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Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 February 2013

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<b>Country:</b>	Vietnam
<b>Description of the assignment:</b>	National Consultant for the Development of Climate Finance Options Framework- VN content.
<b>Project name:</b>	UNDP/MPI - "Sustainable Development and Climate Planning" project – ID: 00057013/ UNDP APRC- regional Support
<b>Period of assignment/services</b>	Estimated 60 working days in the period of March-June 2013

Submission should be sent by email to [le.tuyet.sinh@undp.org](mailto:le.tuyet.sinh@undp.org) no later than: **09.00 hrs, 01 March 2013** (Hanoi time).

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above. Procurement Unit – UNDP Vietnam 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.

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**1. Background information, Scope of work, responsibilities and description of the proposed analytical work and requirements for experience and qualifications are as attached Terms of Reference (Annex I)**

**2. DOCUMENTS TO BE INCLUDED IN SUBMISSION:**

Interested individual consultants must submit the following documents/information **in PDF files with signature** to demonstrate their qualifications - 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.

- Personal CV including past experience in similar projects and at least 3 references
- Copy of 02 writing samples in English which are related to the technical field required in the TOR

- Financial proposal with detailed cost break down using the below format

### 3. FINANCIAL PROPOSAL

Interested individual consultants with experience and qualification can make their own estimate of the time taken to complete the assignment in line with the TOR and use this estimate as the basis of the financial proposals to be submitted. All costs will be quoted in Vietnam Dong (Otherwise, costs will be converted to Vietnam Dong at UN Exchange Rate the time of contract signing.)

The lumpsum offer covers all associated costs for the required service (fee, daily cost for accommodation and meals, travel cost, medical examination if required, visa fee, taxes etc) until satisfactory acceptance of the final outputs in the TOR as below breakdown table:

#### Format of breakdown financial offer

Description	Unit cost	No of days/missions	Total amount
<i>Consultant fee</i>			
<i>Tax and misc</i>			
<b>TOTAL:</b>			

### 4. EVALUATION

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

Technical Evaluation will base on the following criteria:

Evaluation Criteria		Maximum Points
1	A Master level degree in environmental science or an related field (Natural Resource, management/Environmental Economics)	200
2	At least 8 years work experience in the field of environmental services, natural resource management and environmental protection, of which at least 3 years as technical advisor or consultant	250
3	Work on climate finance/climate change related issues is essential and should and proven by successful implemented assignments	200
4	Understanding of information management is desirable	150
5	Proven ability to write and publish in both English	200
<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

## **6. ANNEXES**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** by visiting [http://www.undp.org.vn/digitalAssets/23/23724\\_General\\_Conditions\\_-\\_IC.pdf](http://www.undp.org.vn/digitalAssets/23/23724_General_Conditions_-_IC.pdf)

## TERMS OF REFERENCE (TOR)

<b>Title:</b>	Climate Finance Consultant for the Development of Climate Finance Options Framework-VN content.
<b>Duty Station:</b>	Hanoi
<b>Duration and timing:</b>	Estimated 60 working days in the period of March-June 2013
<b>Starting date:</b>	15 March 2013
<b>Project ID and title:</b>	UNDP/MPI - "Sustainable Development and Climate Planning" project – ID: 00057013/ UNDP APRC- regional Support
<b>Reporting:</b>	Reports to the Technical Specialist SD and CC project

### 1) GENERAL BACKGROUND

MPI, supported by UNDP and the World Bank, is in the process of developing a Climate Finance Options Framework for Vietnam. The CFO-VN is based on and derived of the global climate finance options network which is a joint UNDP/WB initiative, in connection with activities within the UNDP-MPI Project on Strengthening Sustainable development and Climate Planning (SDCP). The CFO approach has proven to increase access to climate change and makes the access and utilization of climate finance more accessible (See for more information: <http://www.climatefinanceoptions.org/cfo/index.php>).

Within this framework, a team will be mobilized which includes an IT firm for web design and hosting, a translator and a climate change consultant (referred to hereafter as "The Consultant"). The consultant will assist in scoping and design work, which includes organizing a design workshop and a Launching workshop, which should result in the launch of a compatible web-based climate finance knowledge platform for Viet Nam (CFO-VN). The CFO-VN will share best practices as well as provide information to government officials, particularly in providing content, while reaching out to users, private business and NGOs for support through their available tools and instruments. Such a website is envisioned as a comprehensive one-stop-shop for climate finance information and contacts throughout Viet Nam.

The CFO-Viet Nam Design workshop will initiate the process of developing the CFO platform in Viet Nam, notably through scoping. It is scheduled in mid-November 2012 and will take place in Viet Nam. The consultant will be responsible for workshop logistics and preparation including identification of potential participants and the drafting of relevant background material, with guidance from UNDP & World Bank.

After the scoping phase, the consultant will work with the MPI, UNDP, WB and other stakeholders. This will be followed by translating and reproducing content which results in the CFO-Vietnam website. The consultant will be involved in the design process and links with the relevant sources of information and stakeholders. The Website will be launched in March 2013, through a Launching workshop.

