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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **01 December 2014**

<b>Country:</b>	Vietnam
<b>Description of the assignment:</b>	<b>02 national experts on Green Logistics for 4 days each</b> - National Team Leader - National Technical Consultant
<b>Project name:</b>	Capacity building for policy research and training and education to advance green development
<b>Period of assignment/services</b>	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](mailto:nguyen.thuy.nga@undp.org) no later than: **14 December 2014** (Hanoi time)

**Subject line: 02 national experts on Green Logistics**

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](mailto: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 years work experience in transportation/logistics issues	300
3	Experience in policy development, especially in sustainable development, green growth and 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
	<b>Total</b>	<b>1,000</b>

### Technical consultant

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

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**

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

**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 objectives of the project align with intended outcomes of the UN One Plan. Therefore, the project **Capacity building for policy research and training and education to advance green development** has been supported by UNDP.

The expected key outcomes of this project are “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”. As such, this project was designed with 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 Logistics is among the 04 research topics of the Component 1 (Green banking, green logistics, green consumption and green Procurement of the Government).

Green logistics describes activities to measure and minimize the [ecological impact](#) of [logistics](#) activities. This includes all activities of the forward and reverse flows of products, information and services between the point of origin and the point of consumption. It is the aim to create a sustainable company value using a balance of [economic and environmental efficiency](#). Green logistics has its origin in the mid 1980s as a concept to characterize logistics systems and approaches that use advanced technology and equipment to minimize environmental damage during operations.

Global production is increasingly concentrated in China, India, Russia and Brazil. The center of the world economy is also shifting towards Asia. The development of production and consumption increases the volume of freight and transport distances, raising the requirement to manage and control the global supply chain. Many countries have developed programs and strategies to develop green logistics systems to meet the economic development requirements, improve the competitive position and protect national benefits.

Vietnam's logistics industry is at its early stage of development. The competitiveness of industries and businesses is still low compared with other countries. If Vietnam's logistics industry expects to integrate and rise in the near future, in addition to the active efforts of enterprises themselves, government, industries and localities cannot be outsiders. They have to put more attention and support to urgently implement synchronized solutions in both medium and long term to develop green logistics system in Vietnam, at first to plan the establishment of logistics centers at international ports, highways to connect the major means of transport in distribution and goods circulation. Reviewing packaging, waste disposal, fuel consumption and related factors in the various steps of the freight production and forwarding process will be key to these efforts.

This assignment aims to make an **outline for the research** to build the evidence base for green growth specifically in green logistics through research activities. Through assessing the current situation of forwarding activities, the studies make recommendations to develop green forwarding in Vietnam. Based on the specific practical examples, the case studies can also help to improve knowledge and facilitate a productive dialogue between policy makers, researchers and relevant stakeholders.

## 2) OBJECTIVES OF THE ASSIGNMENT

### Objectives of the assignment:

- Short desk review/gap analysis of the issue
- Develop a research study outline/TORs for assessing the current situation of forwarding activities and make recommendations to develop green forwarding in Vietnam.

## 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 logistics
  - Examine the role of green forwarding in the logistic sector in particular and in an economy in general and identify key sectors of logistics that are in need of greening.
  - Identify necessary policy, legal and other conditions for implementing/developing green forwarding sectors to develop a green forwarding.
  - Review international experience of developing the green forwarding, e.g. Thailand.
  - Review and conduct survey on current situation of green logistics in Vietnam
  - Analyze the typical forwarding process and find out the stages that can be greened (e.g.: customs procedures, transportation or warehouse) in Vietnam.
  - Assess the macroeconomic infrastructure and conditions to develop the green forwarding in Vietnam (e.g. policies, strategies, and transportation system).
  - Assess the microeconomic infrastructure and conditions of forwarding enterprises to develop the green forwarding in Vietnam (e.g.: mission, strategies, code of conduct and social responsibility).
  - Conduct surveys of forwarding enterprises and import and export companies
  - Identify opportunities and challenges of developing the green forwarding
  - Recommend policies and implementation to develop the green forwarding 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 policies 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 (Ministry of Planning and Investment, Ministry of Trade, Ministry of Transport, etc.).

## **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 Logistics
- 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**

Qualifications:

1. A doctoral degree in Development/Environmental Economics or relevant fields,
2. At least 10 years work experience in transportation/logistics issues
3. Experience in policy development, especially in sustainable development, green growth and 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**



Qualifications:

- 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 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