



Empowered lives.
Resilient nations.

Date: 18 September 2012

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant for Project Mid-term evaluation
Project name:	Project 00060927 - PIMS - Building capacity to eliminate POPs pesticides stockpiles in Vietnam
Period of assignment/services (if applicable):	October – November 2012

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **17.00 hrs., 28 September 2012 (Hanoi time)**.

With subject line: **National Consultant for Project Mid-term evaluation - Project 00060927**

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

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 to demonstrate their qualifications:

- a. Technical component:

- Curriculum vitae
- Expression of interest, explaining why he/she is the most suitable for the work.
- Copy of 1-3 publications/writing samples.
- Contact reference of past 4 clients for whom you have rendered preferably the similar service

- b. Financial proposal:

- 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.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm**. The documents must be submitted by the assigned consultant.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Graduate degree in environmental engineering, project management, or environment related fields	250
2	At least five (5) years of experience in the areas of project implementation, hazardous waste management, and project evaluation for donor-funded development projects in Vietnam;	300
3	Familiarity and past experience with evaluation of GEF/UNDP projects, especially environment-related projects, will be an advantage;	250
4	Proficient English writing and communication skills, with an ability to act as translator/interpreter (writing sample must be provided for assessment)	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.

An interview with the candidate given the highest combined score may be held before contract awarding, 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 Form (P11)

- 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: <http://training.dss.un.org>. 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: 40% of total contract value will be paid upon submission and UNDP's acceptance of the draft evaluation report

Last payment: 60% of total contract value will be paid upon submission and UNDP's satisfactory approval of the final evaluation 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)

NATIONAL CONSULTANT PROJECT MID-TERM EVALUATION

Project title:	PIMS - Building capacity to eliminate POPs pesticides stockpiles in Vietnam
Project ID:	00060927
Implementing Partner:	Ministry of Natural Resources and Environment (MONRE)
Duration of the Assignment:	18 working days
Duty Location:	Hanoi (Viet Nam) with in-country travel to project sites

I. BACKGROUND AND CONTEXT

Country context

The Government of Vietnam has faced serious challenges in dealing with stockpiles of Persistent Organic Pollutants (POPs) pesticides, including constraints due to funding, access to appropriate technologies, and coordination among multiple ministries and agencies. While some stockpiles are kept in sheds or in houses, in some communities lack of suitable infrastructure has resulted in the burial of large POPs pesticides stockpiles. An estimated 1140 tones of buried POPs pesticides have been found in five sites, and certainly there are more such sites in the country. The buried stockpiles are of far greater concern than above-ground stockpiles both because of their size and because of far less control over storage conditions, which results in much larger risk potentials and actual human health problems. In addition, illegal importation of POP pesticides from neighboring countries to Vietnam causes significant impacts to environment and public health.

Project background

The project entitled “Building capacity to eliminate POPs pesticide stockpiles in Vietnam” or hereinafter called “POP pesticide” project is a joint initiative of the United Nations Development Programme (UNDP), United Nations Food and Agriculture Organization (FAO), and the Government of Vietnam. This four-year project has been approved by GEF in end of 2008, and launched by Ministry of Natural Resource and Environment (MONRE) in beginning of 2010. The Key objective of the project is “to remove capacity barriers to the sustainable elimination of POPs pesticides in Vietnam” and to contribute to the broader goal of “support to sustainable development in Vietnam through the elimination of POPs from the environment”.

