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Date: 23 May 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	**Viet Nam**
Description of the assignment:	**International Technical Expert - An analysis of steel production in Vietnam with focus on energy efficiency and reduction of Greenhouse Gases (GHG) emissions**
Project name:	**Climate change initiatives in the Industry and trade sector (CCIT MOIT)**
Period of assignment/services (if applicable):	**60 work-days from May 2014**

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **1 June 2014**

With subject line: International Technical Expert - (CCIT MOIT)

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 prefererably 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 US Dollar 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, steel, energy, engineering, environmental science or related fields	150
2	Comprehensive technical knowledge and work experience in steel production and implementation of GHG mitigation technologies in in this sector. Hand-on expert with comprehensive knowledge of the steel sector and technology/process options for increased energy and GHG efficiency experiences from steel production in Vietnam or SEA is an advantage.	400
3	Experience in carrying out technical studies for identifying cost efficient energy and GHG mitigation options in the steel or related sector	200
4	A proven track record as assignment leader for UNDP (or other international organizations) supported projects is an advantage	150
5	Fluent in 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. Sf = 1000 x Fm / F, in which Sf is the financial score, Fm 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

- 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.

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 payment of 20% shall be paid upon acceptance of the detailed implementation plan of the assignment and the proposed step-wise methodology
- Second payment of 40% shall be paid upon acceptance of the draft Assessment Report.
- Last payment of 40% shall be paid upon acceptance of a Final Assessment Report.

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.

Annex I

TERMS OF REFERENCE
FOR INTERNATIONAL TECHNICAL EXPERT

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

1. GENERAL BACKGROUND

The Government of Viet Nam has made significant efforts in responding to the challenges of climate change. The recently released National Climate Change Strategy, commits 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 Ministry of Industry and Trade (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*.

For research and case studies, the project focuses energy efficiency and reduction of GHG emissions from two specific sector sectors in Vietnam: production of steel and chemical fertilizer. The activities and findings from this assignment will serve as technical and economic foundation for the development of a NAMA framework at MOIT together with a NAMA project submission to the UNFCCC registry. Besides a focus on reducing GHG emissions from industries, the project aims at removing barriers that are restricting industrial enterprises in Viet Nam from adopting technologies, business and trade practices to improve resource efficiency, productivity and competitiveness in national and international markets.

2. OBJECTIVESAND OUTPUTS OF THE ASSIGNMENT

The objective is to identify and quantify the current GHG baseline and future GHG emission scenarios, mitigation potential and the GHG marginal abatement costs within the steel sector in Viet Nam. The review is limited to steel production based on Electric Arc Furnace (EAF).

The international technical expert will conduct an assessment of steel 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.

Expected outputs are:

- A comprehensive and updated GHG baseline study for the steel sector in Viet Nam
- A detailed MACC study of a number of Best Available Techniques (BAT) and practices other available improvements
- Policy recommendations to address the GHG mitigation potential identified under the MACC study.

3. METHODOLOGY

The overall assessment and analysis for the assignment will include a review of the current policy and regulations for energy use and GHG emissions, a detailed GHG baseline/reference levels and future emission scenarios of the current steel production processes (EAF) and related energy and GHG intensity of steel. This will be combined with technical descriptions and application possibilities for a number of Best Available Techniques (BATs) for Vietnamese producers of steel, and include estimates of energy and GHG Marginal Abatement Costs (MACs) for each BAT . Additionally, the assessment of BATs will include other

co-benefits beside energy and GHG reductions. Other non-financial barriers for BAT implementation will also be included.

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. This will enable MOIT build a framework for NAMA development and implementation in the steel sector.

The international technical expert will work closely with an international financial/policy expert (who will cover both steel and chemical fertilizer sectors) and a team of national experts under this assignment. Therefore, besides the international technical expert, team composition will include:

- One international financial and policy expert with knowledge of financial analysis and decision making for heavy industries together with policy advice and recommendations and will cover financial and policy aspects of steel sector(*separate TOR - same expected final outputs) .*
- A team of three national experts with hands on knowledge of steel production in Viet Nam, technology and process assessments, financial and policy recommendations for the steel sector in Viet Nam. The national experts will be responsible for majority of data collection and site visits (separate TOR – same expected outputs).

The national experts will conduct the majority field visits, collection of data, review of BATs, review policy options etc. The boundaries of this assignment is limited to EAF production of steel including extraction and processing of relevant material inputs, transport of input materials for steel production and related processes, use of other embodied energy, transport of intermediate and final steel products.

The final assessment for steel sector will be based on empirical case studies and on-site assessments at a number of sites for steel 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.

4. SCOPE OF WORK

4.1 General scope

The overall CCIT project focuses specifically on energy efficiency and reduction of GHG emissions from production of steel and chemical fertilizer and 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 steel production under component one and the results will serve as the main research component for the remaining project activities.

4.2 Specific tasks and activities

The assessment is divided into three overall groups of activities: 1) A study of the current situation and establishment of a GHG baseline reference level and future GHG emission scenarios for the steel sector, 2) A technical and financial review of BATs and BAPs and other processes for GHG reduction for a MACC study, 3) Policy recommendations to address to the GHG mitigations under a NAMA framework.

a) Overview of the current production of steel sector and establishment of a GHG baseline reference level

A brief description and presentation of steel production in Viet Nam including updated figures on national production volume and capacities of the previous three years, energy use, energy efficiency practices, geographical production sites, import/export, domestic consumption and GDP added by steel production. Methodology, software (output model), and findings from UNIDO's studies of EAF production in Viet Nam will be used as an existing foundation for the energy and GHG baseline reference level for sector. Literature reviews and new empirical data from steel producers will be added to ensure an updated baseline level. As

part of the baseline study, a review of existing policies and legal requirements for steel production in Viet Nam must be conducted. The review should focus on legislation for environmental protection incl. GHG emissions and pollution control, legislation on use of minerals, requirements, standards and labeling for international trade of input and output materials etc.

b) A technical and financial MACC study of BATs and other processes for GHG reductions

10 to 20 of the most common Best Available Techniques (BATs) and other process improvements for energy efficiency and GHG reduction applicable for Vietnamese steel producers must be identified and described. Marginal GHG abatement reduction potential and marginal reduction costs for each of the identified BATs and other improvements must be calculated. The calculations will be based on actual application and production data from steel producers in Vietnam or other related production facilities. The work will be based on the data collected by national experts on various relevant policies issued by various provinces as well as at national level. This will also include listing the regulations and laws that needs to be followed by the steel industry in terms of i) new plant construction, upgrading of existing ones, environmental protection/ GHG emissions, exploitation of natural resources, energy usage. Other relevant data collected through survey will include financial and technical data in steel billet making in terms of energy use, GHG emission, environmental; issues as well as financial source for each stage. This will lead to a flow chart of technical steps in energy usage and GHG emission and will be used to set up baselines for steel industry in Vietnam. Therefore, the findings will be used to construct a MACC for the Vietnamese steel sector with a clear identification of cost effective reduction potential, cost efficient technologies and related marginal cost. The assessment must include review of non-financial barriers for implementation of the identified technologies and processes.

Where relevant, a description of other environmental, development and social benefits from the identified technologies and processes should be included.

c) Policy recommendations to address to the GHG mitigations under a NAMA framework.

Provide policy development and recommendations for broad sector implementation at least ten of the most cost efficient and technically feasible BATs and other identified processes for GHG reductions. This task will be led by the international policy and finance expert, but technical inputs, insight and international perspectives must be provided by the technical expert (as per this TOR). Furthermore, the BATs and BAPs 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 will be consulted during the formulation of the policy recommendations. The policy recommendations will include a mixture of various policy instruments such as: command and control, marked based mechanisms, standards and quality criteria for the production, labeling, import/export regulations and performance standards.

d) Presentation of methodologies and results

The international experts will present the proposed methodologies and analytical framework at the beginning of the assignment at a stakeholder/technical consultation. Also, draft findings and the draft report will be presented to stakeholders at the end of the assignment. Comments received will be incorporated in the finalization of the document.

5. DURATION, ESTIMATED WORK LOAD & DELIVERABLES

The scheduled starting date for the assignment is 20 May 2014 for the duration of 50 work days for international technical expert.

The assignment will be organized in three working phases: 1) formulation of analytical framework and methodology, 2) data collection and data processing, 3) drafting and finalizing the assessment. The international consultant must expect one mission to Vietnam (Hanoi) for each of the three phases (three missions in total). The duration of each mission will be five working days.

As noted above, the international consultant is expected to work together with the international financial/policy expert together with the team of national consultants. The international technical expert is expected to guide and instruct the national team on all technical aspects of the assignment. The majority of data collection and site visits will be conducted by national experts but international technical expert may be expected to undertake two site visits.

5.1 Deliverables:

The final deliverable of the study includes:

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.

    a. The implementation plan and step-wise methodology must be presented at a follow up stakeholder workshop in Hanoi and final methodology confirmed by the PMU and UNDP (no later than 25 days after signing of contract).

2. Full assessment draft report submitted after 60 days of signing the contract

    a. Incorporate internal comments from PMU, UNDP (30 days after submission of draft report)

Facilitate and present methodology, data and findings in a follow up technical/stakeholder workshop no later than 120 days after signing the contract

3. Incorporate additional internal and external comments; and finalize assessment report no later 150 days (5 months) after signing the contract.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The international consultant 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

Please refer to the Evaluation Criteria.

8. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Arrangement of meetings and interviews:

The PMU and UNDP will assist the consultants in carrying 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:

- First payment of 20% shall be paid upon acceptance of the detailed implementation plan of the assignment and the proposed step-wise methodology
- Second payment of 40% shall be paid upon acceptance of the draft Assessment Report
- Last payment of 40% shall be paid upon acceptance of a Final Assessment 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)

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 USD …….

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 (USD)	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