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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **01 December 2014**

| | |
|---------------------------------------|---|
| Country: | Vietnam |
| Description of the assignment: | 02 national experts on Green Procurement for 8 days total (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 Procurement

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 | Knowledge and experience working with government system/procurement | 50 |
| 5 | A proven consultancy track-record with roles as consultant/team leader | 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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND

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:

| Description | Unit cost | No of days/missions | Total amount |
|--|------------------|----------------------------|---------------------|
| <i>Consultant fee</i> | | | |
| <i>Daily cost for accommodation, meals . . .in field missions (breakdown to locations if necessary)</i> | | | |
| <i>Travel cost (breakdown to locations if necessary)</i> | | | |
| <i>Tax and misc</i> | | | |
| <i>Full medical examination from an UN- approved doctor (required for consultants over 62 years old)</i> | | | |
| 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
for Special Service Agreement**

| | |
|-------------------------------|---|
| TITLE: | 02 national experts on Green Procurement for 8 days total (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”. Countries in the world have already developed different green growth strategies and achieved initial results in implementation. Viet Nam presents large mitigation potentials in major economic sectors, such as steel, cement, agriculture. Viet Nam can demonstrate its engagement towards mitigating climate change and strengthen its leadership position in developing innovative mitigation options on the international stage.

The urges of economic restructuration have forced Viet Nam to reconsider its development strategy and to undertake reform efforts to overcome internal barriers to sustainable development. Thus, 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 emphasizes the role and 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. Therefore, the project 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 Procurement of Government is among the 04 research topics of the Component 1 (Green banking, green logistics, green consumption and green Procurement of the Government).

Green procurement stems from pollution prevention principles and activities. Also known as green or environmental purchasing, green procurement compares price, technology, quality and the environmental impact of the product, service or contract. Green procurement policies are applicable to all organisations, regardless of size. Green procurement programs may be as simple as purchasing renewable energy or recycled office paper or more involved such as setting environmental requirements for suppliers and contractors. Green procurement policies and programs can reduce expenditure and waste; increase resource efficiency; and influence production, markets, prices, available services and organisational behaviour. They can also assist countries in meeting multi-lateral requirements such as the Kyoto Protocol and Rotterdam Convention. International Standards Organisation and other bodies have established guidelines for green procurement programs.

Obstacles to implementing a green procurement program include: lack of readily available environmental friendly products; expensive or zero environmental alternatives; inaccurate studies; lack of organisational support; and inaccurate or unsupported environmental claims by manufacturers and suppliers.

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. There has been an increase in the role and leadership of the Government in formulating the policies which are consistent from the central to provincial levels and applicable in real situations. The proposed project will draw on these lessons to provide the Government with the tools to deal with this cross-cutting issue and build the evidence- base for these policies.

This assignment aims to make **an outline for the research** to build the evidence base for green growth specifically in green procurement of Government through research activities. Through reviewing international experiences in green Government procurement, the studies will propose some measures to enable Vietnam to successfully promote green procurement of the Government.

2) OBJECTIVES OF THE ASSIGNMENT

Objectives of the assignment:

- Brief Desk review/gap analysis of the issue
- Develop a research study outline/TORs to review international experiences in green Government procurement and propose some measures to enable Vietnam to successfully promote green procurement of the Government

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 procurement
 - Clarify the role of green Government/public procurement in creating favorable investment environment, promoting green manufacturing, green consumption
 - Clarify the parties and the commodities related to green Government procurement
 - Review international experiences on policies promoting green Government/public procurement.
 - Review the framework/planned in VGGS/AP for greening public procurement: gaps and needs for improvement
 - Identify the necessary policy, legal and other tools to enhance/promote green procurement
 - Assess opportunities and challenges to promote green Government procurement in Vietnam, identify barriers to the development (technology, market...)
 - Develop policy recommendations to develop green Government procurement 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.

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 Procurement of Government
- 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

- A doctoral degree in Development/Environmental Economics or relevant fields,
- At least 10 year work experience
- Experience in policy development, especially in sustainable development, green growth and climate change related issues
- Knowledge and experience working with government system/procurement
- A proven consultancy track-record with roles as consultant/team leader
- 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