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Date: 28 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 Expert on Negotiating for Climate Change: Viet Nam and ASEAN at UNFCCC COP 20/ CMP 10 (negotiation skills)
Project name:	Policy Advisor
Period of assignment/services (if applicable):	June – August 2014

1. Submissions should be sent by email to: procurement.vn@undp.org no later than: **8 June 2014 (Hanoi time)**.

With subject line: International Expert on Negotiating for Climate Change (Negotiation skills)

Submission received after that date or submission not in conformity with the requirements specified in 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 including detailed lists of (climate change) negotiation experience, research achievements, advisory experience, as well as (peer-reviewed) publications on climate change related topics.
- 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	<i>Minimum Post-graduate, relevant degree</i>	<i>Mandatory</i>
2	<i>Minimum 10 years of working experience</i>	<i>Mandatory</i>
3	Expert in climate change or related field	50
4	In depth knowledge of UNFCCC negotiations, with experience as negotiator and / or extensive experience as a direct advisor of a negotiation team	250
5	In depth understanding of climate change policies and negotiation interests of different groups of developing countries	200
6	Extensive experience in delivering negotiation skills training and as workshop resource person	250
7	In depth knowledge of resource materials related to the UNFCCC process	200
8	Fluency in English	50
	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.

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.

100% of contract amount will be paid upon completion of the assignment and upon approval of the achieved outputs by the UNDP-Viet Nam Policy Advisor (Climate Change).

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)

TITLE: International Expert on Negotiating for Climate Change: Viet Nam and ASEAN at UNFCCC COP 20/ CMP 10 (negotiation skills)

COUNTRY OF ASSIGNMENT: Viet Nam

1) GENERAL BACKGROUND

Vietnamese officials participating in the UN Framework Convention on Climate Change (UNFCCC) negotiations were exposed to several workshops over the past years. Since 2008, highly successful in-country training workshops were organised annually with technical support from the UNDP and also other UN organizations, bilateral donors and international NGOs. This has resulted in a broadening of the knowledge base of a range of Vietnamese officials regarding the climate negotiations and increased confidence in actively participating in the negotiations.

The international community is trying to agree a “*protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties*” by COP21 in Paris in 2015, with COP20 in Lima the last major meeting before that. The negotiations are proceeding in different sessions in 2014, following on from COP19 in Warsaw, in December 2013.

Viet Nam’s Prime Minister has decided on a climate change negotiation team led by the Vice Minister of MONRE. Members of the climate change negotiation team are from different ministries, including MONRE, MARD, the Ministry of Foreign Affairs (MOFA) the Ministry of Planning and Investment (MPI), and the Ministry of Industry and Trade (MOIT). The delegations of the past few years included many officials trained through the UN initiative. Officials from different ministries also attended intersessional meetings during the years (in between COPs), with the national delegations usually headed at Deputy Director level.

There is continued need for training of both junior and also senior negotiators even though capacities have improved substantially in the past years, partly because some of the most experienced negotiators will be retiring soon. In addition, Viet Nam is the chair of AWGCC from 2014 to 2016. In the ASEAN Action Plan on Joint Response to Climate Change (AAP-JRCC), Viet Nam was identified as the lead country for the implementation of C.5 (ii) action line (*Facilitating long-term regional cooperation in strengthening negotiating skills*) in the Programme of Action. With support from the UK Foreign and Commonwealth Office (FCO), Viet Nam will invite ASEAN member country negotiators to participate in a workshop with Vietnamese negotiators and who will benefit from a detailed, in-depth briefing on the state of affairs by insider-specialists as well as skills training, as has been the case in a similar event in 2013. Therefore, in response to a request from MONRE and in agreement with the UK-FCO, the UNDP in Viet Nam will in 2014 support formulation of briefing papers and facilitate a workshop of Vietnamese and ASEAN negotiators in an effort to agree informed, strategic and constructive positions in the most important policy areas and work streams under the UNFCCC.

2) OBJECTIVES OF THE ASSIGNMENT

The assignment aims to advise the Vietnamese and ASEAN climate negotiators in preparation for COP 20/ CMP 10 (Lima, Peru, 1 - 12 December 2014) through **negotiation skills training** as well as **sharing of substantive information and providing advice on the most critical issues in the ongoing negotiations**.

The assignment includes leading several parts of a three day workshop in two sessions in August 2014 with

junior and with senior Vietnamese and ASEAN negotiators respectively, including skills training for the former group and providing substantive advice to both groups of negotiators.

3) SCOPE, OUTPUTS AND ACTIVITIES

Output A. Negotiation skills training (estimated 4 working days including preparations and delivery)

The expert will prepare for and deliver about one full day of training on negotiation skills. This will constitute a range of training methods including short lectures role play sessions, and group work.

Output B. Providing expert advice (estimated 2 working days)

The expert will travel to Hanoi for a three day workshop in two sessions in August 2014 with junior and with senior Vietnamese and ASEAN negotiators respectively, to deliver negotiation skills training during about one day (see Output A) and share information on the most critical areas as substantive inputs into discussions at the two sessions.

4) DURATION OF ASSIGNMENT, DUTY STATION

Up to 6 working days are expected within the period June to August 2014, for preparation of the skills training and participation in the three day workshop.

The preparatory work can be undertaken from home base. A teleconference may be held between external experts, UNDP Viet Nam, and Viet Nam's lead negotiators. The three day workshop is expected in August 2014.

5) SUPERVISION AND MONITORING

The overall coordination and facilitation will be led by UNDP-VN Policy Advisor on Climate Change and the Ministry of Natural Resources and Environment (MONRE; ICD & DHMCC), all based in Hanoi, Viet Nam.

Supervision of the hired expert will be formally with the contracting entity, UNDP-VN, specifically by Policy Advisor on Climate Change and the Policy Officer Climate Change, both based in Hanoi, Viet Nam. They are also responsible for coordination of exchanges between experts and lead negotiators.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

- (a) In depth knowledge of UNFCCC negotiations, with direct climate negotiation experience or extensive experience as advisor to a negotiation team
- (b) In-depth understanding of climate change policies and negotiation interests of developing countries (G77, LDCs, SIDS, etc.), as well as developed countries (EU, Umbrella Group, etc.)
- (c) In depth knowledge of up-to-date resource materials related to the UNFCCC process
- (d) Expert in climate change or a closely related discipline
- (e) Experience as a trainer in negotiation skills and as a climate policy workshop resource person
- (f) Minimally post-graduate, relevant degree
- (g) Minimally 10 years of relevant working experience
- (h) Fluency in English

7) APPLICATIONS

Interested candidates are requested to submit a copy of their CV including detailed lists of (climate change) negotiation experience, research achievements, advisory experience, as well as (peer-reviewed) publications on climate change related topics.

Interested candidates should indicate their financial proposal covering all costs and remuneration. Travel to Hanoi for the three day workshop in August 2014 plus board and lodging should be included in the financial proposal.

8) REVIEW TIME REQUIRED AND PAYMENT TERMS

A lump sum payment will be made upon completion of the assignment and upon approval of the achieved outputs by the UNDP-Viet Nam Policy Advisor (Climate Change).

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X 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)