The project recognizes that the destruction of known stockpiles is an incomplete response for the two reasons: first, it’s clear that there are potentially a large number of additional, as yet unknown stockpiles, meaning that a one-off destruction process will be inadequate in dealing with additional stockpiles as they are discovered; secondly, there is a major continuing problem of illegal importation of pesticides which may contain substantial amounts of POPs. The continued movement of illegal pesticides across borders from neighboring countries will result in an on-going environmental and human health threat. Consequently, as important as the destruction of the known stockpiles, there is the need to build capacity both to destroy additional stockpiles when they are discovered and to eliminate continuing importation of illegal POPs pesticides. Capacity to eliminate continuing importation is needed both from the demand side - to reduce and ultimately eliminate demand for such pesticides, and from the supply side -to eliminate the source of the pesticides. Supply-side management will require bilateral cooperation with neighboring states: China, Lao PDR and Cambodia. In such the context the project was designed to achieve following outcomes:

1. Improved capacity to facilitate elimination of POPs pesticides stockpiles
2. All known stockpiles are destroyed and impacts on human health relieved, and
3. Improved chemical management to prevent importation and use of POPs pesticides.

The project implementation is arranged as follows:

- UNDP and FAO are both implementing agencies. However UNDP will play a role of leading agency and works closely with FAO to support the project implementation
- MONRE/VEA is the Implementing partner
- MARD, Customs Office, and Peoples' Committees of provinces where the project provides supports are other partners involving in the project implementation.

Project Status

The project is now at the end of its second year of implementation. Since commencement (in 2010), the POPs Pesticide project has made a number of progress. Followings key achievements provide information about progress of the project implementation to date:

1. Improved capacity to facilitate elimination of POPs pesticides stockpiles

- Completed project inception phase and inception report agreed by key stakeholders;
- Established a database for 557 POPs pesticide stockpiles sites which are categorized into groups
- Training conducted for local authorities of northern and central provinces on preliminary site assessment

2. All known stockpiles are destroyed and impacts on human health relieved:

- Additional investigation made for 09 selected sites;
- Completed detailed surveys, conceptual site model (CSMs) and environmental management plan (EMPs) for 05 sites (selected from the above 09 sites) prioritized for remediation by the project.
- Supported Government to prepare "A Plan for Prevention and Treatment of POP Pesticide Stockpile nationwide" which has been approved following decision 1946/2010/QD-TTg by the Prime Minister in October 21st, 2010;
- Completed safe packaging and transportation of 25 tons of heavily POP-pesticide contaminated soil in Thai Nguyen province to an incinerator for destruction;

3. Improved chemical management to prevent importation and use of POPs pesticides

- Initiated discussion and agreement made with Customs Office on POP pesticide management issues at the border gates.

II. OBJECTIVES OF THE MID-TERM EVALUATION

The purpose of the mid-term evaluation (MTE) is to assess project performance and implementation of the planned activities and outputs against actual results, and the level of the progress toward the achievement of the project objectives. Risks to achievement of the project outcomes and objectives will also be appraised.

The MTE will focus on identifying the corrective actions needed for the project to achieve maximum impact. Review findings will feedback into project management processes through lessons learnt, specific recommendations for improvement of the project design and implementation, project implementation time frame, likelihood of achieving its development objective, and reorientation of the project outcome/objectives if needed.

III. SCOPE OF ASSIGNMENT

The national consultant will work together with an international consultant (team leader), recruited by UNDP Viet Nam, as a team to deliver the final product.

The MTE scope covers the entire POPs pesticide project and its outcomes, i.e. evaluation of the project implementation and management, taking into accounts the actual country situation, status of the project activities, related outputs and the resource disbursements made up to date including co-finance. Specifically, the MTE will examine following aspects:

1) Review of the project design, planning and implementation

- Is the project's design adequate to address the problem(s) at hand?
- Do the project problems to be solved still stand, project responses strategies and project adaptive management measures remain relevant to national priorities and GEF strategies, considering possible changes in context?
- Are the project specific outputs and their corresponding indicators as defined in the project logical framework and design and its modification in the Inception report still relevant in the light of the project

experience to date? Pinpoint any aspects of the “logframe” that shall be revisited and updated, and, if necessary, provide suggestion for timely changes or adjustment to activities and time-bound targets.

- Do the project purposes and objectives remain valid and relevant, or are there items or outcomes in the project design that need to be reviewed and updated?
- How is level of coherence an inter-link between and amongst project outcomes in terms of supporting each other towards achievement of the project objectives?
- Is the project on track to achieve its goal of “support to sustainable development in Vietnam through the elimination of POPs from the environment”?
- What were the major factors influencing the achievement/non-achievement of the project objectives/results?
- Whether the designed institutional arrangement for POP Pesticide Project has been performing effectively during the project implementation and allocated responsibilities among key stakeholders are still relevant; How the subjects fit into the partner Government’s strategies and priorities; international and country development goals and priorities; and UNDP/FAO global, regional or country programmes as appropriate.
- Whether timeframe of the project is feasible and practicable?

2) Review of project performance

- To what extent the project objectives have been met, taking into consideration the “achievement indicators” specified in the project document/inception report and logical framework
- To what extent have project results (outcomes and outputs) been achieved to date? And how have they been achieved in terms of inputs, timeliness, and cost-effectiveness?
- Do the outcomes/outputs complement and enhance one another, and if yes, to what extent?
- Given the level of achievement of the outputs and activities to date, is the project likely to achieve its objectives and overall target by the end of the project?
- What are factors that have facilitated or deterred the achievement of project objectives;
- How effective is the project monitoring and evaluation process to ensure the relevance and effectiveness of the activities and expected results in relation to TORs (RFP) issues, different level of work plans (AWPs and QWPs), and the required outputs? How has APR/PIR process helped in monitoring and evaluating the project implementation and achievement of results?
- Does the project take into consideration the likely risks in preparing AWP and QWP with the aim of mitigating negative impacts that could result from unexpected situation or change in the project environment?
- Is the project management arrangement appropriate to the extent of management functions, processes and procedure, in accordance with the staff capacity and reasonable workload? Is the project organization chart efficient for conducting and managing the whole project on the technical and administrative perspective?
- Financial accountability – extent to which the financial management has been an integral part of achieving project results, with particular reference to adequate reporting, identification of problems and adjustment of activities, budgets and inputs; and
- What is level of co-financing mobilized to the project till date?

3) Project impact

- To determine short-term and long-term impacts of the project, including efficiency of the project and cost-effectiveness of the project on POP pesticide stockpiles elimination in Vietnam, replication and dissemination of project results within and outside project areas; awareness raised of POP pesticide among the general public and decision makers.
- Has the current project management strategy exploited all opportunities for strengthening collaboration and substantive partnerships with other government bodies, institutes, different associations, other donors, financial sectors with aim to maximizing achievement of projects’ immediate results, and extending the project impacts in the long run beyond the end of the project timeframe?
- To determine how the intervention seeks to mainstream gender in development efforts.
- To determine synergies with other similar projects, funded by the government or other donors.

4) Sustainability of project outcomes

Under this task the evaluation team will analyze following issues to evaluate sustainability of the project:

- Risks and assumptions that likely affect the persistence of the project outcomes, including financial, socio-political, institutional and environmental risks.
- How strong is the level of ownership of the results by the government?
- Availability of financial and economic mechanism to ensure the ongoing flow of benefits once the assistance ends;

- Policy and regulatory framework that will support continuation of benefits
- Level of commitment from the government to ensure sustainability of the results achieved? and
- How to secure changes observed in the improvement of the situation?

5) Recommendations and lessons learnt

- Success stories;
- Problems in project implementation;
- Lessons learnt;
- Recommendations.

The national consultant will take main responsibility in collecting relevant information and data, translating if necessary, participating in meeting, discussion, facilitating the meetings, workshop and debriefings. The national consultant will be responsible for the team in contacting relevant stakeholders, collecting comments from stakeholders to the draft report, providing inputs to the final MTE report, assisting Team Leader in interpretation when needed, as well as translating of the final MTE report into Vietnamese.

IV. METHOD AND REQUIREMENTS FOR EVALUATION

The evaluation team is expected to follow a participatory and consultative approach ensuring close involvement of the government counterparts (MONRE and MARD) and relevant project partners. As an instance, the evaluation team should be required to conduct desk reviews of the project documents; interviews and meetings with selected stakeholders including the NPD, UNDP and FAO representatives, the Project Manager; field visits to 02 -03 project sites; stakeholders meetings, etc. Specifically the evaluation team will:

1. Briefly review development and policy environment relating to regulation on hazardous waste and POPs pesticide, commenting on how these might have affected project performance and assess the extent to which the project remains relevant to the needs of its targets;
2. Perform interim assessment of the extent to which POP pesticide project has successfully accomplished its targets set for objectives in terms of activities, outputs and outcomes as defined in the agreed Project Document (logframe) and/or inception report, and assess the likelihood of achieving them upon project completion;
3. To identify implementing partner's institutional strengths and weaknesses, and identify potential options for improving POPs pesticide project, which could include modification of activities, project management responsibilities, schedule of activities, budget allocations, and timeframe among others;
4. To evaluate the level of achievement of the project outcomes and objectives against the following criteria: **relevance, efficiency, effectiveness, sustainability, and impact**. And to provide forward-looking recommendations to further consolidate successful aspects of the project and those that need to be improved in order to achieve project goals and objectives by the project ending.
5. To promote learning, feedback and knowledge sharing on results and lessons learnt among the GEF and its partners.
6. During the mission in Vietnam of the international consultant, the team is expected to present evaluation findings and recommendations at a consultation workshop organized to collect comments and feedbacks from stakeholders. The national consultant is expected to facilitate the workshop organization.
7. The evaluation must provide evidence-based information that is credible, reliable and useful. It must be easily understood by project partners and recommendations must be applicable to the remaining period of project duration.

In addition to a descriptive assessment, the project outcomes will be rated against following criteria:

1. **Highly satisfactory (HS)**. The project had no shortcomings in the achievement of its objectives in terms of relevance, effectiveness, or efficiency.
2. **Satisfactory (S)**. The project had minor shortcomings in the achievement of its objectives in terms of relevance, effectiveness, or efficiency.
3. **Moderately satisfactory (MS)**. The project had moderate shortcomings in the achievement of its objectives in terms of relevance, effectiveness, or efficiency.
4. **Moderately unsatisfactory (MU)**. The project had significant shortcomings in the achievement of its objectives in terms of relevance, effectiveness, or efficiency.

5. **Unsatisfactory (U).** The project had major shortcomings in the achievement of its objectives in terms of relevance, effectiveness, or efficiency.
6. **Highly unsatisfactory (HU).** The project had severe shortcomings in the achievement of its objectives in terms of relevance, effectiveness, or efficiency.

More detail requirements for the evaluation are presented in the GEF “Guidelines for Terminal Evaluations” which is posted on the following website: <http://www.thegef.org/gef/sites/thegef.org/files/documents/Policies-TEguidelines7-31.pdf>

Although an outline of an evaluation is provided above, it should be made clear that the evaluation team is responsible for revising the proposed approach as necessary. Any changes should be in-line with international criteria and professional norms and standards as adopted by the UN Evaluation Group that could be downloaded from the following website: http://www.unevaluation.org/papersandpubs/documentdetail.jsp?doc_id=22.

The changes must be also cleared by UNDP before being applied by the Evaluation team.

The Evaluation team should feel free to discuss with the authorities concerned all matters relevant to its assignment. However it is not authorized to make any commitment or statement on behalf of UNDP, FAO or GEF or the project implementing partner.

V. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The total effort for national consultant conducting the evaluation has been estimated to 18 working days. The MTE is expected to be conducted within the period of October- November 2012.

It's required that the evaluation team to pay field visit to 02 – 03 project sites. However associated traveling costs from Hanoi to these sites and then back to Hanoi will be covered by the PMU and should not be submitted as part of financial proposal.

