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Date: 4 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 for Evaluation of Dioxin Project Impact to Environment and People
Project name:	Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
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: **14 April 2014 (Hanoi time)**.

With subject line: International Consultant for Evaluation of Dioxin Project Impact to Environment and People

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 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	Post graduate or relevant post education in development study, environment, chemical management, or relevant fields;	100
2	<ul style="list-style-type: none">- At least 10 years working experience on development work with specific experience on project planning, project logframe, project impact evaluation, M&E, or similar ;- Experience in similar projects/assignments, especially proven experience of environmental assessment assignments/ methodology, experience in the area of social and environment impact evaluation would be an asset ;	300
3	<ul style="list-style-type: none">- Preferable knowledge of Stockholm Convention, UN/UNDP strategy and policy, GEF policy and experience of similar GEF project on POPs and chemicals;- Knowledge and understanding of POP/dioxin contamination nature in Vietnam is desirable, knowledge of dioxin projects and related activities of other development partners in Vietnam is an asset;	300
4	<ul style="list-style-type: none">- Proven practical skills in working with multi-stakeholders and VN counterpart;- Proven working experience in handling sensitive and political projects/assignments would be an asset;	200
5	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.

- 20% of the contract amount will be paid upon the submission and approval of the assignment workplan, which will also authorize the schedule of the field mission.
- 50% of the contract amount will be paid upon the submission and approval of the draft reports.
- The remaining amount will be paid upon the final submission and satisfactory approval of the final reports of the consultancy.

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: Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
Consultancy Title: Evaluation of Dioxin Project Impact to Environment and People
Contractual Modality: Individual consultant
Duration: **20-25 working days** from April – 15 June, 2014
Duty Station: Home-based with a mission to Vietnam

1) GENERAL BACKGROUND

Viet Nam has experienced the worst dioxin pollution in the world. Large quantities of herbicides, most of which were contaminated with dioxin, were used in the armed conflict over the period of 1961-1971. The soil dioxin concentration in sprayed areas has declined to background level; however, a few sites at the airports where the herbicides, mainly Agent Orange (AO), were stored and/or handled are still highly contaminated. To date, dioxin 'hotspots' with contamination levels exceeding national dioxin limits (1,000 pg I-TEQ/g) have been identified on three airports that were used as military bases during the war, namely Bien Hoa, Da Nang and Phu Cat airbase.

UNDP has been involved in the AO area since 2005 and has supported the Vietnam Government to conduct surveys related to the assessment of dioxin contamination in the environment at 3 hotspots. Results obtained not only provide fundamental materials for design of a detailed remediation plan for Danang airbase, but also assisted with development of the National Action Plan to Overcome Consequences of Herbicides/dioxin up to 2020

The project "Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam" funded by the Global Environment Facility (GEF) through UNDP has been approved and launched since 2010. The objective of the project is "to minimize the disruption of ecosystems and health risks for people from environmental releases of TCDD contaminated hotspots". The project has three (3) main outcomes :

1. Dioxin in core hotspot areas contained and remediated;
2. Land-use on and around hotspots eliminates risks and contributes to environmental recovery, and
3. Strengthened national regulations and institutional capacities.

The project achieved the key following outputs after 4 years of implementation:

- Development of Remediation Master Plan for Bien Hoa.
- Complete interim measures to prevent dioxin release to the area surrounding Phu Cat airbase. 70,000 m³ of dioxin contaminated soil was contained safely and environmentally in 2011.
- Pilot demonstration of MCD technology at practical scale in Bien Hoa in 2012.
- Completed interim measures to prevent dioxin release to areas surrounding Bien Hoa airbase at the beginning of 2014.
- A number of communication activities and publications were prepared to provide information to the local people and stakeholders.
- Supported the Government on studies and issued dioxin guidelines for different land use purposes
- Capacity building on dioxin management for Government staff and others.

The Project is looking for a qualified international consultant to evaluate the Project's impacts to the environment and local people.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to evaluate the Project's impacts and effectiveness of its activities to environment and local people.

3) SCOPE OF WORK

The consultant in cooperation with a national consultant and coordination with the project National Advisory Group will select a best approach to deliver the tasks below:

TASK 1. Collect and review all relevant project materials, related documents and data

TASK 2. Analyse and evaluate the project impacts and effectiveness of its activities to environment and local people

The **project impact and effectiveness of its activities to environment**: The international expert needs to develop a method/approach to evaluate the project impacts to environment throughout project's results obtained. Results of evaluation should include but not limited as following:

- + Project impact to environment (soil, water, ecology) at project sites
- + Its contribution to development on environmental protection of local and national and international
- + Environmental quality improved

Project's impact and effectiveness of its activities to local people: The international consultant will cooperate with national expert to design on evaluation of project impact to local people in deferent aspects (including health issue), and develop an evaluation questionnaire to gather quantitative and qualitative data. The international consultant will be responsible for final report on evaluation on project impact to local people.

TASK 3. Deliver a report on project impact to environment and local people that consist of (but not limited to) the followings:

- The Project achievement based on its designed outcomes and outputs
- Project's impact to environment: long-term and short-term
- Project's impact to local people including improvement of knowledge and safe health issues
- Project's limitations
- Recommendations

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

The assignment will require 20-25 working days with estimation of around 10 days mission to Vietnam for field trip to project sites (Bien Hoa, Phu Cat and possibly Da Nang) are required. Cost for the 10 day field trip need to be included in the financial offer of the consultant. The actual numbers of field trip day will be recorded and finalized at final payment stage of the contract.

5) FINAL PRODUCTS / Deliverables:

- Survey/field report and summary key points of material review
- Final evaluation report on project impacts to environment and local people;

Deliverables	Date of completion	Note
The assignment workplan agreed by UNDP and PMU	April 30,2014	
Field trip	May 30, 2014	Exact date is subject for discussion with PMU and UNDP
Draft report evaluation report	May 30, 2014	
Final evaluation report	June 15, 2014	

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected international expert will work under supervision of UNDP, National Project Director in coordination with National Project Manager for all matters of administrative and technical issues.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Post graduate or relevant post education in development study, environment, chemical management, or relevant fields;
- Minimum of 10 years working experience on development work with specific experience on project planning, project impact evaluation, M&E, or similar ; Experience in similar projects/assignments, especially experience in the area of environment impact evaluation would be an asset ;
- Preferable knowledge of Stockholm Convention, UN/UNDP strategy and policy, GEF policy and experience of similar GEF project on POPs and chemicals;
- Knowledge and understanding of POP/dioxin contamination nature in Vietnam is desirable, knowledge of dioxin projects and related activities of other development partners in Vietnam is an asset;
- Proven practical skills in working with multi-stakeholders and VN counterpart; Proven working experience in handling sensitive and political projects/assignments would be an asset;
- Proven English proficiency especially English writing skill on technical issues;

8) Admin support and reference documents

Administrative support will be provided by the Project Management Unit (PMU), which will be responsible for the communication with relevant stakeholders, meetings and field trip arrangement and sharing the relevant documents requested by the selected consultant.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- 20% of the contract amount is paid upon the submission and approval of the assignment workplan, which will also authorize the schedule of the field mission.
- 50% of the contract amount is paid upon the submission and approval of the draft reports.
- The remaining amount is paid upon the final submission and satisfactory approval of the final reports of the consultancy.

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)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of USD

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature