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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **01 December 2014**

Country:	Vietnam
Description of the assignment:	02 national experts on Green Consumption for 4 days each - National Team Leader - National Technical Consultant
Project name:	Capacity building for policy research and training and education to advance green development
Period of assignment/services	Estimated 04 discontinuous working days during the period December 2014 – February 2015

1. Submission should be sent by email to nguyen.thuy.nga@undp.org no later than: **14 December 2014** (Hanoi time)

Subject line: 02 national experts on Green Consumption

Submission received after that date or submission not in conformity with the requirements specified in 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 nguyen.thuy.nga@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.

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.

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)

- [Format of financial proposal.](#)

(Annex V)

3. SUBMISSIONS:

- **Technical Submission:**

- Letter of interest explaining why they are the most suitable for the work and responsive to the requirement in Evaluation Criteria.
- Personal CV including past experience in similar projects and at least 3 references

- **Financial proposal**

- The financial proposal shall specify a total lump sum amount in **VND** including consultancy fees and all associated costs 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 VND at UN Exchange Rate at the submission deadline.

If travel outside the Duty Station is required by UNDP, and upon prior written agreement, such travel shall be at UNDP’s expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

4. EVALUATION

- Technical Criteria weight: 1000 points
- Financial Criteria weight: 1000 points

Technical Evaluation will base on the following criteria:

Team leader

Consultant(s)' experiences/qualification related to the services		Score
1	A doctoral degree in Development/Environmental Economics or relevant fields,	300
2	At least 10 year work experience	300
3	Experience in policy development, especially in sustainable development, green growth and climate change related issues	200
4	A proven consultancy track-record with roles as consultant/team leader	50
5	Good writing skills in both Vietnamese and English	150
	Total	1,000

Technical consultant

Consultant(s)' experiences/qualification related to the services		Score
1	A post-graduate degree in Development/ Environmental Economics or relevant fields	300
2	At least 6 years of work experience	300
3	Proven track publication/consultancy in policy development, relevant to sustainable development, investment and planning, green growth, climate change and related issues;	200
4	Good writing skills, strong analytical and synthesizing results.	100
5	Experience working on international, ODA projects	100
	Total	1,000

Only candidates obtaining a minimum of 70% of Technical weight would be considered for the Financial Evaluation

Maximum 1000 points will be given to the lowest financial 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 proposal under consideration.

The weight of technical points is 70% and financial points is 30% of the obtainable points

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.

5. CONTRACT

“Lump-sum” Individual Contract will be issued for Individual consultant

“Lump-sum” RLA will be issued for consultant assigned by firm/institution/organization

Documents required before contract signing:

- Personal History
- Certificate on Basic Security in the Field when the consultant’s work involves travel at <https://training.dss.un.org/consultants>. The certificate is valid for 3 years.
- Full medical examination certified by UN-approved doctor 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.

**Terms of Reference
FOR SPECIAL SERVICE AGREEMENT**

TITLE:	02 national experts on Green Consumption for 4 days each - National Team Leader - National Technical Consultant
COUNTRY OF ASSIGNMENT:	Viet Nam
PROJECT	Capacity building for policy research and training and education to advance green development

1) GENERAL BACKGROUND

The United Nations Conference on Sustainable development (UNCSD), also known as Rio 2012, Rio+20, has stressed the importance of building a “green economy to achieve sustainable development”. Many countries in the world have already developed different green growth strategies and achieved initial results in implementation. Viet Nam has considerable mitigation potential in major economic sectors, including steel, cement, agriculture. There is further scope for Viet Nam to demonstrate its active engagement in mitigating climate change and strengthen its leadership position in developing innovative mitigation options on the international stage.

In recent years, Viet Nam has been reconsidering its development strategy and undertaking reform efforts to overcome internal barriers to sustainable development. Viet Nam’s policy makers have acknowledged the need to refine the strategic development policy framework to achieve the objective of a modern industrialized country status by 2020, while ensuring sustainable development of the country. Such commitment is embodied in the Viet Nam Green Growth Strategy (VGGs).

While the Government of Viet Nam recognizes climate change and greening growth as important issues for development, incorporating these considerations into planning and programs is a significant institutional challenge. This underscores the continued need for leadership of the Government in formulating the policies, which are consistent from the central to provincial levels and applicable in real situations.

The One Plan 2012-2016 represents the programmatic and operational framework for delivering the United Nations support to the Government of Viet Nam over the next five years and sets out how the United Nations will “Deliver as One” in support of national development priorities. The objectives of the project align with intended outcomes of the UN One Plan.

The project **Capacity building for policy research and training and education to advance green development** outcome is “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 has three components 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

The research topic on Green Consumption is among the 04 research topics of the Component 1 (Green banking, green logistics, green consumption and green Procurement of the Government).

Consumers around the world are increasingly searching for sustainable, environmentally friendly products and considering this as a benchmark for high quality products and services, and accepting to pay higher prices for goods that have guaranteed sustainable methods of production. This type of purchasing has been defined as ethical purchase behavior or ethical consumption. As interest in green products has increased globally, many companies have begun to offer environmental friendly products, and communicating their increased efforts to protect the environment.

Individuals' cultural backgrounds determine their perceptions about what characterizes a good and responsible consumption. Influencing the way consumers prioritize ethical concerns, and consequently their consumption attitudes and behaviors over time can have significant impact on the environment.