VI. DELIVERABLES

The national consultant will provide necessary inputs and clarification for the international consultant to produce following outputs:

- Detailed work-plan (jointly developed with international consultant)
- List of sources for primary and secondary data used including all questionnaires with raw data, if applied.
- Notes with recommendations, comments from stakeholders to the draft MTE report.
- Final Evaluation Report which might include, but is not limited to, the following components: (The Report should not exceed 30 pages in total, excluding annexes):
 - Executive summary;
 - Introduction
 - Description of the evaluation methodology;
 - Evaluation scope and objectives
 - Analysis of the situation with regard to outcome, outputs, resources, partnerships, management and working methods;
 - Key findings and lessons learnt;
 - Conclusions and recommendations
 - Annexes:
 - TOR for this service
 - Questionnaires, if yes
 - List of documents reviewed
 - List and time-table of stakeholder consulted and Minutes of meetings
 - Presentations of Evaluation findings and recommendations in a consultation workshop in Hanoi.

For more detail information about the evaluation report, please see annex 7 of the UNDP Handbook on Planning, Monitoring and Evaluating for Development Results that can be download from the following webpage: <http://www.undp.org/evaluation/handbook/Annex7.html>

The reports must be submitted to UNDP CO in electronic format, in both English and Vietnamese version. The national consultant is responsible for the quality of translation.

VII. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Programme Officer at UNDP Country Office in Vietnam will be the overall supervisor for this assignment, and the evaluation team will report to him/her.

The evaluation team can seek out both UNDP CO and PMU for reasonable assistance and support that they may require to fulfill their responsibilities.

- Consultant's outputs/reports will be reviewed by the UNDP, FAO and the PMU within 10 days from the date of report submission
- The UNDP may require regular meetings or updating on progress as necessary.

VIII. DEGREE OF EXPERTISE AND REQUIRED QUALIFICATION

The evaluation team member selected must not have participated in the project preparation and/or implementation and must not have conflict of interest with project related activities. The national consultant shall have the following minimum qualifications and experience:

- Graduate degree in environmental engineering, project management, or environment related fields
- At least five (5) years of experience in the areas of project implementation, hazardous waste management, and project evaluation for donor-funded development projects in Vietnam;
- Familiarity and past experience with evaluation of GEF/UNDP projects, especially environment-related projects, will be an advantage;
- Proficient English writing and communication skills, with an ability to act as translator for international counterpart and to translate written documents from/ to Vietnamese are essential (writing sample must be provided for assessment)

IX. ADMIN SUPPORT AND REFERENCE DOCUMENTS

The project will provide following support to the evaluation team:

- Work station: Working places will be provided to the consultants at the Project Office. Its address is as follows:
 - "Building Capacity to Eliminate POPs Pesticides Stockpiles in Vietnam" Project
 - 2nd Floor, No 6, Lot 12B, Trung Yen, Trung Hoa Str.
 - Cau Giay District, Hanoi, Vietnam
- Logistical arrangements including a car for traveling to POP pesticide stockpile sites located outside of Hanoi, contacting to local authorities, meetings with government/ other officials, local people, etc.
- Support to obtaining necessary project documents and reference documents which include
 - Project document
 - Project inception report
 - Consultants Reports (Research/Studies/Training)
 - Annual/quarterly work plans/progress reports
 - Legal documents related to POP pesticide management
 - Harmonized Project & Program Management Guidelines (HPPMG 2010)
 - Etc.

X. PAYMENT TERM

All payment will only be authorized upon the UNDP approval of the deliverables. Proposed payments are indicated below:

1st payment: 40% of total contract value will be paid upon submission and UNDP's acceptance of the draft evaluation report

Last payment: 60% of total contract value will be paid upon submission and UNDP's satisfactory approval of the final evaluation report.

The work progress will be assessed according to the approved detailed work plan.

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)

