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Date: 20 February 2013

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Climate Change Specialist
Project name:	UNDP/MPI - "Sustainable Development and Climate Planning" project – ID: 00057013/ UNDP APRC- regional Support
Period of assignment/services (if applicable):	1 Mar – 1 July 2013

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **17.00 hrs., 28 February 2013 (Hanoi time).**

**With subject line: National Climate Change Specialist**

Submission received after that date or submission not in conformity with the requirements specified 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 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)

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

- a. Technical component:
  - Signed Curriculum vitae
  - Expression of interest, explaining why he/she is the most suitable for the work.
  - Copy of 1-3 publications/writing samples.
  - Contact reference 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 **Vietnam Dong** 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 Vietnam Dong at UN Exchange Rate at the submission deadline.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm**. The documents must be submitted by the assigned consultant.

4. Evaluation:

The technical component will be evaluated using the following criteria:

<b>Consultant's experiences/qualification related to the services</b>		
	<b>Criteria</b>	<b>Maximum Points</b>
1	At least Master degree level education in the field of natural resource management, climate science or public finance management	200
2	5 years experience of working on climate change, climate finance, climate risk management and environmental issues	200
3	A thorough understanding of development planning processes in Vietnam	250
4	Worked on climate change and green related technical policy advice such as the development plans and strategies (at least 2 assignments)	250
5	Affinity with development planning and -financing in Vietnam	100
	<b>TOTAL</b>	<b>1000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

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.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

An interview with the candidate given the highest combined score may be held before contract awarding, if deemed necessary.

8. 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
- 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.

#### 9. 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.

1st payment: 25 % of total contract value will be paid upon acceptance of initial work plan and preliminary document review

2nd payment: 40 % of total contract value will be paid upon submission of chapter 2 on the final CPEIR report

3rd payment: 35 % of total contract value will be paid upon completion of all work, including revisions to the final report

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

10. Your proposals are received on the basis that you fully understand and accept these terms and conditions.



## TERMS OF REFERENCE (TOR)

<b>Title:</b>	National Climate Change Specialist
<b>Duty Station:</b>	Hanoi, with travel to two provinces
<b>Duration and timing:</b>	<b>50 days</b>
<b>Starting date:</b>	1 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

Assignment: National Climate Change Consultant for the CPEIR

### 1) GENERAL BACKGROUND

Assessing the implications of climate change to Government budgets has recently emerged as important aspect of national climate change response programs. In response UNDP and the World Bank have been assisting countries globally to better understand these implications and formulate recommendations to improve the financing of climate change adaptation and mitigation through domestic as well as international resources. In particular, the initiation of significant mitigation commitments by leading developing countries and a rapid increase in impacts has resulted that governments are seeking advice.

Vietnam is one of these countries. It is facing significant impacts of climate change and has committed to reduce its GHG emissions as is outlined in the recently approved VGGs (Viet Nam Green Growth Strategy). To ensure appropriate allocation of resources and to gain a better understanding of the overall scope of its current climate relevant spending, MPI is planning to conduct a CPEIR in close collaboration with UNDP and the WB to implement the CPEIR for Vietnam

The CPEIR will focus will be on the investment budget and the planning sector while a wider institutional scope is assessed to understand how the planning sector related within the climate change policy framework of Vietnam which has emerged since 2008 with the inception of the National Target Program to Respond to Climate Change (NTP-RCC). The NTP-RCC has been followed by additional programs, of which the Support Program to Respond to Climate Change (NTP-RCC) is from a financial perspective the most significant.

The Government of Vietnam has taken major steps in developing one of the most progressive climate change policy agendas in the region through the development and approval of the Vietnam Climate Change Strategy which mainly emphasises adaptation, science and the Vietnam Green Growth Strategy. The VGGs focuses on green production, sustainable consumptions/liveable cities/rural areas and low carbon growth.

Already, the government has been investing in climate relevant investment. Vietnam has historically faced significant exposure to climate change. By law, at all level government agencies allocate budgets for emergency response interventions. As climate change impacts are increasing and are being felt in hot spot regions such as the Mekong Delta, the Government is faced with increased expenditures in variety of sectors. In addition, the already on-going mitigation efforts through renewable energy development and energy efficiency as well as work in the rural sectors have generated significant expenditures.

