on-going national, regional and global discussions topics | 200 |
| 6 | Evidence of excellent written/presentation skills in English by submission of 02 writing samples. | 100 |
| | TOTAL | 1000 |

Evaluation Process

- Experts achieving from 700/1000 technical scores from desk review are considered as technically qualified experts
- Technically qualified experts from desk review will be invited for interview by evaluation panel
- Technically qualified experts after desk and interview assessment will be qualified for financial assessment
- 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.

- e) Weight of technical and financial scores is 70:30
- f) Expert receiving the highest combined technical and financial scores and good reference checks will be awarded the contract.

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:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website:

<https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- 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.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

Payment will be made on a monthly basis against the assigned number of working days per month and the delivery of results as reported in the timesheet.

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.



TERMS OF REFERENCE (TOR)

| | |
|-----------------------|---|
| Post title: | International Consultant on Green Development Research, Education and Training in Viet Nam |
| Agency: | UNDP CO Viet Nam |
| Reporting to: | Assistant Country Director/Head of Sustainable Development Cluster |
| Duty Station: | Home-based with visits to Hanoi, Viet Nam |
| Contract Type: | Individual Contract (IC) |
| Duration: | Output based consultancy, estimated 200-225 working days within the period From January 2015 to December 2016 |

1) GENERAL BACKGROUND

Green growth has emerged in the past ten years as a solution to balance environmental sustainability and socio-economic development goals. Viet Nam recorded the longest sustainable economic growth between 1990 and 2010 since the introduction of “Doi Moi renovation” in 1986. However, there has been a growing concern over the quality and sustainability of growth, given the resource-intensive pattern of growth, high levels of pollution, lack of diversification and value addition in exports, and the declining contribution of productivity to growth. The Government of Viet Nam has made significant efforts in responding to the climate change challenge, deploying both domestic resources and international support to advance a range of actions. The Vietnam Green Growth Strategy (Prime Minister Decision 1393/QĐ-TTg) addresses i) low-carbon development, ii) green production including technology innovation and restoring natural assets, and iii) stimulation of green lifestyles. To implement the VGGS, the Government adopted the Green Growth Action Plan (decision No: 403/QĐ-TTg 2014) with 66 activities and has requested all ministries and provinces to formulate their own green growth action plans.

Universities and research institutes will play a key role to develop qualified and skilled human resources for greening Viet Nam’s economic model. Due to insufficient capacity and resources, green growth and climate change topics are not yet comprehensively addressed in research programmes and teaching materials. Research and policy analysis conducted by national universities will be crucial to independently inform and support the pursuit of the green growth model. National universities in Viet Nam, while focusing on environmental science and technology, have not yet stepped into the green growth topic.

Supported by funding from UNDP Viet Nam, the National University of Viet Nam and the Economics and Business University is implementing the Research, Education and Training for Green Development (**GDP RTE**) project with the objective of “Strengthened capacity of VNU to undertake policy research; improved teaching capacities and education and training materials, and enhanced networking among national and international universities; strengthened linkages between research and policy-making”. The project is established for a 3-year period from 2014-2017. The expected key outcomes of this project are as follows:

- Component 1: Evidence-based policy research and policy dialogues
- Component 2: Education and Training on Climate Change/Green Growth.
- Component 3: Pilot Low Emission Development (NAMA) in Quang Ninh

UNDP and UEB are now looking for an international visiting adviser to support implementation through the project course, providing technical advice and quality assurance to the development of research and training and education products as well as capacity building and knowledge transfer on green growth issues.

The International Consultant is a key advisor to the project partner -the University of Economics and Business (UEB) of Vietnam National University (VNU), - on research, educational and training aspects on green growth and climate change. In exercising his/her role, the International Consultant supports the planning, technical reviews and quality assurance, monitoring and reporting of the project; plays a leading

role in formulation of research and ensures highest quality policy, training and course products.

The International Consultant will report to the UNDP Assistant Country Director/Head of Sustainable Development Cluster and agree with the National Project Director on specific tasks. The International Consultant works in close collaboration with the programme staff at the UNDP Country Office as well as national counterparts for ensuring knowledge sharing and the highest possible quality of project outputs. He/she ensures the alignment of the project outputs with intended outcomes, benefits and impacts of the UNDP's Sustainable Development Programme in Viet Nam.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to provide technical advice and quality assurance to the development of research and training and education products of the GDP RTE project; and to support capacity building of the project staff in particular and UEB staff in general.

The advice and products should meet the requirements of UNDP and Government of Vietnam and related regulations/guidelines.