### 2) OBJECTIVES OF THE ASSIGNMENT

This assignment aims to lead the climate financial technical input to the development of the Climate Finance Options Framework for Viet Nam and lead the overall development process of the CFO-VN and is responsible for delivering national technical content.

### 3) SCOPE OF WORK

Under the guidance and oversight of the MPI Climate Finance Task Force (and in close collaboration with WB and UNDP) the Consultant will be tasked with leading the development and launch of the CFO-Vietnam, which includes preparation for the Design workshop (Viet Nam, mid-December 2012) and the Launch workshop (Viet Nam, May 2013) as well as work in between these two milestones for scoping and design in collaboration with translator and IT firm. Specifically, the consultant will:

- Develop contacts and assess the needs and demands for assessing climate finance within government agencies and sub-national governments
- Conduct external outreach to stakeholders in the finance, project development and private sector to broaden users' community and assess what the information needs are of these stakeholders
- Research available climate finance sources and financial institutions in Viet Nam specifically and in Southeast Asia more broadly
- Prepare background documents on Viet Nam's experience-to-date in financing climate projects with a focus in existing climate finance programs (for example the UN-REDD project, Climate Technology Fund and others in Viet Nam)
- Suggest and outline potential membership for possible communities of practice (e.g., carbon finance, forestry, project developers, transport, financial institutions, solar energy, etc.) deemed important to Viet Nam climate finance success. These possible communities of practices will have to be presented on the website
- Review the potential of other sources of finance and best practices under the 'green growth' and 'green investment' agenda in Viet Nam
- Propose options for workflow and governance (e.g., who decides on content and activity on the platform, how the community of practice works?)
- Supervise IT firm and translator to ensure optimal service and content for the CFO during the design phase
- Draft/Prepare materials for the two workshops for all participants based on the agreed-upon agenda
- Draft/Disseminate meeting minutes and wrap-up report after the conclusion of the workshop
- Prepare and facilitate the design and launching workshop materials

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

This assignment is for 60 days. The assignment will take place in Hanoi. The consultant will be based in the Strengthening Sustainable development and Climate Planning (SDCP) project PMU offices. No travel is anticipated.

#### 5) FINAL PRODUCTS

The consultant will be responsible for laying the groundwork for a successful climate finance workshop and works under guidance of the MPI Climate Change Task Force. As part of this process, the consultant will produce a written record of the Design workshop to serve as a guideline to make optimal use of climate finance knowledge based on the CFO-style web platform with a focus on Viet Nam climate finance.

This could include any or all of the following:

- Report on a biweekly basis to the MPI Climate Finance Task Force (copy to be delivered to the WB and UNDP) on progress, challenges and options
- Workshop minutes and notes and Workshop final report of the launching event.
- Workshop participant list/contact info (to establish a CFO-Viet Nam "directory") which has to be used by the website developers and is approved by the Climate Finance Task Force.
- A list of available climate funding and green investment sources for Viet Nam project financing and develop into profiles which are presented on the CFO Vietnam website
- Viet Nam climate and green finance case studies, best practices/lessons learned in close coordination with the Climate Change Task Force.
- List of Viet Nam climate and green finance "communities of practice" and prepare this for presentation on the web.
- List of publications/research documents on climate and green finance in Viet Nam/Southeast Asia
- List of tools and training material of interest for users
- Calendar of events in the region both for the community of practices and also for outreach.
- Reports of the Design-and the Launching workshops.

## 6) PROVISION OF MONITORING AND PROGRESS CONTROL

The consultant is required to regularly report on a biweekly basis by providing a 2 page written reports that informs on

- Activities implemented
- Delays as opposed to work-plans
- Solutions to address delay/challenges in implementation

This report is submitted to the Technical Specialist and the Project Manager of the MPI/UNDP SD and CP project a MPI and CFTF on the progress of the work. Moreover, contributions to the final report will be used to assess the progress of the work

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant shall have the following qualifications:

- A Master level degree in environmental science or an related field (Natural Resource Management/Environmental Economics)
- At least 8 years work experience in the field of environmental services, natural resource management and environmental protection, of which at least 3 years as technical advisor or consultant
- Work on climate finance/climate change related issues is essential and should and proven by successful implemented assignments.
- Understanding of information management is desirable as well as the ability to utilize software
- Proven ability to write and publish in both English as well as Vietnamese

## 8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The consultant shall work within the SD and CP project office premises and will get access to wifi and office space.

The consultants will be provided with access to:

- The Viet Nam green growth strategy
- The National Climate Change Action plan
- The Social Economic Development plan 2011-2015
- Relevant sectoral masterplans (PDP-VII (power supply), Agricultural and Rural Development etc)
- The SD and CP inception reports for 2011 to 2015
- UNDP guidelines for developing Terms of references
- Accessible Literature available on

## 9) REVIEW TIME REQUIRED AND PAYMENT TERM

- 1st payment: 25 % of total contract value will be paid upon UNDP acceptance of initial work plan and preliminary document review
- 2nd payment: 50 % of total contract value will be paid upon UNDP acceptance on the submission of the contributions to the final report
- 3rd payment: 25 % of total contract value will be paid upon completion of all work, including revisions to the final report with UNDP acceptance