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Date: 18 March 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 Renewable Energy
Project name:	Phase III “Fossil Fuel Fiscal Policy research & dialogue”
Period of assignment/services (if applicable):	April – June 2014

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **30 June 2014 (Hanoi time)**.

With subject line: International expert on Renewable Energy

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
- 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	Advanced university degree (energy, environmental economics, environmental policy)	150
2	At least 15 years of relevant working experience.	150
3	In-depth knowledge of renewable energy development in developing countries, preferably also Viet Nam.	250
4	Excellent understanding of greenhouse gas emissions	50
5	Excellent understanding of the economics of energy production, trade and consumption	350
6	Excellent 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.

- First payment of 30% of the contract will be made upon submission and agreeing the work plan.
- Second and last payment of 70% of the contract will be paid upon satisfactory completion of the assignment and upon approval of the achieved outputs by the UNDP Viet Nam Policy Advisory Team.

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 Renewable Energy**
Phase III “Fossil Fuel Fiscal Policy research & dialogue”

COUNTRY OF ASSIGNMENT: **Viet Nam**

1) GENERAL BACKGROUND

The phase-out of indirect fossil fuel subsidies is mentioned in the Viet Nam Green Growth Strategy (VGGS), which was adopted in 2012. UNDP and partners made the macro-economic and the environmental case for this reform in Phase I “Fossil Fuel Fiscal Policy reform” research and dialogue. Collaborative analytical work and policy dialogue on a “roadmap for fossil fuel fiscal reform” in Phase II will serve as a key part in the implementation of the VGGS. This research and dialogue with national researchers and policy makers addresses a key barrier to achieving all the VGGS objectives, including pursuing green technologies, investments, jobs and lifestyles.

Phase II has nearly been completed and draft recommendations towards an overall roadmap for Fossil Fuel Fiscal Policy Reform as per a general commitment in the VGGS have been agreed between many stakeholders. However additional analysis is still expected, especially regarding the mitigation options of negative short term effects of energy sector reforms (which include energy price increases), notably on (a) the macro-economic context (preventing high inflation in a context of inflation-targeting by the Government); (b) on low income and vulnerable households and micro-enterprises; and (c) on scaling up of programmes to support energy efficiency and technological improvements in SMEs. This additional analysis and policy dialogue form one output of Phase III.

Furthermore, according to Viet Nam’s Power Development Plan 7 (2011-2030), Viet Nam will increase its power production capacity seven-fold over the period 2011-2030 with a 50% share of coal-fired power plants in this future capacity. Viet Nam expects to import half of its 2030 coal consumption for power generation. The coal-fired power generation capacity that is being built and planned will also lock-in GHG emissions for the decades after 2030. In addition, Viet Nam expects that 5.6% of the total target of 75,000 MW installed electricity generation capacity in 2020 would come from non-hydro renewable energy. That would be a substantial total, but is well below the potential for wind, solar and other non-hydro renewable power generation; it also seems that Viet Nam is not fully on track to reaching its non-hydro renewable energy target.

The future projections have not taken into consideration the full price of coal, which is indirectly subsidized and has economic opportunity costs as well as social and environmental externalities; or the potential effects of a carbon tax or carbon cap-and-trade on the profitability of renewable energy. At the same time, the investment and operating costs of renewable energy such as solar power are expected to reduce in future years, notably because of international technological developments and of scaling up of their application. Based on financial cost-benefit (and including a carbon price) there will be a point in future where the marginal cost of non-hydro renewable power generation will be lower than the marginal cost of coal-based power generation, even though actual use will depend on grid management. Furthermore, renewable power also has environmental advantages, it will serve national energy security, and can stimulate (local) technological development and employment generation.

The competitiveness of non-hydro renewable energy will depend on successful phase-out of indirect fossil fuel subsidies, which make current power generation comparatively cheap, and on a carbon tax or price on carbon. Solar has been piloted only at small scales whilst feed-in of power has only been enabled on an ad hoc basis. Viet Nam has regulated feed-in tariffs for wind energy in some cases, but not for solar. Solar has great potential in sunny provinces with marginal land whilst business and household scale installations could also be connected to the grid, benefiting from roof-space that is otherwise unused.

There are international experiences where solar power has already reached grid parity in terms of financial cost/benefit. There are also international examples of (temporary) subsidies and other incentives to speed up the development of non-hydro renewable energy, but this remains under-explored in Viet Nam. Importantly, authoritative cost comparisons under certain fiscal policy scenarios and articulation of additional benefits of solar power and other non-hydro renewable energy have yet to be made for the Vietnamese context, in particular as currently the indirect subsidies provide major advantages to electricity generated with fossil fuels.

The core work in Phase III “Fossil Fuel Fiscal Policy research and dialogue” will aim to *produce evidence for fiscal policy scenarios to enable expansion of non-hydro renewable power generation and consumption*, and also to reach agreement between key policy makers, business representatives and some other stakeholders about the desirability and feasibility of expansion of non-hydro renewable power generation, particularly of solar power whilst reducing future projections for coal fired power generation capacity. This should support of implementation of the Viet Nam Green Growth Strategy, which includes many references to renewable energy. The expected impact of Phase III is to increase the chances of achievement of the renewable energy target in Power Development Plan 7 (PDP7; 2011-2020 with a vision to 2030), and to contribute to setting higher non-hydro renewable energy targets in Power Development Plan 8 (PDP8, 2016-2025 with a vision to 2035), which will be formulated in 2014-2015.

Phase III planned Outputs and Activities are as follows:

Outputs & Activities	Expected lead and contributing partners (ex-UNDP)
<p>1. Propose measures to mitigate short term losses and stresses from fossil fuel fiscal policy reform:</p> <p>1.1. Develop concrete policy options for feasible mitigation measures (e.g. energy efficiency programmes, support to SMEs) and propose measures to mitigate fossil fuel fiscal reform impacts on business in a policy brief</p> <p>1.2. Assess policy options for mitigation measures for poor and vulnerable (incl. analysis of cash transfers and their effectiveness, governance/ administrative capacities) and propose measures to mitigate fossil fuel fiscal reform on poor and vulnerable people in a policy brief</p> <p>1.3. Assess impact of recent macro-economic decision (to move towards inflation targeting, increasing fiscal pressures) on reform and propose measures to mitigate the impact on the macro economy in a policy brief</p>	<p>Agency 1</p> <hr/> <p>Agency 2</p> <hr/> <p>Agency 2</p>
<p>2. Literature reviews on international non-hydro renewable energy developments; domestic barriers to non-hydro renewable energy; coal markets; and domestic investment in coal fired power plants</p> <p>2.1. Analyze and document international developments in non-hydro renewable energy investment and operating costs, in particular solar power generation and consumption;</p> <p>2.2. Analyze and document fiscal, financial, technical, regulatory and other barriers to expansion of non-hydro renewable power generation and consumption in Viet Nam, especially solar power;</p> <p>2.3. Analyze and document international and national coal price differentiation and trends (different consumers, import and export); and</p> <p>2.4. Analyze and document national investment and operating costs of existing and forthcoming coal fired power plants, differentiated for specific technology.</p>	<p>International expert, with Agency 3</p> <hr/> <p>Agency 3</p> <hr/> <p>Agency 4</p> <hr/> <p>Agency 4, with international expert</p>
<p>3. Two surveys of coal market value chains and barriers to expansion of solar power generation</p> <p>3.1. Survey and document coal market value chains and stakeholder mapping in Viet Nam, including coal mining, domestic trade,</p>	<p>Agency 4, with international</p>

Outputs & Activities	Expected lead and contributing partners (ex-UNDP)
import/export, and prices different users (specifically power plants); 3.2. Survey and document expert views on barriers to expansion of solar power generation and consumption in Viet Nam, including but not limited to fiscal policies and their effect on price of investments as well as power consumption.	expert Agency 3
4. Comparative analysis of present and future costs and benefits of coal and solar power generation as well as tackling other barriers to generation and solar consumption according to different subsidy and tax scenarios documented in a policy discussion paper . 4.1. Analyze and compare costs and benefits of coal and non-hydro renewable power, especially solar power generation in the context of current fiscal policies, and under different future price scenarios based on phase out of indirect subsidies on fossil fuels and different carbon price scenarios that result from fiscal policies (including subsidies, carbon tax and/or carbon cap-and-trade), and assess the other main barriers to generation and consumption of solar energy 4.2. Write-up policy discussion paper including policy recommendations (draft and final).	International expert, Agency 3, Agency 4, Agency 1 Agency 3 and Agency 4 , with international expert
5. Technical meetings, peer reviews and policy dialogues to reach agreement with national policy makers and other stakeholders, on the fiscal and other policies needed for expansion of solar power generation and for limiting future growth in coal-fired power production. 5.1. Organize technical meetings with key stakeholders on draft research findings; 5.2. Commission peer reviews of research by experts; 5.3. Organize dialogues with policy makers, business representatives and the public on draft and final recommendations regarding the fiscal and other policies needed for expansion of solar power generation and for limiting future growth in coal-fired power production; 5.4. Make policy discussion paper widely accessible (hardcopy and website).	 Agency 3, with Agency 4 UNDP Agency 3, with others UNDP

2) OBJECTIVES OF THE ASSIGNMENT

The international expert will provide international contextual analysis and backstop national research partners, in providing evidence for fiscal policy scenarios to enable expansion of non-hydro renewable power generation and consumption in Viet Nam, especially solar and wind power.

3) SCOPE OF WORK AND ACTIVITIES

During the assignment period the international expert will work closely with the national research and dialogue partners, including highly likely the Institute of Energy, CIEM, GreenID / Energy Alliance and CAF-VASS.

The main activities are:

- (1) Develop his/her draft work plan for the period of February to May 2014, agree that with UNDP, and adjust that occasionally, in function of the contributions by national research and dialogue partners. [estimated: 0.5 person day]

- (2) *[lead on project Activity 2.1]* Analyze and document international developments in non-hydro renewable energy investment and operating costs, including solar power generation in particular (at different scales). *[estimated: 6.5 person days]*
- (3) *[support project Activity 2.2, 2.3, 2.4]* Provide written comments on draft literature reviews on barriers to expansion of renewables in Viet Nam; coal price differentiation and trends; and investment coal fired power plants in Viet Nam. *[estimated: 1 person day]*
- (4) *[support project Activity 3.1, Activity 3.2]* Provide written comments on draft survey reports. *[estimated: 2 person days]*
- (5) *[support project Activity 4.1, 4.2]* Provide the first draft summary analysis, conclusions and recommendations on costs and benefits of coal and solar under different fiscal policy scenarios in Viet Nam, and provide written comments on the final draft policy discussion paper. *[estimated: 5 person days]*

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

In total the assignment is estimated to be 15 working days spread over the period of April–June 2014. The work can be done from home base. If the expert is not based in Hanoi, he/she will be expected to join in some technical meetings and bilateral exchanges with UNDP- Policy Advisory Team and national research and dialogue partners by video or phone-conference.

5) FINAL PRODUCTS

The expert will provide:

- a draft literature review report (activity (2) above), and finalise that based on UNDP comments;
- written comments as specified under activity (3), (4) and (5) above;
- written suggestions on survey designs as specified under activity (4) above; and
- a first draft summary as specified under activity (5) above

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The overall research will be managed by the Policy Advisor Climate Change of the Policy Advisory Team (PAT) of UNDP-Viet Nam. The PAT Policy Advisor on Economics as well as Policy Research Officers (climate change; economics) will engage substantively with the work in Phase III, including provisions of written resources and assessing the outputs by the international expert. The activities by national research and dialogue partner organisations will be coordinated by PAT.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The expert should have:

- An advanced university degree in energy, environmental economics, environmental policy, or closely related field;
- At least 15 years of relevant working experience.
- In-depth knowledge of renewable energy development in developing countries and preferably also in Viet Nam.
- Excellent understanding of greenhouse gas emissions, and of the economics of energy production, trade and consumption.
- Excellent written and oral English language skills.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Administrative support will be provided by UNDP-VN if needed. Key references are:

UNDP Viet Nam. 2012. *Fossil Fuel Fiscal Policies and Greenhouse Gas Emissions in Viet Nam*. Ha Noi, Viet Nam.

UNDP Viet Nam. 2013. *Fossil Fuel Fiscal Policy Reform and Green Growth - Policy Recommendations (DRAFT 9 December 2013)*. Ha Noi, Viet Nam.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made in two instalments:

- First payment of 30% of the contract will be made upon submission and agreeing the work plan.
- Second and last payment of 70% of the contract will be paid upon satisfactory completion of the assignment and upon approval of the achieved outputs by the UNDP Viet Nam Policy Advisory Team.

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)

