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Date: 17 September 2013

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National (local) Technical Advisor (NTA) - Climate Change Adaptation and Disaster Risk Management
Project name:	Project "Strengthening national capacities to respond to climate change in Viet Nam, reducing vulnerability and controlling GHG emissions" - CBCC Project (with MONRE)
Period of assignment/services (if applicable):	96 work-days, spread over 12 months (Oct 2013- Sep 2014) with possible extension to maximum 3 years subject to UNDP's requirement and the Contractor's satisfactory performance.

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **30 September 2013 (Hanoi time)**.

**With subject line: National Technical Advisor (NTA) - CBCC 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	Postgraduate degree (MSc. or Ph.D.) in climate change, natural resources management, environmental sciences, or related fields;	200
2	At least 15 years of working experiences in the areas of rural development, including disaster risk reduction, and climate change adaptation;	200
3	Profound experience in providing strategic advices, legislative and policy development, and dealing with the government and development partners at senior level;	200
4	Outstanding experience in leading and undertaking climate change and disaster risk reduction studies, developing policy briefs, and facilitating and chairing consultations and policy dialogues;	200
5	Strong inter-personal skills of leadership, networking, facilitation, coordination, and management;	100
6	Proficiency in both spoken and written English, including writing skills	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 80% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

8. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- Personal History
- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

#### 9. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant's bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

- The payments will be made at the end of every calendar month, upon receipt and approval of monthly progress/technical report on the work-done and results produced, and a work-timesheet for that month based on the monthly workplan agreed by UNDP, PMU and the consultant.
- An annual technical and performance reports, with approval of documents/products by UNDP and PMU will be prepared and submitted to UNDP no later than the 10 January of the following year.

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)**

<b>TITLE:</b>	National Technical Advisor (NTA) - Climate Change Adaptation and Disaster Risk Management
<b>Duty Station:</b>	UNDP Country Office, Viet Nam
<b>Duration of Appointment</b>	96 work-days, spread over 12 months (Sept 2013- Aug 2014) with possible extension to maximum 3 years subject to UNDP's requirement and the Contractor's satisfactory performance.
<b>Contract type:</b>	Individual Contract

### **1) GENERAL BACKGROUND**

Viet Nam is among the countries most vulnerable to climate change. The Government has made significant efforts in responding to climate change, including adoption of a National Climate Change Strategy and National Target Programme to Respond to Climate Change, focusing on climate change adaptation.

Although Viet Nam's greenhouse gas (GHG) emissions are still relatively low, emissions per capita were just 1.46 metric tons CO<sub>2</sub> equivalent in 2008, they are growing at a faster pace than many other countries and will continue to rise rapidly due to rapid economic growth and industrial expansion. The Government also takes an active approach to climate change mitigation through approval of the national Green Growth Strategy which sets some clear green house gas emission targets, including a reduction of the intensity of greenhouse gas emissions by 8-10% in 2020 as compared to the 2010 level.

Under the programme cycle 2012-2016, UNDP Viet Nam provide substantial support to the Government of Viet Nam to respond to climate change through undertaking strategic policy researches and implementing a number of inter-related and complementary projects/joint programme with other UN organizations, including (i) a joint UN REDD Viet Nam Phase II Programme of three UN organizations, FAO, UNDP and UNEP, with Ministry of Agriculture and Rural Development (MARD). The programme will build necessary capacity for Viet Nam to benefit from future results-based payments for REDD+ and undertake transformational changes in the forestry sector; (ii) Sustainable Development and Climate Planning with the Ministry of Planning and Investment, aiming to development and the implementation of the Green Growth Strategy; (iii) Capacity building for Policy Research, Training, and Advancement of Green Growth Development, with the University of Economics and Business/ Vietnam National University; (iv) Strengthening capacity on climate change initiatives in the Industry and Trade sectors (MOIT CCIT), aiming to strengthen the capacity of policy makers and stakeholders in the industry sector to reduce GHG emissions; (v) Phase II of the project "Strengthening institutional capacity for Disaster Risk Management in Vietnam, including Climate Change related disasters" (2014-2017), aiming to support the implementation of the National Strategy for Natural Disaster Prevention, Response and Mitigation to 2020, including the implementation of the community based disaster risks management (CBDRM); (vi) Promoting Climate Resilient Infrastructure in Northern Mountain Provinces of Viet Nam, aiming to is to increase the resilience and reduce vulnerability of local, critical economic infrastructure in the northern mountains areas of Vietnam to the adverse impacts of climate change and to support a policy framework conducive to promoting resilient northern mountains zone development (CRIVN) Resilience ; and (vii) Phase II of the Capacity building on Climate Change with the Ministry of Natural Resources and Environment (MONRE) and MARD. The Phase I of this project provided support to the development of 2 versions of climate change scenarios (2009 and 2011), formulation of the National Target Programme (2009-2011, and 2012-2015), National Climate Change Strategy (2012), and MARD's Climate Change Action Plan and MARD's Green House Gas Emission Reduction Programme (20-20 Programme). The Phase II of this project, entitled "Capacity building and support to the implementation of the national climate change strategy – CBICCS", will support the implementation of the National Climate Change Strategy, with focus on building capacity and implementation at provincial level, development of a national "MRV" mechanism in Viet Nam, and lift up actions on Climate Change Adaptation.