3) SCOPE OF WORK

Key Functions

The International Consultant is required to provide advice to UEB and UNDP in the field of research and training on green growth and climate change, focusing on the implementation of the Project. The International Consultant has three main functions as follows:

- Advice and support UEB and UNDP on planning, technical quality assurance, M&E, and reporting of the project;
- Provide technical inputs and quality assurance of policy analysis/researches, training and curriculum materials on green growth policy, climate change mitigation and adaptation, and relevant topics; and contribution to knowledge generation and capacity development;

1. Planning, Quality assurance, M&E and Reporting of the project

- Project planning: Provide advice and assist the NPD, National Project Manager, and UNDP Programme Officer in charge of the project to ensure quality and timely preparation and submission of annual and quarterly project work-plans. Initiate the revision of project's Resource and Results Framework (RFF) as needed;
- Technical inputs and quality assurance: Assume the responsibilities of technical quality assurance for job descriptions, terms of references, and bidding requirements/ requests for proposal, and project outputs/products, especially research materials, methodology and reports before approval by the NPD and UNDP;
- Monitoring, review and evaluation: Support PMU to prepare, update and revise indicators, baselines, targets, and means of verifications for project outcomes, outputs, and activities. Support to the implementation and follow-up of recommendations/actions from project reviews/evaluations;
- Reporting and documenting lessons and good practices: Provide inputs to the preparation of progress project reports, including reports to donors/global programme as required, focusing on capturing results and lessons, and undertake necessary reviews to ensure quality reports. Initiate and ensure proper documentation of project lessons, experiences, best practices, and human interest stories;
- Publishing and disseminating project results/ products: Ensure quality of publication of project products, including policy briefs, research results/ products, and proceedings of policy dialogues/ technical meetings, and wide disseminations of these outputs.

2. Technical advice and inputs to training materials, training programme, and capacity building:

- Support VNU and UNDP to identify suitable international and national universities and research institutes to collaborate on education and training and research in the field of GG, CC. Actively

facilitate and participate in research partnerships with partner universities and relevant institutions;

- Supporting researches/ policy analysis and ensuring quality: Support the project to define contents for policy analysis, and researches on GG, CCM and CCA, including NAMAs. Lead formulate research proposals, terms of references, requests for proposals for such policy analysis/ researches, and provide guidance and quality assurance to ensure quality and timely productions of highest quality products;
- Providing technical inputs to the development of training curriculum and to the design of a training programme: Support in identifying gaps and needs of long-term education and training on GG and CC in Viet Nam; In close collaboration with international and national partners, provide advice and inputs to the design of the methodology and development of training materials for both undergraduate and postgraduate programme for UEB and its national partner universities; Provide technically oversee the delivery of training and teaching modules.
- Capacity building and knowledge transfer: Undertake capacity needs assessment at UEB and national partners to identify gaps in research and training capacity as well as knowledge gaps in the areas of CC and GG; Develop a programme for training of trainers to fill the gaps to enable UEB and national partners to undertake policy analysis and effectively deliver the undergraduate and post graduate programmes in CC and GG; and assist in identifying appropriate international training partners/ organizations to provide services on the TOT programme; Transfer and dynamically apply technical knowledge and experiences from his/her academic background and professional experiences to enhance technical knowledge at these institutions;
- Generating knowledge and information: Based on policy analysis and research findings delivered by the project, experiences and practices elsewhere, prepare policy summary papers, focusing on policy recommendations, advocacy messages/ statements, and media information;

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

Time effort for this assignment is about 200-225 working days over the period from January 2015 to December 2016. More details of work and detailed schedule will be developed and discussed with the Sustainable Development Cluster (SDC) in charge at the UNDP Country Office.

The consultant will work from distance. It is expected that the consultant will conduct approximately 5 missions of 10 working days to Ha Noi during the assignment.

The consultant will be provided with all technical documents available on the subject as requested (if available).

5) FINAL PRODUCTS

The International Consultant will ensure quality delivery of outputs under all Components of the project, which need to be technically cleared by UEB and UNDP Viet Nam.

Function 1:

1. Written inputs to annual and quarterly workplans, projects reports, reviews and evaluations.
2. List of potential research, training and curriculum subjects
3. TORs, JD, Request for Proposal for selected assignments on research assignments.
4. Proposal for the future activities of GDP RTE project for the period 2015-2017.
5. Written inputs into research methodologies, draft national consultants' reports on proposed research topics.
6. Written inputs and quality assurance advice to publications and project products, including policy briefs, research results/ products, and proceedings.
7. At least 10 Policy briefs, lessons learned, best practices and briefing notes for senior UEB/VNU officials.