Insofar, no clear insights exist into what extent these additional costs are impacting public expenditures and public institutions managing these funds. In response UNDP and the WB have developed CPEIR as a tool to assess how climate change is impacting on budgets, policy and institutions (See <http://www.aideffectiveness.org/CPEIR>). The CPEIR is a relatively new concept and while building on normal public expenditure reviews, the multiple dimensions of climate change have proven to require a technical perspective, in particular to develop clear and casual understanding between expenditure types, climate change policy, mitigation action and climate change impact. This experience has emerged from the CPEIRs that UNDP has been involved in. UNDP has finalized 3 CPEIRs (Nepal, Thailand, Bangladesh), while is engaged in another two (Cambodia and Indonesia). The World Bank has finalized one in Morocco and is conducting another CPEIR in the Philippines. Within the context of the CPEIR in Vietnam, the WB will be leading on Public Expenditure Review and fiscal policies while UNDP leads on the Institutional Review and climate change related aspects.

A key lesson learnt from these cases has been that understanding how climate and climate change are influencing climate related policies and budgetary allocation has proven to be pivotal. In particular, well understood links between these and on how these are reflected in the national climate finance architecture of a country has been crucial. UNDP found that in all cases a sound understanding of technical climate change

aspects within the country's specific context has proven to enable deeper insights and improved expenditure classification efforts.

With the context of Vietnam, the Ministry of Planning and Investment will be the Leading Ministry. MPI is responsible for the capital budget and investments, both state budget related, parastatal as well as mobilizing private sector sources, from both domestic and foreign sources. While some efforts have been made to develop a climate change budget classification systems, which has been developed by MONRE, so far this has only been used for the Support Program to Respond to Climate Change and has not been adopted for the overall budget. It could act however as a one of the key starting points for developing a Viet Nam based expenditure classification system and further improving the climate finance architecture.

The Climate Change perspective will address issues related to the relationships between Institutional arrangements, expenditures and climate change impacts as well as implications of low carbon growth. The In particular an in-depth understanding on the dynamics of policy development and the links between sector – and planning is important. This assignment aims to develop better insights and enable the CPEIR team to understand how effective the budget allocations are and how the related expenditures are technically meeting policy objectives in terms of climate change adaptation and low carbon growth.

## 2) OBJECTIVES OF THE ASSIGNMENT

This assignment will contribute to the following CPEIR objectives (see for details annex 1):

- To provide an overview and to analyse climate change expenditure through the selected channels for the period 2010-2013 with view to increasing the effective use and monitoring of resources
- To review the national financial architectures with a view to improving capacity, and consolidating the set up, and reforming the fiduciary procedures for resources mobilization (e.g. capacity and procedures to meet international stringent accreditation criteria of the Adaptation Fund and Green Climate Fund).

The specific outcomes of the assignment are:

- Support the development of a climate change perspective on how climate change impacts are reflected policies and how there are reflected investment planning and investment expenditures. .
- Provide input to the design of an improved climate finance architecture which is aligned with international best practices and enable the country to better meet its climate finance needs

## 3) SCOPE OF WORK

This assignment worked towards two different but interrelated goals. It should deliver a thorough understanding on how climate policy is financed and if resources are allocated efficiently in terms of addressing climate impacts and contribute towards efforts to address the current carbon intensive development path. This is critical in terms of assessing institutional performance and public financial prudence. These finding should enable the consultant.

These findings are the foundation for an assessment and developing clear and well defined recommendations which enable the Government to address future climate finance demands from both an domestic – and an international view point. These should build on the existing institutional settling but aim to better align climate change /green growth triggered investment demands.

The national consultant will work with an international consultant and the main responsible is analysing the Vietnam climate change research findings and how these related to policy development and will support the below described process.

A three step approach is proposed.

1. *Identify and understand how climate change initiated budgetary demands are reflected in the investment budget*

The consultant will assist with interviews and will provide input to the international consultant on how climate change policies relates to impact and proposed policies to reduced emissions. The consultant will participate in the interview and mission to target provinces and develop a list of questions, which need to be answered by resource persons. This should center around:

- Till what extent are climate relevant expenditures (most of the current disaster risk management activities, sea defence etc) impacted by climate change?
- Are policy actions planned from strategic climate intent, e.g. are actions relevant to the national climate change response as outlined in the Viet Nam Green Growth Strategy and Viet Nam Climate Change

Strategy?

- Till what extent is mitigation action proposed additional to on-going activities in terms of energy efficiency, forest rehabilitation and agricultural development?

The findings should lead to a clear synthesis on how climate change both in terms of actual impacts and policy actions are influencing public finance management.