Green Consumption is a relatively new concept in Vietnam. Economic growth is being accompanied by a sharp decline in natural resources and increasing environmental pollution. Increasing green consumption, purchasing and raising environmental awareness can help stem this trend. Generating a green consumer trend in Vietnam will require the support from other state agencies and the determination of innovation in the enterprises. Consumers also must be willing to buy these green products.

This assignment aims to make **an outline for the research** to build the evidence base for green growth specifically in green consumption through research activities. Through assessing the current state of green consumption in Vietnam, the studies will propose some measures to enable Vietnam to successfully promote green consumption. Based on the specific practical examples, the study can also help to improve knowledge and facilitate a productive dialogue between policy makers, researchers and relevant stakeholders.

2) OBJECTIVES OF THE ASSIGNMENT

- Short Desk review/gap analysis of the issue
- Develop a research study outline/TORs for assessing the current state of green consumption in Vietnam and propose some measures to enable Vietnam to successfully promote green consumption.

3) SCOPE OF WORK AND ACTIVITIES

The main activities are:

1. Brief Desk/literature review
2. Formulate research study framework: objectives, methodologies, key outputs
3. Identification of stakeholders
4. Draft research TORs for the study and the research team
5. Submit First draft of the outline
6. Organize consultation on the first draft by international consultants at a group meeting

7. Consolidate feedback and submit the Final
8. Participate in some events of the project that are related to the research

Suggested Layout of the outline

1. Objectives
2. Context
3. Literature review
4. Approaching method
5. Research method
6. Possible Research content
 - Develop theoretical background of green consumption
 - Examine the role of green consumption in the sector in particular and in an economy in general
 - Identify key sectors of consumption that are in need of greening.
 - Figure out necessary conditions including policy, regulatory, capacity and level of knowledge to develop a green consumption sector
 - Review international experience on policies and regulations, incentives and tools promoting green consumption.
 - Assess the current state of green consumption in Vietnam in aspects of perception, buying behavior, using behavior, and propaganda. Also desk review of social studies, market and behavioral studies
 - Review green consumption-related polices in Vietnam
 - Review and conduct survey of current situation of green consumption in Vietnam, including outreach to key business associations, leading companies and other key stakeholders.
 - Assess opportunities and challenges to promote green consumption in Vietnam and review barriers: policy, market, information/knowledge
 - Propose policies and measures to develop green consumption in Vietnam.
7. Usage of facilities/ equipment
8. Partner cooperation
9. Research results
10. Application of research results
11. Summary of action plan and implementation

No.	Activities	Outcome	Period of time (Starting time/ Finishing time)	Person in charge	Budget
(1)	(2)	(3)	(4)	(5)	(6)

Main tasks:

National Team Leader (4 days)

- Lead the team, formulate, organize and manage assignments to control quality and ensure timely delivery of outputs;
- Conduct literature review on the implementation of green development polices in the world

- and in Vietnam
- Guide the work on the outline development
- Facilitate communication and liaise with project owner, partners and relevant stakeholders;
- Take lead in preparing draft and final reports based on comments from partners;
- Implement and monitor the progress and work schedule;
- Perform other related duties as required.

National Technical Consultant (4 days)

- Assist the team leader with the literature review, doing research and analysis on the implementation of green development policies in the world and in Vietnam
- Assist the team leader with reporting, discussing with stakeholders
- Other tasks assigned by the Team leader

During the assignment period the expert will work closely with the national researchers, universities partners including Vietnam Forestry University, Vietnam Institute of Agriculture, University of Natural Resources and Environment, relevant Ministries.

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

In total the assignment is estimated to be 04 discontinuous working days for each consultant from December 2014 to February 2015 for both team leader and technical consultant. The expert can work half-time at office and the rest time at home. Working place is in Hanoi.

5) FINAL PRODUCTS

- The final product of this assignment is an outline for the research topic in Green Consumption
- The report should be in both Vietnamese and English languages

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The assignment will be supervised by the National Project Director, National Deputy Project Director with coordination from the PMU, in cooperation with UNDP Vietnam.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

a. National Team Leader

1. A doctoral degree in Development/Environmental Economics or relevant fields,
2. At least 10 year work experience
3. Experience in policy development, especially in sustainable development, green growth and climate change related issues
4. A proven consultancy track-record with roles as consultant/team leader,
5. Good writing skills in both Vietnamese and English

b. National Consultant

- A post-graduate degree in Development/ Environmental Economics or relevant fields
- At least 6 years of work experience
- Proven track publication/consultancy in policy development, relevant to sustainable development, investment and planning, green growth, climate change and related issues;
- Good writing skills, strong analytical and synthesizing results.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The consultants will be working at the PMU project office

The consultants will be provided with access to:

- The Viet Nam Green Growth Strategy (VGGs) and VGGAP,
- The National Climate Change Action Plan,
- The Socio-Economic Development plan 2011-2015,
- UNDP guidelines for developing Terms of References,
- Literature available on the subject
- PMU will support the national experts with consultation from international experts to complete the outline (through a group meeting)

9) REVIEW TIME REQUIRED AND PAYMENT TERM

20% upon receiving and acceptance of detailed work plan,

30% upon acceptance of an outline of the policy review;

And the last installment of 50% when the final product is approved.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL-TIME