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Date: 13 May 2014

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Independent Evaluation Consultant (IEC) for final evaluation of the project Vietnam / UNDP / UNEP Partnership Initiative for the Integration of Sound Management of Chemicals into Development Planning and Processes
Project name:	UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals into Development Planning and Processes
Period of assignment/services (if applicable):	May 2014

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **20 May 2014 (Hanoi time)**.

**With subject line: National Independent Evaluation Consultant - SAICM project**

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 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 5 years experience and expertise in project management and monitoring and evaluation, in particular in the field of chemicals	300
2	Good knowledge and working experience in Viet Nam, with particular emphasis on the institutional and legislative frameworks for environmental and chemicals management, including knowledge of activities of relevant stakeholders, including Ministries and institutions	200
3	Experience in working with multiple governmental stakeholders of countries in transition and donors in partnership	100
4	Good understanding of monitoring and evaluation of international projects, preferably with proven track record in SAICM and UNDP final evaluations	300
5	Excellent in English is required (at least one writing sample must be provided)	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.

Interview with the candidates may be held if deemed necessary.

5. 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
- Release letter in case the selected consultant is government official.

## 6. 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.

- First installment of 30% of the contract value will be paid upon receiving and acceptance of the detailed proposal of methodology, work plan and related research tools; Certification by the Team Leader.
- Second/last installment of 70% of the contract value will be paid upon receiving and UNDP's satisfactory acceptance of the final report; Certification by the Team Leader.

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

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



## **TERMS OF REFERENCE (TOR)**

### **National Independent Evaluation Consultant (IEC) for final evaluation of the project Vietnam / UNDP / UNEP Partnership Initiative for the Integration of Sound Management of Chemicals into Development Planning and Processes**

#### **1. BACKGROUND**

Chemicals play a key role in many major sectors of the world economy including agriculture, industry, housing, transport, trade, the health sector and in the home. Despite the benefits they can provide, chemicals can be corrosive, explosive, flammable, irritant, oxidizing, and dangerous to human health and the environment. Exposure to chemicals, and/or their by-products has been associated with a range of detrimental human health and environmental effects.

In Vietnam coupled with accelerated industrialization, inadequate pollution preventive measures, and low awareness within the industrial and other sectors about chemical risk and safety procedures, the country has experienced increased levels of pollution, industrial related accidents and spills. Main barriers that have limited Viet Nam in its ability to deal with chemicals related problems are associated to (i) insufficient capability and resources to manage chemical sector in effective and environmental sound manner; (ii) Lack of enabling environment to facilitate the sound management of chemicals (SMC); (iii) lack of effective co-ordination, unclear division of responsibility and overlapping mandates of various institutions involving in chemical management.

In 2012 the project entitled “Vietnam / UNDP / UNEP Partnership Initiative for the Integration of Sound Management of Chemicals into Development Planning and Processes” funded by Quick Start Fund (QSF) and UNDP has been approved by Government of Vietnam to promote the SMC following Strategic Approach to International Chemical Management (SAICM). The project is implemented by Vietnam Chemicals Agency (Vinachemia) under Ministry of Industry and Trade (MOIT) over the period of two years, 2012 – 2013. Objective of the project is to strengthen institutional capacity to integrate the SMC into national development planning and decision making processes and to begin implementation of generic next steps for strengthening the domestic SMC regime that is consistent with SAICM.

The project aims at delivering the following main outputs(1) a National Chemical Profile; (2) an inter-agency coordination; (3) Economic valuation of a priority in Sound Management of Chemical (SMC) conducted; and (4) a national action plan on sound management of SMC prepared and commented by stakeholders.

An evaluation based on SAICM requirements was conducted in autumn 2013 as part of a project extension to until July 2014. Final evaluation will assess the achievement, relevance, effectiveness, and efficiency of the project during the period from September 2011 to May 2014.

#### **2. OBJECTIVES AND OUTPUTS**

In accordance with UNDP M&E policies and procedures, all projects are required to undergo a final evaluation upon completion of implementation. An independent Final Evaluation (FE) shall take place prior to the terminal tripartite review meeting. The final evaluation will look at **relevance, effectiveness, efficiency, sustainability, and impact**, including the contribution to capacity development and the achievement of global environmental goals. The Final Evaluation should provide recommendations for follow-up activities; assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

The evaluation is to be undertaken in accordance with the “SAICM Guidelines for Independent Monitoring and Evaluation” as well as the general requirements set out in the UNDP handbook on planning, monitoring and evaluating for development results. Guidance and requirements are provided in the links below:

[http://www.saicm.org/index.php?option=com\\_content&view=article&id=109&Itemid=504](http://www.saicm.org/index.php?option=com_content&view=article&id=109&Itemid=504)  
<http://www.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf>

#### **3. SCOPE OF WORK**

The anticipated scope of work for the assignment includes, but is not necessarily limited to, assessing the following:

- An in-depth review of the implementation of various project components with a view to identifying the level of achievement of the planned project outputs, the contribution to institutional development and sustainable human capacities;
- Assessment of the level of participation of stakeholders in the achievement of the desired outcome, as well as the effectiveness of such participation;
- Assessment of the primary impact of the capacity development initiatives conducted through Project Vinachemia and other relevant stakeholders. Possible gaps/weakness in the current project design and possible interventions and measures that could be continued to support Vinachemia and other relevant stakeholders in the future;
- Extract lessons learned and best practices that can be considered in the planning and design of future support activities for the representative bodies in Vietnam.

Apart from that, project's results should be rated in the following aspects: **Relevance:** Evaluate the logics and unity of the process in planning and designing the activities for supporting the Vinachemia and other relevant stakeholders. **Efficiency:** Evaluate the efficiency of the project implementation, the quality of the results achieved and the time/political constraints. **Effectiveness:** Conduct an assessment management decisions vis-à-vis the cost effectiveness; and to which extend the project outputs have been effectively achieved. **Impact:** Evaluate the overall impact of the project and its contribution to the development of the legislative institutions. **Sustainability:** Assess the sustainability of results with specific focus on national capacity and ownership over the process.

Together with the International Team Leader, the contractor will propose evaluation methodology based on the following activities:

- Propose a detailed work plan, methodology, approach and interview questionnaires
- Collect relevant documents with support from PMU and the VinaChemia
- Conduct a desk review of collected documents
- Conduct in depth interviews with key counterparts at central level and local level to understand the reasons for identified gaps in relevance and efficiency as well as to document initial impact and lessons learnt of the project
- Prepare the draft report to seek comments from Vinachemia, PMU and UNDP
- Present the key findings and recommendations at round table meeting with relevant stakeholders to validate the draft report
- Finalization and submission of report

#### **4. EXPECTED PRODUCTS**

A comprehensive analytical End-of-Project Evaluation Report in English that highlights the findings, recommendations and lessons learnt. The report should be a maximum length of 30 pages excluding annexes, which might include, but not limited to, the following components:

1. Title page
2. List of acronyms and abbreviations
3. Table of contents, including list of annexes
4. Executive summary (max 3 pages)
5. Introduction, Scope, and Purpose of the evaluation
6. Methodology including description of the work conducted and Key questions
7. Findings and Observation (at component level, at project level)
8. Recommendations/Lessons Learnt for future initiatives
9. Budget Utilization
10. Conclusion (max 3 pages)
11. Annexes

Beside the items as described above, the report must comprise the following documents, for which detailed explanations are given in the SAICM guidelines:

- Final reports (narrative and financial):
- Form A: independent M&E information
- Form B: overall project assessment

- Form C: stakeholder involvement
- Form D: project objective(s)

Templates for the above reports and forms are available at the SAICM website.

## **5. ASSIGNMENT DURATION, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment will have duration of 15 days, within the period of May/June 2014. The duty station is home based and in Hanoi. The international team leader for the assignment will have one 5 days mission to Hanoi, Vietnam, where the National Consultant and International Team Leader are expected to team up, collect additional data, conduct interviews, etc.

## **6. TEAM COMPOSITION AND RESPONSIBILITIES**

The team for conducting the final evaluation consists of one International Team Leader and one National Consultant (as reflected in this TOR). The TOR for the International Team Leader will contain identical deliveries as described in this TOR.

The International Team Leader will be contracted for 15 days including a five day mission to Viet Nam to complete the final evaluation. The mission for the International Team leader is expected in week of 23<sup>th</sup> to 27<sup>th</sup> May, 2014, where the National Consultant must be fully available to support the evaluation process.

The International Team Leader is responsible for the overall delivery of the expected outputs and products. The National Consultant (as described in this TOR) will be responsible for collecting data, share experiences and insight of the national context and to assist the International Team Leader on logistical issues.

## **7. PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will be working closely with the Project Management Unit of the SAICM project and UNDP Programme officer who will monitor the progress. The consultant will deliver written updates to the Project Management Unit and UNDP Programme Officer as requested during the assessment.

## **8. DEGREE OF EXPERTISE AND QUALIFICATIONS**

Please refer to the Evaluation Criteria.

## **9. REVIEW TIME REQUIRED AND PAYMENT TERM**

Expected delivery dates:

- The consultant is expected to submit proposal of methodology, work plan and related research tools by 19<sup>h</sup> of May 2014
- The consultant is expected to submit final draft of all deliveries by 6<sup>th</sup> of June, where after a one week review period by SAICM PMU and UNDP is initiated.

Payment schedule:

- First installment of 30% of the contract value will be paid upon receiving and acceptance of the detailed proposal of methodology, work plan and related research tools; Certification by the Team Leader.
- Second/last installment of 70% of the contract value will be paid upon receiving and UNDP's satisfactory acceptance of the final report; Certification by the Team Leader.

## **10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

- NONE
                 
  PARTIAL
                 
  INTERMITTENT
                 
  FULL-TIME

## **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)