## *2. Review the existing climate change architecture*

Here, the climate change consultant will work closely with the Institutional Analysis expert (UNDP international consultant), the Public Finance International – and National Specialist on developing an understanding on how current regulations/mechanism are addressing climate change impacts and the financing of Low Carbon development options. . The Climate change expert will be responsible for climate change related parts and will provide input to the overall CPEIR process. Specifically the scope of the work will include:

- reviewing relevant documents and gather information from a variety of sources
- carrying out consultations with government ministries and departments in two provinces
- carrying out consultations with non-governmental stake holders
- Analyzing all sources of information and contribute to the chapter on institutional analysis and possibly other chapters as required
- provide technical analyses on climate change related questions as required by to the team members for the expenditure and institutional review
- Participate in team meetings and regularly report on the progress of the work

The consultant will facilitate a technical review of the existing climate finance policies, in close coordination with the national and international Institutional Experts and work on developing recommendation to address the climate technical aspects of improvements in the Vietnam national Climate Finance Architecture. This process should take into account existing policies and aligned with best practice within the country context. The Consultant will have to work closely with MPI staff, to address in particular challenges in addressing investment and plan formulation as well as public investment budgeting and how to mainstream climate change in these processes.

## *3. Lead on the developing recommendation to identify where international best practices can improve the Vietnam Climate Finance Architecture.*

Based on the findings generated under (1) and (2), develop detailed recommendation on how Vietnam can improve its climate finance architecture. These recommendations should enable the Government of Vietnam, and in particular MPI and MONRE to:

- To enhance the efficiency of the utilization of financial resources both internationally as well as domestic in terms of linking the climate change triggered financial demands.
- Provide solutions for current weaknesses/gap in the systems and explain clearly how the proposed solutions will better deliver the anticipated climate outcomes

Possibilities for improved financial allocation mechanisms that take climate change/low carbon investment needs better into account

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

The assignment will last 4 months and covers 50 work-days. The consultant will have to participate in the CPEIR field missions. Duty station is Hanoi and travel expected to the two target provinces. The travel costs to provinces will be covered by the project separately.

## **5) FINAL PRODUCTS**

The final products are:

- An assignment work-plan

- Translations of a written review and a power-point of the current policy framework, budget and anticipated climate change impact
- Provide written interview transcripts and analysis on stakeholder perspectives
- Provide input and translation of technical document for the development of draft chapter 2 on climate change and climate change impacts, of the final report
- Review recommendations for national climate finance architecture based on a technical climate perspective and ensure that these are aligned with what is feasible.

## **6) PROVISION OF MONITORING AND PROGRESS CONTROL**

The consultant will report to the Technical Specialist of the Sustainable Development and Climate Planning Project and coordinates with the International Governance/Institutional Assessment Consultant and the International Climate Change Expert.

The consultant shall ensure that in the work plan meetings and travel are aligned with the overall planning of the CPEIR process. He/she shall coordinate with the International Governance/Institutional Consultant. On a monthly basis a progress report will be produced which will cover what input is delivered, challenges in implementation and activities for the coming month.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

The consultant will have the following level expertise:

- At least 5 years experience of working on climate change, climate finance, climate risk management and environmental issues
- A sound understanding on existing research as well as and policy development activities in Vietnam
- Worked on climate change and green related technical policy advice such as the development plans and strategies.
- Has worked with planning agencies on environmental and natural resource management issues
- Familiarity and/or affinity with public finance Management issues such as budget development

### Qualifications:

- At least Msc. degree level education in the field of natural resource management, climate science or public finance management
- A proven publication track record on climate finance and payment for environmental service schemes at national level
- A thorough understanding of development planning processes in developing countries
- Worked with, and ideally involved in the development of climate finance assessment tools
- Affinity with development planning and -financing in Vietnam

## **8) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

Admin support involves the followings:

- Assistance in acquiring official letters in case of visits or conducting interviews with relevant stakeholders
- Assistance in arranging meetings with key stakeholders if necessary

The following reference documents will be provided:

- 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 report

- UNDP guidelines for developing Terms of references
- Literature available on the subject and accessible through UNDP and WB websites

## **9) REVIEW TIME REQUIRED AND PAYMENT TERMS**

1st payment: 25 % of total contract value will be paid upon acceptance of initial work plan and preliminary document review

2nd payment: 40 % of total contract value will be paid upon submission of chapter 2 on the final CPEIR report

3rd payment: 35 % of total contract value will be paid upon completion of all work, including revisions to the final report



## **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)

