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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 June 2013

Country:	Vietnam
Description of the assignment:	An International Expert to provide active participation and facilitation of group discussions in Negotiating for Climate Change: Viet Nam at UNFCCC COP 19 (2013)
Project name:	UNDP Viet Nam
Period of assignment/services	Up to 7 working days are expected for the expert, within the period from mid August to September 2013, including 3 days in the workshop in Viet Nam

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

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	250

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	100
5. Demonstrated experience with providing training	100
6. 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



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TERMS OF REFERENCE

TITLE: An International Expert to provide active participation and facilitation of group discussions in 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 but in particular for young and future negotiators. In response to a request from MONRE, the UNDP in Viet Nam will organize a basic training for negotiators. The draft *taim of the workshop is to strengthen capacities of the junior Vietnamese delegates for active participation in the evolving international climate negotiations, and ensure effective division of work and coordination at COP 19/CMP 9 in November 2013.*

This will be organized in collaboration with the Vietnamese lead climate change negotiators, with experts from UN organizations; and with hired experts.

2) OBJECTIVES OF THE ASSIGNMENT

The assignment aims to help deepen understanding of junior Vietnamese negotiators to international climate negotiations on:

- a) Substantive issues in the ongoing, evolving climate change policy negotiations;
- b) International groupings of countries relative to the main issues and negotiation positions, and how they relate to each other;
- c) Working strategies for influencing decision making at large scale international negotiations.

3) SCOPE, OUTPUTS AND ACTIVITIES

One workshop of maximum 3 days including travel from Hanoi to a venue near Hanoi (so excluding international travel) is planned for the year 2013.

Officials from several ministries will be invited. The total number of participants will be at least 20. The detailed programme for the training is being developed between national stakeholders and the UNDP. Facilitation and inputs will be provided by an international expert with inputs from UNDP and national experts.

The international expert will provide substantive inputs in the form of relevant background documents, active participation and facilitation of (group) discussions, as well as high quality presentations on technical details and negotiation positions of various countries and interest groups.

The hired expert will:

- 1) Provide relevant background and actual negotiation documents, including electronic materials, prior to the workshops and on a rolling basis, with a focus on one or more of the core topics of the UNFCCC negotiations;
- 2) Provide key inputs into sessions of the workshops, including preparation of the final program and handouts. This will include written presentations, facilitation of specific sessions, and active participation in group and plenary discussions;
- 3) Provide written suggestions on negotiation positions along with background notes, as inputs for working documents of the Vietnamese delegation;
- 4) Provide a brief report on the training/preparatory workshops.

4) DURATION OF ASSIGNMENT, DUTY STATION

Up to 7 working days are expected for the expert, within the period from mid August to September 2013, including 3 days in the workshop in Viet Nam

The workshop is planned in September, 2013, with exact dates to be agreed.

The workshop will be conducted in Hanoi or at a convenient venue outside but not far away from Hanoi. In that case departure from Hanoi will be in the late afternoon prior to the training; return to Hanoi late afternoon of the third day. Local travel to the workshop's venue will then be provided by UNDP-VN.

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.

Administrative support to the training workshop will be provided by MONRE ICD and UNDP-VN.

Simultaneous interpretation between Vietnamese and English will be made available, and translation of some handouts from English into Vietnamese will be done prior to the workshops. However, all participants are expected to be basically proficient in English.

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) Demonstrated experience with providing training / workshop facilitation, including on negotiation skills and climate change negotiations
- (f) Minimally post-graduate, relevant degree
- (g) Minimally 10 years of working experience
- (h) Fluency in English

7) 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).

8) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE

☒ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME