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Date: 6 September 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Team Leader and Technical Expert An analysis of chemical fertilizer production in Vietnam with focus on energy efficiency and reduction of Greenhouse Gases (GHG) emissions.
Project name:	“Strengthening capacity on climate change initiatives in the Industry and Trade sectors” (CCIT)
Period of assignment/services (if applicable):	September 2013 – September 2014

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **18 September 2013 (Hanoi time)**.

With subject line: International Team Leader and Technical Expert - An analysis of chemical fertilizer production

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
- 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.
- Reference contacts 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 **US Dollar** 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Post graduate degree in chemistry, engineering, environmental science or related fields	100
2	Good technical knowledge and working experience with chemical fertilizer production and implementation of GHG mitigation technologies at chemical fertilizer production.	250
3	Comprehensive and in-depth working knowledge of technical analysis and studies for identifying cost efficient energy and GHG mitigation options in heavy industries (MAC studies or similar). Experiences from Vietnam or Southeast Asia are an advantage.	300
4	Experience and working knowledge of Vietnamese policies and regulations for industrial energy efficiency and GHG mitigation.	100
5	A proven track record as assignment leader for UNDP (or other international organizations) supported projects.	150
6	Fluent in written and vocal English (01 writing sample must be provided for assessment)	100
	TOTAL	1000

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.

Interview with the candidates may be held 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
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website:

<https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- 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: 20% of total contract value will be paid upon UNDP’s acceptance of the detailed implementation plan of the assignment and the proposed step-wise methodology

2nd payment: 40% of total contract value will be paid upon UNDP’s acceptance of the draft Report

3rd and final payment: 40% of total contract value will be paid upon UNDP’s satisfactory acceptance of a full 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)

International Team Leader and Technical Expert

An analysis of chemical fertilizer production in Vietnam with focus on energy efficiency and reduction of Greenhouse Gases (GHG) emissions.

COUNTRY OF ASSIGNMENT: Viet Nam

1) GENERAL BACKGROUND

The Government of Vietnam has made significant efforts in responding to the challenges of climate change. The National Climate Change Strategy is committing to take “both mitigation and adaptation actions to deal effectively with climate change, with a focus on adaptation during the first phase”. Furthermore, the Green Growth Strategy takes three strategic directions: low-carbon development trajectories; green production and restoring of natural assets; and the stimulation of green lifestyles. The Green Growth Strategy provides Viet Nam’s voluntary emission reduction targets and assists to transform current development patterns towards sustainable development.

In July, 2012, the UNDP Project entitled “Strengthening capacity on climate change initiatives in the Industry and Trade sectors” (CCIT) was signed by the Prime Minister of Viet Nam. It is designed for a period of four years. This project will assist MOIT, as well as other relevant ministries and industry stakeholders, to raise awareness about climate change, undertake analysis of the current environment in which industry operates and work to address the challenges posed by climate change and take advantage of the potential opportunities it offers.

The CCIT project has the objective *to strengthen the capacity of policy makers and stakeholders in the industry sector to reduce GHG emissions, enhance climate resilience and exploit associated green trade opportunities*. The activities and findings from this assignment will serve as technical and economic foundation for building a NAMA framework at MOIT together with a NAMA project submission to the UNFCCC registry. Besides a significant focus on reducing GHG emissions from the industries the project aims at removing barriers that are restricting industrial enterprises in Viet Nam from adopting technologies to improve resource efficiency and productivity, business and trade practices to improve resource efficiency, productivity and competitiveness in national and international markets.

2) OBJECTIVES OF THE ASSIGNMENT

For the CCIT project’s main research activity, the project is now seeking a combined team leader and international technical expert (one position) to conduct an assessment of chemical fertilizer production in Vietnam with focus on increased sustainable production, energy efficiency and GHG reductions together with policy advice to address the reduction potential under a NAMA framework.

The assessment and analysis must include a review of the current policy and regulations for energy use and GHG emissions, a detailed baseline/reference level description of the current chemical fertilizer production processes and related energy and GHG intensity of chemical fertilizer. This must be combined with technical descriptions and application possibilities for a number of Best Available Technologies (BATs) for Vietnamese producers of chemical fertilizers, and must include estimates of energy and GHG Marginal Abatement Costs (MACs) for each BAT. The assessment of BATs must also include other co-benefits beside energy and GHG reductions. Other non-financial barriers for BAT implementation must also be include in the analysis.

The findings from the combined BAT and MAC analysis will lead to a number of policy recommendations aimed at MOIT for addressing the GHG reduction potential and NAMA formulation. It also enables MOIT to build up a framework for NAMA development and implementation in the chemical fertilizer sector.

The team leader and international technical expert will be working together with an international financial/policy expert and a team of national under this assignment. The national experts will conduct the majority field visits, collection of data, review of BATs, review policy options etc.

The assessment will be based on empirical case studies and on-site assessments at a number of sites for fertilizer production. The data collection and findings from the case studies will be combined and complemented by national production data from the MOIT, other relevant ministries and research units. The number of empirical case studies and methodologies for collecting national production data will be decided together with the Project Management Unit and UNDP.

The scope and boundaries of this assignment include extraction and processing of relevant material inputs, transport of input materials for chemical fertilizer production, chemical fertilizer production and related processes, use of other embodied energy, transport of intermediate and final chemical fertilizer products.

3) SCOPE OF WORK

3.1 General scope

The project focuses specifically on energy efficiency and reduction of GHG emissions from production of steel and chemical fertilizer. The overall CCIT project consists of three main components: i) Policy and market barriers for the steel and fertilizer industries for pursuing commercially viable ways to reduce GHG emissions, enhance climate resilience and exploit associated green trade opportunities are identified; ii) Increased knowledge and capacity of policy makers at MOIT and other relevant ministries have enabled the Government to develop evidence-based policy measures to promote sustainable industrial development and iii) Greater knowledge of sustainable industrial production and capacity of financial institutions and consulting firms has improved the investment environment for industrial enterprises in target industry sub-sectors to reduce GHG emissions and increase resilience to climate change impacts.

This assignment will only focus on chemical fertilizer production under component one and the results will serve as the main research component for the remaining project activities.

3.2 Specific tasks and activities

Task 1: Presentation of current production of chemical fertilizer in Vietnam

- Brief description and presentation of chemical fertilizer production in Vietnam including updated figures on national production volume, energy use, resources and energy efficiency, GHG emissions, import/export, domestic consumption and GDP added by chemical fertilizer production. Data collection for this task will be based on existing national data and literature reviews.

Task 2: Review of policies and requirements for chemical fertilizer production

- Review of existing policies and legal requirements for chemical fertilizer production in Vietnam. The review should focus on policies and legislation for building new plants, retrofitting existing plants, legislation for environmental protection incl. GHG emissions and pollution control, legislation on use of minerals, legislation on energy use, and legislation on energy from non-fossil sources. The review should cover all national, regional and selected provincial laws and legislations.
- Review of policies, requirements, standards and labeling for international trade of input and output materials affecting Vietnamese chemical fertilizer production.

Task 3: Collect data on production and economic parameters from fertilizer production

- Collect technical and financial on-site and empirical data for chemical fertilizer production in Vietnam. The data should cover the overall production of chemical fertilizer and should be categorized into main production/process steps. It also includes the extraction and processing of input materials and processes for output materials. The data should include material flows, energy use at the main production steps, use of embodied energy, GHG emissions, other sources of pollutants and financial costs and flow each for the main production steps.

Site visits must be expected under this task.

Task 4: Review the material flows and related technical processes

- Review the main processes and technology steps for chemical fertilizer production and related energy use/GHG emissions from each process step. It also includes the processes for material input and use of embodied energy.

- Review material flows, related energy consumption and GHG emissions of chemical fertilizer production in Vietnam – mainly by transport of input materials, process of chemical fertilizer making and main areas for transport of intermediate or final products.

Task 5: Develop baseline reference levels for the current production

- Based on the findings from task 1 – 4 develop a baseline reference level for the current chemical fertilizer production in Vietnam. The baseline reference level must include a description of the most common technologies, energy sources together with energy and GHG intensity per output of chemical fertilizer or other relevant intermediate chemical fertilizer product.

Task 6: Review of international experiences and technologies for energy efficiency, GHG mitigation, resources efficiency, cleaner production and increased sustainable industrial production

- Identified approximately 20 of the most common Best Available Technologies (BATs) for energy efficiency and GHG reduction applicable for Vietnamese chemical fertilizer producers. The BATs should cover all production processes as described in task 4.
- Technical (ability of reduce energy consumption, reduce GHG emissions or reduce other sources of pollution) and financial data must be collected to calculate the MAC in present value for each BAT. Ideally, both technical and financial data of the BATs must be supported by actual application and production data from producers in Vietnam or other related production facilities.
- Other environmental, development and social benefits from the BATs should also be included and described.
- Review of non-financial barriers for implementation BATs in Vietnamese chemical fertilizer production. The review must be based on factual findings at the case studies and be supported by relevant literature studies.

Task 7: Conduct an analysis focused on GHG emissions for chemical fertilizer production with related MAC for app. 20 BATs. The assessment should also include other environmental, development and social benefits of the analyzed BATs.

Production steps and its relevant processes	Production volume, energy use, energy efficiency GHG emissions etc.	BATs and MACs	Co-benefits from the BATs	Non-financial barriers and risks for implementation of BATs
Description of production step and process. This should also include processes for materials input and output, transport of inputs/outputs.	Description of material flows at each step, energy use and GHG emissions.	Description of each BAT and how it can be implemented. Calculate the energy and GHG reduction potential for each BAT. Calculate the net present value for each BAT and related net present cost of GHG reductions.	Describe co-benefits from the BATs such as environmental and social benefits, increase in human capacity and other development benefits.	Describe all non-financial barriers for implementing the BATs.

Task 8: Compile Marginal Abatement Cost curve for all BATs.

- Calculate the MAC in net present value and GHG reduction potential for each BAT and compile a complete MAC curve with all analyzed BATs.
- Make a sensitivity analysis on the MAC curve for a number of input variables. The variables should as a minimum include energy prices (electricity, coal and gas), current and scenario policies for chemical fertilizer production and use of conventional/renewable energy, price of chemical fertilizer, discount rate.

- Highlight and describe in the details the ten most cost efficient BATs for Vietnamese chemical fertilizer industry in terms of energy/resources efficiency and GHG reductions. The highlighted BATs should be technically/financially feasible for majority of chemical fertilizer producers in Vietnam.
- Describe in details the co-benefits of the ten most cost efficient and technically feasible BATs
- Highlight and describe in details any non-financial barriers for implementing the ten most cost efficient and technically feasible BATs. This should include a description on how to mitigate the identified non-financial barriers and the estimated costs of this.

Task 9: Policy recommendations, GHG reduction potential and finance options for implementing the BATs on a national level.

- Policy development and recommendations for broad sector implementation of at least ten of the most cost efficient and technically feasible BATs. Furthermore, the BATs should be identified and selected based on MOIT's political mandate and ability to make appropriate policies which will enforce the implementation of the BATs and thereby reduce GHG emissions. Stakeholders from MOIT and other relevant ministries should be consulted during the formulation of the policy recommendations.
- The policy recommendations must include a mixture of various policy instruments such as: command and control, market based mechanisms, standards and quality criteria for the production, labeling, import/export regulations and performance standards.

Task 12: Presentation of the proposed methodologies and findings at two workshops during the assignment.

- The international team leader must present the proposed methodologies and analytical framework in the beginning of the assignment for a stakeholder consultation. Also, draft findings and the draft report should be presented to stakeholders at the end of the assignment. At both presentations, relevant comments from stakeholders must be included in the assessment.

4) DURATION, ESTIMATED WORK LOAD AND DELIVERIES AND OF THE ASSIGNMENT.