The NTA will be based at UNDP Viet Nam Country Office and at home. The NTA will work mainly under the CBICCS' Component with MARD, on strategic policy studies of UNDP, and some relevant support to the

CRIVN project. The NTA is a key advisor to the project partner (MARD) on technical and policy aspects of Climate Change, including Disaster Risk Reduction. The NTA supports strategic planning and direction, lead the formulation of terms of references for the project activities, and provide technical reviews and quality assurance of policy researches and dialogues, and project technical reports/products;

The NTA will report to the UNDP's Assistant Country Director/Head of Sustainable Development Cluster, and works in close collaboration with two NPDs of the CBICCS and CRIVN projects, UNDP Programme Officer in charge of the projects, and other project staff at both MARD component and MONRE components.

## 2) OBJECTIVES OF THE ASSIGNMENT

This assignment is design to support UNDP and MARD Project Component to achieve the following objectives:

1. Identifying strategic direction and interventions , and providing guidance on the planning and implementation of the CBICS and CRIVN projects, aiming to improved capacity, technical knowledge and coordination within MARD;
2. Enhancing legislative and policy frameworks on climate change adaptation, including a national framework and a sectoral action plan for the agriculture and rural development sector, aiming to the implementation of concrete actions;
3. Expanding policy researches and dialogues on climate change adaptation and disaster risk reduction; promoting policy dialogues and coordination between miniseries, decision makers, and other stakeholders and national and provincial levels, aiming to policy changes and innovations;

## 3) SCOPE OF WORK AND SPECIFIC TASKS

### 1. Strategic direction, guidance, and quality assurance of the projects

- Guidance and inputs to the planning and implementation: Provide advice and work with the NPDs, National Project Managers/ Coordinators, and UNDP Programme Officer in charge of the CBICCS and CRIVN projects to set strategic direction and interventions; Provide inputs to ensure quality and timely preparation and submission of annual and quarterly project work-plans and reports. Identify potential risks and emerging issues that may affect project outputs and outcomes and proposed mitigation measures;
- Technical review and quality assurance: Assume responsibilities of technical quality assurance of all technical work of for the CBICCS project, including review and finalization of terms of references for project activities/ bidding packages/ requests for proposal, and undertake peer-reviews of project outputs/products;
- Knowledge and capacity building in MARD: Identify knowledge gaps and capacity development needs at MARD Climate Change Office, relevant departments, and propose measures/ interventions and appropriate training partners/ organizations for addressing such gaps and strengthening capacity;
- Coordination within MARD: Identify opportunities and mechanisms to promote stronger information sharing and coordination among departments working on climate change, among relevant programme/projects within MARD, and external support to MARD; Advise and initial actions to improve the coordination.

