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Date: 29 November 2013

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	03 National (local) Consultants - Assessment of potential GHG reduction in Railway Transportation
Project name:	UNDP/MPI-Sustainable Development and Climate Planning Project
Period of assignment/services (if applicable):	December 2013 – March 2014

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **11 December 2013 (Hanoi time)**.

With subject line:
Or **Team Leader - Railway Transportation**
Or **Team member 1- Railway Transportation**
Or **Team member 2 - Railway Transportation**

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
 - 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 **Viet Nam 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The Team Leader and each Team member will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Team Leader:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	A University/postgraduate degree in sector science and technology, fuel and material development fields, planning and environment	200
2	Experience in transportation sector policymaking development, working experience with strategy, policies, especially on climate change, green growth	300
3	Involve in developing the GHG emission assessments and studies. Experience as a team leader in project/study.	300
4	Strong writing skills, strong analytical skills and the ability to synthesize results	200
	TOTAL	1000

Team members:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	A University/postgraduate degree in sector science and technology, fuel and material development fields, planning and environment	200
2	Experience in sector policymaking development, working experience with strategy, policies, especially on climate change, green growth	300
3	Involve in developing the GHG emission assessments and studies	300
4	Strong writing skills, strong analytical skills and the ability to synthesize results	200
	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
- 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 the signing date of contract (December 2013);
- 2nd payment: 30 % of total contract value will be paid upon the submission of draft GHG emission curves (January 2014);
- 3rd payment: 30% of total contract value will be paid upon the completion of draft reports- MACC curves and targets for GHG reduction (28/2/2014).
- 4th payment: 20% of total contract value will be paid upon the completion of final report and receiving the approval by both UNDP and PMU DDG.

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)

Title:	Assessment of potential GHG reduction in Railway Transportation
Duty Station:	Hanoi
Time:	03 National (local) Consultants including one team leader (45 days) and two team members (30 days each)
Starting date:	December 2013 – 31 March 2014
Project ID and title:	UNDP/MPI-Sustainable Development and Climate Planning Project
Reporting:	Report to SD Unit, UNDP and DDG/DG of SD&CC Project.

1) GENERAL BACKGROUND

The Department of Science, Education, Natural Resources and Environment/Ministry of Planning and Investment's (DSENRE/MPI) is implementing the UNDP supported "Sustainable Development and Climate Planning" project which covers the period from 2009 - 2014. The project is playing a key role in mainstreaming climate change and green growth in the planning sector. The project focuses mainly on green growth in which Sustainable Development and Climate Change are coming together. Hence, the project played an important role in the development of the Viet Nam green growth strategy both through providing science based evidence to enable policy makers to develop strategic directions and targets.

The VGGS has been approved on September 25 2012, MPI has mandated as the leading and coordinating agency for the Implementation of the VGGS as well as to facilitate consulting and engaging the key stakeholders.

The important element of green growth strategy is less carbon growth, which is proposed to 'improve effectiveness and efficiency of energy use, reduce energy consumption in the transportation' and 'change the fuel structure in industry and transportation'.

Transportation plays an important part in the infrastructure development of the national economy, particularly in social and economic development of whole country. However, the transportation development also has caused a lot of negative impacts on the environment and contributed significantly to greenhouse gas emissions. Every year, the transportation sector consumes about 9-10 million tons of fuel (gasoline, oil) accounted for about 55 % of total gasoline demand of the country. In order to build the baseline for developing an action plan for the transportation sector, it is necessary to evaluate the GHG reduction potentials for transport sector, specifically with various types of transportation and technologies, such as the roadway, railway, seaway, inland waterway and airway, including the social, economic and financial trade-off costs.

In transport sector, the railway system plays the best role in the long and medium distance journeys, with large volume, long-distance passenger transport, inter-province and inter-city public passenger transport in big cities such as Hanoi and Ho Chi Minh City. Railroad transport has many advantages in safety, energy saving, environmental protection and lower greenhouse gas emissions than other forms of transportation. At the same time the railroad industry also has the potential to reduce greenhouse gas emissions by controlling the use of fuels strictly and the high feasibility in applying the emission reduction technologies.