The scheduled starting date for the assignment is September, 2013 and the assignment must be finalized by April 2014. The estimated work load is 45 working days for the international team leader. The assignment will be organized in three working phases:

- 1) Formulation of analytical framework and applied methodology,
- 2) Data collection and data processing. The team leader will join the national consultants on selected site visits to ensure a systematic and standardized approach for data collection. Facilitation of one technical workshop Vietnam to present and receive comments on the assessment framework and methodology must be included.
- 3) Formulation of report and facilitation of one technical workshop to present and receive comments on the final report and finding must be included.

The international consultant must expect one mission to Vietnam (Hanoi and/or production sites) for each of the three phases (three missions in total). The duration of each mission will be eight working days. The CCIT project will arrange the domestic transportation.

The international team leader is expected to manage a team of one international finance and policy expert (one combined position) who will work on financial and policy aspects of the assignment. The international finance/policy expert is contracted for 45 working days with three missions to Vietnam. Furthermore, the international lead consultant will furthermore lead a team of 3 national experts. The national experts will have competences and experiences within energy efficiency, technical GHG mitigation options, MAC development and policy development for industries. The majority of data collection and site visits will be conducted by national experts. The national consultants will be contracted for 60 working days each. TORs for the team members will be shared with the international team leader.

The international lead consultant will be responsible for the management of the assignment team. Furthermore, the international lead consultant will be responsible for the overall delivery and quality of the assignment as described in task 1 to 12.

5) DELIVERABLES:

During the assignment lead consultant shall deliver the following:

1. A detailed implementation plan of the assignment and the proposed step-wise methodology shall be submitted to and confirmed by the PMU and UNDP. The implementation plan and step-wise methodology must be submitted to and confirmed by the PMU and UNDP no later than 15th of October, 2013.
2. Milestone deliveries: After completion of Task 1-3, a report of intermediately findings from task 1 – 3 must be compiled and delivered to UNDP by 1st of December, 2013.
3. Facilitate and present methodology, data and findings in at least two technical workshops.
4. Full assessment draft report with tasks 1 - 12 and all findings by 1st of March 2014.
5. Final assessment report containing tasks 1 - 12 and all findings by 1st April, 2014.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The international team leader will work under supervision of the National Project Director and Project Coordinator of the CCIT project together with UNDP Programme Officer. Administrative support will be provided by personnel of Project Management Unit. UNDP Programme Officer will support the consultants on general issue and oversee the consults on the completion of the assessment.

Meetings and progress reports should be conducted with PMU and UNDP staff as requested.

Quality management:

Qualitative criteria: PMU and UNDP staff will be quality reviewers of the ongoing assessment and the draft and final assessment report.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The lead consultant must be able to document the following experiences and expertise:

Consultant's experiences/qualification related to the services		
		Max points
1	Post graduate degree in chemistry, engineering, environmental science or related fields	100
2	Good technical knowledge and working experience with chemical fertilizer production and implementation of GHG mitigation technologies at chemical fertilizer production.	250
3	Comprehensive and in-depth working knowledge of technical analysis and studies for identifying cost efficient energy and GHG mitigation options in heavy industries (MAC studies or similar). Experiences from Vietnam or Southeast Asia are an advantage.	300
4	Experience and working knowledge of Vietnamese policies and regulations for industrial energy efficiency and GHG mitigation.	100
6	A proven track record as assignment leader for UNDP (or other international organizations) supported projects.	150
7	Fluent in written and vocal English (01 writing sample must be provided for assessment)	100
	Total	1000

8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Arrangement of meetings and interviews:

The PMU and UNDP will assist the consultants in performing assessments, interviews and meetings with proposed stakeholders.

9) ADMINISTRATIVE REVIEW TIME REQUIRED AND PAYMENT TERM

Three installments after completion of each phase and acceptance of outputs by UNDP, as follows:

- 1st payment: 20% of total contract value will be paid upon UNDP's acceptance of the detailed implementation plan of the assignment and the proposed step-wise methodology
- 2nd payment: 40% of total contract value will be paid upon UNDP's acceptance of the draft Report
- 3rd and final payment: 40% of total contract value will be paid upon UNDP's satisfactory acceptance of a full 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)