Function 2:

1. At least 15 proposals (basic concept notes including background/rationale, objectives, expected participants and initial agenda) for UEB/VNU-led forums and briefings on research cooperation and policy dialogues.
2. Full concept notes with detailed agendas and documentation of proceedings/key outputs for at least 15 events that are accepted in the plan of GDP RTE project.
3. TORs, JD, Requests for Proposal for selected assignments on policy analysis, training and curriculum development under project implementation..
4. At least 10 proposals for agenda and final reports on key recommendations and outputs for partnerships and consultation meetings on training and academic cooperation.
5. Written inputs and technical advice to training of trainers plan, training outline and materials as well as curriculum mapping and development reports.
6. Written inputs and technical advice on the draft reports prepared by external individuals or organizations on the selected training topics that are mobilized and funded through the project component 2.
7. One short report and plan on capacity needs assessment at UEB and national partners to enable UEB and national partners to undertake policy analysis and effectively deliver the undergraduate and post graduate programmes in CC and GG
8. Written support to development online resources and knowledge modules.
9. Written knowledge management plan reflecting inputs from research and training consultation meetings.
10. At least 10 policy summary papers to transfer knowledge and capacity to UEB and project staff

These sections are indicative as templates may be subject to change. The International Consultant will be required to obtain guidance from the UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP CO requirements.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The assignment will have the following monitoring and progress controls:

- The International Consultant will report to UNDP Head of Sustainable Development Cluster/Assistant Country Director and the NPD.
- A detailed work plan for the assignment shall be prepared and agreed with UNDP and the NPD, with reference to the project work-plans.
- A detailed monthly workplan with number of required deliverables by the project and number of days required by the consultant to deliver these deliverables must be prepared, discussed and agreed between NPD and UNDP and the consultant before the services are provided by the consultant. This will be the basis for the monthly payment to the consultant.
- Monthly briefings and updates on new progress and results conducted for review and monthly report with UNDP Programme Officer, NPD, and the project team.
- Annual technical and performance report including a summary of technical advice and inputs provided; associated achieved results and key lesson learnt and best practices and follow-up actions.

The consultant will develop monthly timesheet with agreed workplan between NPD and UNDP for monitoring progress and deliverables. The timesheet will specify tasks planned for the month and will be used for payment.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master's Degree or Ph.D. in, climate change, environmental management, green growth or related fields.
- Proven knowledge in green growth and low carbon development, climate change mitigation policy and economics, and climate change adaptation;
- At least ten (10) years working experience in conducting policy analysis and providing policy advice to the government agencies to enhance national and sectoral policies in climate change, environment fields;
- Excellent conceptualization and analytical skills and proven experience in leading policy researches in relevant topics;

- Good advocacy and communications skills, able to take a forward looking strategic views;
- Good interpersonal skills and teamwork to work in a multi-cultural environment;
- Prior experience with UNDP or another UN or international organizations will be an asset
- Relevant experience of Viet Nam or South East Asia countries is an advantage
- Good skills in standard software (Word processing, spreadsheets) are expected
- Experience with the use of databases is an important asset
- Strong written and spoken skill of English is a must.

8) ADMINISTRATIVE REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made on a monthly basis against the assigned number of working days per month and the delivery of results as reported in the timesheet (section 6).

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

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 etc).

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

| No. | Description | Number of days | Rate (USD) | Total |
|------------|---|-----------------------|-------------------|--------------|
| 1 | Remuneration | | | |
| 1.1 | Services in Home office | | | |
| 1.2 | Services in field | | | |
| | | | | |
| 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 62 years of age and involve travel – (required before issuing contract). * | | | |
| 2.5 | 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

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

**Procurement Unit
United Nations Development Programme in Vietnam
25-29 Phan Boi Chau Street, Hanoi, Vietnam**

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 **International Consultant on Green Development Research, Education and Training in Viet Nam**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) 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.
- e) I recognize that the payment for the contract 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;
- f) This offer shall remain valid for a total period of 120 days after the submission deadline;
- g) 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];*
- h) If I am selected for this assignment, I shall *[pls. 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:

- i) 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 |
|------------|---------------|--|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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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 |
|------------|---------------|------------------------------|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- j) 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.
- k) **If you are a former staff member of the United Nations recently separated, pls. 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.
- l) 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.

Full Name and Signature:

Date Signed :

Annexes [pls. check all that applies]:

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CV or Duly signed P11 Form

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Financial proposal as per Template