



*Empowered lives.
Resilient nations.*

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 June 2013

Country:	Vietnam
Description of the assignment:	International Expert to prepare briefing notes on Negotiating for Climate Change: Viet Nam at UNFCCC COP 19 (2013)
Project name:	UNDP Viet Nam
Period of assignment/services	Up to 15 working days are expected within the period August to mid October 2013. The first drafts of the briefing papers should be available no later than 20 September 2013. The final briefing papers should be available no later than Monday, 14 October 2013.

Submission should be sent by email to le.tuyet.sinh@undp.org no later than **26 June 2013**

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.

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 WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants are invited to submit the following documents/information **in PDF files with signature and maximum size per email less than 7 MB** 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 2 references
- **Copy of one writing sample** in the technical field

- **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 US dollars.

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>Daily cost for accommodation, meals . . .in Ha Noi</i>			
<i>Travel cost to and from Viet Nam ,visa fee, tax and misc</i>			
<i>Full medical examination from an UN- approved doctor (required for consultants over 62 years old with travel)</i>			
TOTAL:			

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).

3. EVALUATION

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

Technical Evaluation will base on the following criteria:

Criteria	Maximum Points
<i>Minimum Post-graduate, relevant degree</i>	<i>Mandatory</i>
<i>Minimum 10 years of working experience Mandatory</i>	<i>Mandatory</i>
1. Expert in climate change or closely related discipline	200

2. In depth knowledge of UNFCCC negotiations, preferably experience as negotiator	250
3. In depth understanding of climate change policies and negotiation interests of developing countries	250
4. In depth knowledge of resource materials related to the UNFCCC process	250
5. Fluency in English	50
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.

4. 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
- Consultant whose work involves travel is required to complete the course of 3-4 hours on Basic Security in the Field (<https://training.dss.un.org/consultants>).
- 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).

5. 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



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

TITLE: International Expert on Negotiating for Climate Change: Viet Nam at UNFCCC COP 19 (2013)

COUNTRY OF ASSIGNMENT: Viet Nam

1) GENERAL BACKGROUND

Vietnamese officials participating in the UN Framework Convention on Climate Change (UNFCCC) negotiations were exposed to several workshops over the past years. Since 2008, highly successful in-country training workshops were organised annually with technical support from the UNDP and also other UN organizations, bilateral donors and international NGOs. This has resulted in a broadening of the knowledge base of a range of Vietnamese officials regarding the climate negotiations and increased confidence in actively participating in the negotiations.

The international community is, among other things, trying to agree emissions cuts in developed countries, financing for adaptation and for nationally appropriate mitigation actions (NAMAs) in developing countries, and technology transfer and capacity building for developing countries. The negotiations are proceeding in different sessions in 2013, following on from COP18 in Doha, in 2012.

Viet Nam's delegation at COP15 was headed by the Prime Minister, at COP 14 by a deputy Prime Minister, at all other COPs by ministers and vice ministers of the Ministry of Natural Resources and Environment (MONRE) and in some cases also of the Ministry of Agriculture and Rural Development (MARD). The Prime Minister has decided on a climate change negotiation team led by the Vice Minister of MONRE. Members of the climate change negotiation team are from different ministries, including MONRE, MARD, the Ministry of Foreign Affairs (MOFA) the Ministry of Planning and Investment (MPI), and the Ministry of Industry and Trade (MOIT). The delegations of the past few included many officials trained through the UN initiative. Officials from different ministries also attended intersessional meetings during the years (in between COPs), with the national delegations usually headed at Deputy Director level.

There is in 2013 still some need for training of senior negotiators although capacities have improved and because the size of the delegation in 2013 is expected to be limited to experienced negotiators. In particular, it is now expected that with UK support Viet Nam will invite some ASEAN member country negotiators with experience who will participate in a workshop with Vietnamese negotiators and who will benefit in particular from a detailed, in-depth briefing on the state of affairs by insider-specialists. Therefore, in response to a request from MONRE, the UNDP in Viet Nam will in

2013 support formulation of briefing papers and facilitate a workshop of the Vietnamese and ASEAN negotiators in an effort to agree informed, strategic and constructive positions in the most important policy areas and work streams under the UNFCCC.

2) OBJECTIVES OF THE ASSIGNMENT

The assignment aims to advise the **Vietnamese and ASEAN climate negotiators** in preparation for COP 19 / CMP 9 (Warsaw, Poland, from 11 to 22 November 2013) through briefing notes on the most critical issues and by making all relevant negotiation documents available in electronic form.

The briefing notes should comprehensively inform the Vietnamese delegates of progress and positions in the negotiations, enable internal discussions and decisions on Viet Nam's position and preferences, and enable Viet Nam to positively influence the outcomes international climate negotiations at in November 2013.

Optionally, the assignment may also include a one day working session in mid-October, 2013 with Vietnamese and ASEAN negotiators, to share the briefing notes and advise Vietnamese delegates on the most critical aspects.

3) SCOPE, OUTPUTS AND ACTIVITIES

This work requires study of publicly available information related to climate negotiations, and the use of informal networks of climate negotiators and experts regarding different negotiating positions and flexibilities.

The expert will provide substantive inputs in the form of relevant briefing notes. Most or all of the work can be undertaken from homebase. It is expected to include some brief teleconferences with lead negotiators.

Optionally the expert may travel to Hanoi for a one day working session in mid October with Vietnamese negotiators, to share the briefing notes and work through the most critical areas.

The products constitute the primary advisory inputs into the Vietnamese negotiation position at COP 19, and will be inputs also into internal meetings of the Vietnamese negotiation team in preparation of COP 19.

Six briefing notes, each of about 6-8 pages. They should....

- (a) Analyze the substantive issues in the ongoing, evolving climate change policy negotiations, specifically on (1) ADP, workstream 1 on vision; (2) ADP, workstream 2 on ambition; (3) SBI; (4) SBSTA;
- (b) Refer to and also quote (parts of) specific articles or paragraphs in the UNFCCC, Kyoto Protocol, and /or specific COP Decisions.

- (c) Summarize the negotiation positions of international groupings of countries and alliances of groupings, regarding the main issues (as relevant to the items mentioned in (a)), and how these positions shift, differ, or converge;
- (d) Propose brief working strategies for influencing decision making at large scale international negotiations (as relevant to the items mentioned in (a)).

A (reference) list of the most important recent COP decisions and related documents is also expected. All relevant COP decisions and related negotiation documents should be made available, so as to update and expand UNDP Viet Nam's e-library on this matter.

Translation of the briefing notes into Vietnamese is outside the scope of the work of the experts and will be undertaken by UNDP Viet Nam.

4) DURATION OF ASSIGNMENT, DUTY STATION

Up to 15 working days are expected within the period August to mid October 2013. The first drafts of the briefing papers should be available no later than 20 September 2013. The final briefing papers should be available no later than Monday 14 October 2013.

The work can be undertaken from home base. Some teleconferences are expected between the experts, UNDP Viet Nam, and Viet Nam's lead negotiators. Optionally the expert may travel to Hanoi for a one day working session in mid October 2013.

5) SUPERVISION AND MONITORING

The overall coordination and facilitation will be led by UNDP-VN Policy Advisor on Climate Change and MONRE (ICD & DHMCC), all based in Hanoi, Viet Nam.

Supervision of the hired expert will be formally with the contracting entity, UNDP-VN, specifically by UNDP-VN Policy Advisor on Climate Change and the UNDP-VN Policy Officer Climate Change, both based in Hanoi, Viet Nam. They are also responsible for coordination of exchanges between the expert and lead negotiators.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

- (a) In depth knowledge of UNFCCC negotiations, with direct climate negotiation experience preferred
- (b) In-depth understanding of climate change policies and negotiation interests of developing countries (G77, LDCs, SIDS, etc.), as well as developed countries (EU, Umbrella Group, etc.)
- (c) In depth knowledge of up-to-date resource materials related to the UNFCCC process

- (d) Expert in climate change or a closely related discipline
- (e) Minimally post-graduate, relevant degree
- (f) Minimally 10 years of working experience
- (g) Fluency in English

7)APPLICATIONS

Interested candidates are requested to submit a copy of their CV including detailed lists of (climate change) negotiation experience, research achievements, advisory experience, as well as (peer-reviewed) publications on climate change related topics.

Interested candidates should indicate their financial proposal covering all costs and remuneration. Travelling to Hanoi for a one day working session in mid October 2013 is optional. Therefore, the financial proposal does not cover the international air ticket and DSA in Hanoi. International economy air tickets and DSA in Hanoi will be reimbursed directly if the expert is going to Hanoi.

8) REVIEW TIME REQUIRED AND PAYMENT TERMS

A lump sum payment will be made upon completion of the assignment and upon approval of the achieved outputs by the UNDP-Viet Nam Policy Advisor (Climate Change).

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X NONE PARTIAL INTERMITTENT FULL-TIME