To implement the National Green Growth Strategy, MPI/UNDP project is recruiting experts in the railway transportation to study and evaluate the greenhouse gas emissions potential in this field. The experts to be selected in collaboration with UNDP and work closely with DSENRE (MPI) to build the initial results about the potential GHG emission reduction in the transportation sector.

2) OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to undertake the MACC analyses for the railway transport sector, alongside studies in the energy and agriculture, and forestry sectors, to inform and provide evidence to policy makers and planners to establish achievable initial GHG reduction targets under Viet Nam's Green Growth Strategy and Green Growth Action Plan.

3) SCOPE OF WORK

The assignment will focus on research and projection on GHG reduction solutions in the field of railway transport. The work involves:

- a. Determine the baseline curve on GHG emissions from the railway transport sector in year 2010;
- b. Evaluate the potential to reduce greenhouse gas emissions in the railway transport sector.
- c. Propose solutions to the policy makers of Vietnam to set up the targets for GHG emission reduction in the railway transport sector, for the implementation of the national green growth strategy in the transportation sector.
- d. Become the prerequisite to achieve the objectives of reducing greenhouse gas emissions for other areas of the transport sector, such as roadway, seaway, inland waterway and airway.

The main contents include:

1. Review the current context of fuel use, the policies and master plan to build the GHG emission curve for the railway transport sector in Vietnam:
 - a. Conduct the surveys; collect data on the passengers and goods transportation by railway in Vietnam, types and structures of railway transport facilities and the related issues to fossil fuel consumption (conventional fuels) of Vietnam railway sector.
 - b. Analyze and evaluate the test results on the use of cleaner fuel (Bio-diesel) and fuel additives as the fuel replacement for locomotives in railway sector and identify the greenhouse gas emissions ratio for each type of used fuels.
 - c. Based on the Master Plan for Vietnam Railway Transportation Development which was approved by the Prime Minister, to build the GHG emission curve in the railway transport sector (baseline curve) from 2010, 2015, 2020 to 2030 (year 2010 is the baseline year) with the use of conventional fuels (diesel DO) for the railway sector.
2. Study, propose and apply the GHG emissions reduction technologies in the railway transport sector in Vietnam, including:
 - a. Energy saving technologies and efficient uses of fuels for the railway sector in developing and applying the advanced fuel consumption rates for each type of locomotives and generators of railway sector.
 - b. Technology on cleaner fuel use (Bio-diesel) for the railway sector.
 - c. Technology on the fuel additives use in the railway system for fuel saving.
 - d. Technology on renewable energy use (wind and solar energy) for the railway sector.
 - e. Technology on upgrading the transport infrastructure to improve the speeds for fuel saving.
3. Assess the potential and develop the GHG emissions curve in case of applied technologies:
 - a. Reduce GHG emission reduction for each type of applied technology and propose the GHG emission reduction roadmap for each type of technologies.
 - b. Develop the GHG emissions curve in the context of proposed technology application.
 - c. Develop the Marginal Abatement Cost Curve on GHG emissions by technologies and in synthesis.
4. Study and propose the solutions to overcome barriers (if possible) in order to apply technologies on the greenhouse gas emissions reduction in the railway transport sector in Vietnam.
5. Report and discuss on the research findings with experts.

Study team

The study team will consist of 3 Vietnamese national staff, comprising a team leader, who will drive the project and take responsibility for study outputs, and two technically qualified national consultants to support the Team Leader. Please see Section 7 (Degree Of Expertise and Qualifications) for more details.

Team Leader (Specialist in Science and Technology) is responsible for covering general and comprehensive in delivering the final product as described above.

Key tasks are:

- Take lead in the planning of activities / research and discussions with the project approach ;
- Collect and determine all policies and related documents ;

- Analyze and propose solutions and technologies;
- Allocate tasks to other members of the group and progress control and quality ;
- Synthesis of output delivered to each member of the group preparing to build a comprehensive report ;
- Main author of final reports and presentations to stakeholders .

Team member 1 (Expert in materials technology):

- Responsible for data collection, review and evaluation of technology solutions ;
- Selecting some good practical experience of countries with similar conditions to the proposed Vietnam ;
- Based on the guidance of the team leader to participate in research and evaluation of potential construction emissions curve in the railway transportation sector .
- Team working with others but lead in developing the GHG emissions curve.