### 2. Legislative and policy frameworks for Climate Change adaptation in Viet Nam and in the ARD sector

- Advice on strategic policy gaps and development needs: provide regular update and advices on the needs of policy changes and opportunities for introduction of new legislative frameworks and policies; Initiate project interventions, including necessary policy reviews and research/ assessment and guide the implementation of such activities; Lead the revision and development of some

strategic policies;

- Lead the development of Climate Change Adaptation framework and plans: Take lead in initiating and developing a national framework on climate change adaptation, including an action plan for the ARD sector; Support and make contribution to the development of other related policies and programme, such as national programme on resettlement capacity building to respond to climate change

### **3. Policy research, dialogues and development of UNDP Sustainable Development Programme**

- Policy research under projects: Identify strategic evidence-based research and policy analysis to be undertaken by the projects, lead the preparation of terms of references and provide oversight and quality assurance on the implementation of such researches, such as National Climate Assessment Report (NCA); Lead the preparation of policy briefs/policy discussion papers and appropriate publications based on research results;
- Policy studies by UNDP Policy Advisory Team (PAT): Make contributions to and undertake peer reviews of policy studies, including Viet Nam Special Report on Managing Risk of Extreme Events and Disasters to Advance Climate Change Adaptation (SREX).
- Policy dialogues by UNDP: Support in identifying opportunities and mechanisms for policy dialogues, and make contributions to the preparation and facilitation of such dialogues.
- Training and curriculum development: Provide advice and reviews on development of training materials and curriculum for post graduate training programmes on climate change and disaster risk reduction at universities in Viet Nam.
- Development of UNDP programme: Advise UNDP on orientation, development and strategic intervention of the UNDP's Sustainable Development Programme in Viet Nam, on various thematic areas, including sustainable development, climate change and green growth, reducing emission from forest degradation and deforestation, disaster risk reduction, energy efficiency, and environmental management and biodiversity conservation.

### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment is designed with **96 work-days**, spread over a 12 months (2 days per week), starting from October 2013 until September 2014. The assignment will be reviewed and renewed upon satisfactory completion of the 12 month period with maximum extension to 3 years, subject to UNDP's requirement.

The NTA can work from home or come to UNDP Viet Nam Office. The NTA is expected to travel to the project sites from time to time. In this case, separate financial support and travel arrangement will be made by the project.

### **5) FINAL PRODUCTS\*\*\***

*The expected outputs from this assignment during the 12 month period include:*

1. Advices and quality inputs to the planning and identification of strategic project interventions/ activities; quality inputs to the development of terms of references of project activities/ service packages; and high level of quality assurance to ensure highest quality of technical report and technical project outputs;
2. Overall National Climate Change Adaptation Plan and ARD SectoralCC Action Plan, with clear logical framework, feasible timeline, indicators, targets, baselines and estimated budget, for the implementation and M&E;
3. Strategic advices on policy changes and policy development needs in Viet Nam; and propose strategic UNDP interventions; quality inputs (leading and guiding role) in policy revising/formulating process;
4. Active contribution and quality inputs to the policy research, consultations, policy dialogues, and relevant knowledge networks; and lead production of quality policy briefs basing on research results/findings and consultation for policy debates;

5. Monthly progress report on work done and results produced;

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

- The NTA will report to the Assistant Country Director/ Head of the Sustainable Development Cluster.
- A detailed work plan for the assignment shall be prepared and agreed with UNDP and PMU, with reference to the project work-plan.
- Regular briefing and updates on new development, progress and results to both UNDP and PMU are required.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Postgraduate degree (MSc. or Ph.D.) in climate change, natural resources management, environmental sciences, or related fields;
- At least 15 years of working experiences in the areas of rural development, including disaster risk reduction, and climate change adaptation;
- Profound experience in providing strategic advices, legislative and policy development, and dealing with the government and development partners at senior level;
- Outstanding experience in leading and undertaking climate change and disaster risk reduction studies, developing policy briefs, and facilitating and chairing consultations and policy dialogues;
- Strong inter-personal skills of leadership, networking, facilitation, coordination, and management;
- Proficiency in both spoken and written English, including writing skills

## 8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

### Logistical support:

- Arrangement of Contract and payments will be provided and supported by UNDP.
- The project PMU will provide necessary logistical support for implementation of the work.

### Documentation/secondary information

- All relevant project documents, publications, and materials available at UNDP relating to the work will be made available for reference.

## 9) REVIEW TIME REQUIRED AND PAYMENT TERM

- The payments will be made at the end of every calendar month, upon receipt and approval of monthly progress/technical report on the work-done and results produced, and a work-timesheet for that month based on the monthly workplan agreed by UNDP, PMU and the consultant.
- An annual technical and performance reports, with approval of documents/products by UNDP and PMU will be prepared and submitted to UNDP no later than the 10 January of the following year.

## 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)



