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Date: 14 April 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant/team leader to provide technical support for development of the NIP update
Project name:	Updating Vietnam's National Implementation Plan (NIP) for the Stockholm Convention on Persistent Organic Pollutants (POPs), ID 00085297
Period of assignment/services (if applicable):	35 working days, during April –Dec 2014

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **23 April 2014 (Hanoi time)**.

With subject line: International Consultant/team leader to provide technical support for development of the NIP update

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 **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, chemical engineering, environmental sciences or post-education degree in related field with at least 5 years professional experience in this subject	100
2	At least 5-7 years or rich working experience on projects on POPs, hazardous waste and toxic chemical under Stockholm and Basel Convention	150
3	<ul style="list-style-type: none">- Proven knowledge of Stockholm Convention and POPs issues;- Proven knowledge of or familiarity with GEF and UN/UNDP strategy and policy is an advantage- Proven knowledge of the National Implementation Plan under Stockholm Convention or experience of similar assignment is an asset;	300
4	<ul style="list-style-type: none">- Proven experience or knowledge of Vietnam policy and legal framework on POPs/PTS management and treatment as an asset- Proven knowledge of the POPs/PTSs situation in Vietnam or proven experience of working with POPs/PTSs and chemical management projects in Vietnam is preferable	200
5	Proven practical skills in team work, working with multi-stakeholders and facilitating multi-stakeholder consultation process	150
6	Prove proficiency in the English language especially competency in technical English writing	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. $S_f = 1000 \times F_m / F$, 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.

- First payment: 20% of the contract amount will be paid upon the submission and approval of the assignment work plan.
- Second payment: 50 % of the contract amount will be paid upon the submission of written comments and suggestions mentioned in item 4&5 of deliverable table in the TOR, and submission and approval of the draft NIP update, final report on Evaluation of the socio-economic impacts by UNDP and VEA/MONRE with satisfaction.
- Third and last payment: 30% of contract amount will be paid upon the final submission and approval of the final draft NIP update by UNDP and VEA/MONRE with satisfaction.

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)

Project Title:	Updating Vietnam's National Implementation Plan (NIP) for the Stockholm Convention on Persistent Organic Pollutants (POPs), ID 00085297
Consultancy Title:	International Consultant/team leader to provide technical support for development of the NIP update
Implementing Partner:	Ministry of Natural Resources and Environment (MONRE)
Duration :	35 working days, during April –Dec 2014
Duty Location:	Hanoi, Viet Nam with in-country travel to the site (if required)

1) GENERAL BACKGROUND

Viet Nam ratified the Stockholm Convention and became the 14th member on 22 July 2002 and came into force in 2004. Under GEF assistance, the Prime Minister of Viet Nam signed Decision No.184/2006/QD-TTg dated 10th August 2006 approving and promulgating the Viet Nam's National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants (NIP) and submitted to the Conference of the Parties of the Stockholm Convention in 2007.

Viet Nam has implemented many activities planned in NIP 2006, including implementation of obligations related to the development of policies and regulations on POPs management, technical capacity building. Recently, in 2009 and 2011, Conference of the Parties(COPs) of the Stockholm Convention has approved to add 9 new POPs to the control list. Simultaneously, the Stockholm Convention requires Parties to periodically review, update and adopt (new) POPs under amendments to the Stockholm Convention.

Viet Nam doesn't have basic information about status of newly identified POPs by the Stockholm Convention. It is the need to get clear information on current status of new and original POPs in production, use, import, export activities and at the form of stockpile in Vietnam in order to identify strength and weakness of POPs management capacity including institutional, human resources and national infrastructure. As a result, priority areas and national targets identified by NIP 2005 should be reviewed and new priorities and objectives to meet the Obligation of Stockholm Convention Amendment should be renewed and further developed. Also, members of the current National Steering Committee established by NIP 2005 need to be reviewed and supplemented in accordance with the updated list of POPs.

The "Updating Viet Nam's National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants (POPs) " project (NIP update Project) aims to develop endorsement and submission of an update National Implementation Plan on POPs, specifically addressing new POPs added under the amendment of the Stockholm Convention and including priority actions that require for their control, elimination and reduction of releases associated with them. The project is financed under the Global Environment Facility (GEF), granted through United Nations Development Programme (UNDP), and implemented under the Vietnam Environment Administration (VEA), Ministry of Natural Resources and Environment (MONRE); The project is implemented in two years (2014 – 2015) and composed of main activities as follows:

- Carry out baseline inventory of POPs and National Capacity Assessment
- Identify national priorities and objectives for the NIP update
- Finalise NIP update including specific action plans
- Get Government endorsement

The project is currently seeking a qualified international consultant to provide technical support for the development of NIP update including evaluation of the socio-economic impacts of new POPs use, production and elimination.

2) OBJECTIVES OF THE ASSIGNMENT

The purpose the assignment is to provide supports and advices in technical approach of implementing as well

as drafting and finalizing the NIP update.

3) SCOPE OF WORK

The international consultant/team leader in coordination with national consultants, related stakeholders in VEA/MONRE and other ministries, PMU and UNDP is responsible for conducting the following tasks:

Task 1: Outline necessary activities and identify key inputs for development of the NIP

Task 2: Provide technical support to PMU in preparation of TORs for key inputs including discussions on methodology and practical implementation methods.

Task 3: Provide technical support in the identification and development of national targets and objectives, priority criteria, priority activities, practical project/programs for the NIP update

Based on results of original and new POPs inventory as well as national capacity assessment, the international consultant in close cooperation with national consultants will provide technical advices to conduct activities in order to set up a clear and reasonable/applicable criteria for selection of priority on sound management activities of POPs and fields/industries/sector; development of national targets for POPs treatment in accordance with Stockholm Convention and actual conditions of Vietnam for both new and original POPs; and development of specific action plans/project and program based on national priority and targets.

Develop a National Strategy for Communication and Awareness raising to accommodate new POPs.

Task 4: Work with national consultants to carry out evaluation on the socio-economic impacts of new POPs use, production and elimination

Task 5: Review and provide suggestion to improve local consultants' reports (English reports)

Task 6: Work closely with national consultants, MONRE and related stakeholders to finalize the NIP update including a National Strategy for communication and awareness raising to accommodate new POPs.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: expected April-December, 2014.

Number of working days : 35 working days, of which estimation of 20 home-base and 15 field trip days in Hanoi with 2 missions with tentatively 5 working days in the 1st mission around Jun 2014 and 10 working days in the 2nd mission around Feb 2014

Working/communication method: Direct/face to face discussion, teleconference by Skype and email exchange.

6) FINAL PRODUCTS

Main consultancy products of the assignment include:

- The NIP update outline include implementation steps and key inputs
- Final TORs of national consultants and consultancy firm for key inputs
- Evaluation on the socio-economic impacts of new POPs use, production and elimination
- Based on inputs from National consultants, review and provide written suggestions for the national targets and objectives, priority criteria, priority activities, practical project/programs in the NIP update.
- Written comments on local consultant's technical reports
- Final draft of the NIP 2005 update to be submitted to the Government.

7) PROVISION OF MONITORING AND PROGRESS CONTROLS-

The selected international consultant/team leader will work under UNDP and VEA/MONRE National Project Director supervision and work in close coordination with National Project Manager, PMU and other related stakeholders.

UNDP will require a meetings/Skype discussion for progress updates.

Tentative timeframe and due dates of deliverables

Deliverables	Due date of submission	Note
1.The NIP update outlines include implementation steps and key inputs	1 month after signing contract	2 missions in Hanoi, of which tentatively 5 working days in the 1 st mission around Jun 2014 and 10 working days in the 2 nd mission around Feb2014
2.Final TORs of national consultants and consultancy firm for key inputs	1 month after signing contract	
3.Final report on Evaluation of the socio-economic impacts of new POPs use, production and elimination	No later than Jan15, 2014	
4.Review and written suggestions for the national targets and objectives, priority criteria, priority activities, practical project/programs in the NIP update that based on inputs from National consultants and consultancy firms	No later than Jan 15, 2014	
5.Written comments on local consultant's technical reports	No later than Jan 30,2014	
6.Final draft of the NIP 2005 update to submit to the Government	No later than Feb 2014	

8) REQUIRED DEGREE OF EXPERTISE, AND QUALIFICATIONS

- Post-graduate degree in chemistry, chemical engineering, environmental sciences or post-education degree in related field with at least 5 years professional experience in this subject.
- At least 5-7 years or rich working experience on projects on POPs, hazardous waste and toxic chemical under Stockholm and Basel Convention.
- Proven knowledge of Stockholm Convention and POPs issues; Proven knowledge of the National Implementation Plan under Stockholm Convention or experience of similar assignment is an asset; Proven knowledge of or familiarity with GEF and UNDP strategy and policy is an advantage.
- Proven knowledge of the POPs/PTSs situation in Vietnam or proven experience of working with POPs/PTSs and chemical management projects in Vietnam is preferable; Proven experience or knowledge of Vietnam policy and legal framework on POPs/PTS management and treatment as an asset.
- Proven good technical English skills, especially written skill.
- Proven practical skills in team work, working with multi-stakeholders and facilitating multi-stakeholder consultation process.

10) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Administrative support will be provided by the Project Management Unit (PMU) to the consultant as followings:

- Work station: Field working place- at Project Office in Ha Noi;
- Logistical arrangements including domestic travel (if any) for site visits located outside of Hanoi, meetings with national consultants and other related stakeholders, etc.
- Support to obtain the project documents and reference documents of other projects which include (but not limited to):
 - NIP 2005
 - Consultancy Reports
 - Project document (prodoc)
 - Other related documents

11) REVIEW TIME REQUIRED AND PAYMENT TERM

All payments will only be authorized upon the UNDP and VEA/MONRE approval of the deliverables. Proposed payments for international consultant are indicated below:

- First payment: 20% of the contract amount will be paid upon the submission and approval of the assignment work plan.
- Second payment: 50 % of the contract amount will be paid upon the submission of written comments and suggestions mentioned in item 4&5 of deliverable table in the TOR, and submission and approval of the draft NIP update, final report on Evaluation of the socio-economic impacts by UNDP and VEA/MONRE with satisfaction.
- Third and last payment: 30% of contract amount will be paid upon the final submission and approval of the final draft NIP update by UNDP and VEA/MONRE with satisfaction.

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)