Team member 2 (Environmental and climate change expert):

- Responsible for data collection, review and evaluate the railway transport in environment/climate change aspect;
- Responsible for the existing environmental impact assessment methodology defined emission curve railroads;
- Based on the guidance of the team leader involved in the development curve of greenhouse gas emissions railroads
- Team working with others but lead in developing the Marginal Abatement Cost Curve on GHG emissions

4) DURATION OF ASSIGNMENT, DUTY STATION

The assignment is anticipated from December 2013 to March 2014. The time allocated for the assignment is a total of up to 105 days, including up to 45 days for the Team Leader and up to 30 days for each team member.

The proposed duty station is home base and in the project office at No. 16 Ngo Tat To, Dong Da, Hanoi.

5) FINAL PRODUCTS

The following products are to be delivered:

- Report on recommended targets for GHG emission reductions by 2020 in the railway sector and viable GHG emission abatement measures to achieve them.
 - A report in both Vietnamese and English on a stakeholder consultation of the findings and Finalized Report ready for dissemination.
1. The GHG emission potential by the year of 2010, 2015, 2020 and 2030 in case of using the conventional diesel fuels (DO diesel) for railway sector.
 2. The fuel consumption rate and GHG emission factors for the railway locomotives in Vietnam in the context of using the conventional and alternative fuels.
 3. GHG emission reduction curves by technologies and aggregated for the period from 2010 to 2030.
 4. The marginal abatement cost curve on GHG emissions reduction by technology and the synthesis marginal cost curve.
 5. The solutions to apply effectively technologies to reduce GHG emissions for the railway transport sector.
 6. Final report (in both English and Vietnamese).

6) MONITORING, EVALUATION AND PROGRESS CONTROL

The assignment will supervised by the Deputy National Program Director with technical oversight from the National Technical Specialist, in cooperation with the Head of UNDP Sustainable Development Cluster.

The proposed project schedule is below.

Date	Activities
December 2013	Award contract
December 2013	Work plan
31 January 2014	Draft GHG emission curves (deliverables 1-3)
15 February 2014	MACC curves and targets for

	GHG reduction (Deliverables 4-5)
10 March 2014	Draft reports
31 March 2014	Final reports

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The study team will consist of a team leader, who will drive the project, liase with UNDP and MPI and take responsibility for study outputs, and two other team members of technically qualified staff to support the team leader.

The Team Leader will be a Vietnamese national consultant and shall have the following expertise and qualifications:

- post graduate degree in railway/transportation sector with at least 8 years experience in inventory or related discipline
- A proven track record in research/study on policy development, including publications or reports
- Sound knowledge of climate change issues and UNFCCC/IPCC methodologies and processes relevant to the project
- Strong conceptual understanding of climate change mitigation and climate change impacts on development in Viet Nam. Good communication and teamwork skills; writing, presentation and reporting skills; good written and spoken English and Vietnamese.

The Project Team will comprise two Vietnamese national consultants who, as a team member, have the following technical expertise:

- Demonstrated experience in developing and analyzing MACC curves;
- Demonstrated experience in economic analysis of GHG abatement options in the transportation sector;
- Proven skills and experience in GHG data collection, data set development and data analysis;
- Good writing, presentation and reporting skills.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP will deliver the following services:

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

The consultants will be provided with access to:

- The Official Viet Nam Green Growth Strategy
- The National Climate Change Action plan
- The Social Economic Development plan 2011-2015
- Relevant sector master plans (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 will be made available on UNDP websites based on request and availability, if additional cost are developed that these are the responsibility of the consultant.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment terms:

- 1st payment: 20% of total contract value will be paid upon the signing date of contract (December 2013);
- 2nd payment: 30 % of total contract value will be paid upon the submission of draft GHG emission curves (January 2014);
- 3rd payment: 30% of total contract value will be paid upon the completion of draft reports- MACC curves and targets for GHG reduction (28/2/2014).
- 4th payment: 20% of total contract value will be paid upon the completion of final report and receiving the approval by both UNDP and PMU DDG.

Payments for the team members will be certified by the Team Leader.

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)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of VND

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

No.	Description	Number of days	Rate (VND)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature