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Date: 2 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 to elaborate Detailed Project Outline
Project name:	UNDP project "Sustainable Development and Climate Planning" with the Ministry of Planning and Investment
Period of assignment/services (if applicable):	April/May 2014

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **10 April 2014 (Hanoi time)**

With subject line: International consultant to elaborate Detailed Project Outline

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	Postgraduate in Economics, Environment, Science or related fields Proven knowledge in green growth and sustainable development;	250
2	At least seven years working experiences in policy analysis and formulation, and providing policy advice to the government agencies in developing countries to enhance national and sectoral investment planning policies in relevant topics	250
3	Excellent conceptualization and analytical skills and proven experience in elaborating technical assistance document in form of DPO Prior experience with UNDP or another UN or international organizations is an asset; Relevant experience of Vietnam or South East Asia countries in an advantage	350
4	Good communication skills, especially professional writing skills in English	150
	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.

1st payment: 50% of the total contract value will be paid upon acceptance of the draft DPO;

2nd and last payment: 50 % of the total contract value will be paid after satisfactory completion of all work, including materials for the final report.

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 consultant to elaborate Detailed Project Outline
Place of work:	Ha Noi, Vietnam
Duration:	12 working days in April/May 2014
Starting date (tentative):	April 2014
Project code and Title:	UNDP project "Sustainable Development and Climate Planning" with the Ministry of Planning and Investment
Report to:	National Project Director and UNDP head of SD Cluster

1) BACKGROUND

Viet Nam is among the countries most vulnerable to climate change. The Government of Vietnam (GoV) 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.

Although Viet Nam's greenhouse gas (GHG) emissions are still relatively low, 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. As Viet Nam aims to become an industrialized country by 2020, addressing the GHG emissions associated with this rapidly growing sector is critical for Viet Nam to reduce its national GHG emissions. Viet Nam 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 provides support to the Government of Viet Nam to respond to climate change through the implementation of six inter-linked and complementary projects: (i) Capacity building on Climate Change with the Ministry of Natural Resources and Environment and the Ministry of Agriculture and Rural Development. The project will support the implementation of the National Climate Change Strategy, including the development of a national "MRV" mechanism in Viet Nam; (ii) Capacity building for Policy Research, Training, and Advancement of Green Growth Development, with the University of Economics and Business/ Vietnam National University; (iii) UN REDD Viet Nam Phase II Programme with the Ministry of Agriculture and Rural Development. 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; (iv) Capacity for Implementing Rio Conventions in Viet Nam; and (v) Strengthening capacity on climate change initiatives in the Industry and Trade sectors (MOIT CCIT). The MOIT CCIT project aims to strengthen the capacity of policy makers and stakeholders in the industry sector to reduce GHG emissions, enhance climate resilience and exploit associated green trade opportunities; and (vi) Sustainable Development and Climate Planning with the Ministry of Planning and Investment (SD&CP).

Running from 2009, the SD&CP project centers around improving mechanisms, strengthen the knowledge, enhance capacity and improve coordination, during 2011-2014, the project supports the GoV in formulation and implementation of the Green Growth Strategy (GGS), including monitoring and reporting on green house gas mitigation targets.

To continue support the GoV in implementation of GGS, MPI in cooperation with UNDP plan to develop new detailed project outline (DPO) and Detailed operational document for Multi-donor Trust fund for Green Growth (GGMDTF). An international consultant will be recruited to elaborate these documents.

2) OBJECTIVES AND REQUIREMENTS

The assignment is design to review, review and finalize a Detailed Project Outline DPO of a UNDP-funded Technical Assistance project to MPI/GoV on Green growth and Sustainable development.. The DPO must meet qualities and requirement of UNDP and GoV and ready for submission for the Government approval.

3) SCOPE OF WORK

The consultant shall lead the finalization of the draft DPO (standard format).

The consultant will perform the following works:

- Study relevant documents: strategies, action plans, and projects relating to CC and GGG in Viet Nam
- Review and discuss with UNDP and MPI on main components, outputs, activities
- Revise RRF, with SMART component, outputs, activities, indicators, baseline, targets, means of verification, and key milestones, as well as estimated budget for each output.
- Present RRF at some internal experts/ reviewers meetings and a consultation meeting either external stakeholder or internal of UNDP and MPI (to be defined)

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

The work will take 12 working days in April/early May 2014.

Location: Ha Noi and Home-based.

5) FINAL PRODUCT

No.	Product	Tentative time frame	Working place
1.	Meeting with UNDP and relevant development partners, recommended by UNDP and MPI	1 day	Ha Noi
2.	A final Results and Resource Framework, with SMART component, outputs, activities, indicators, baseline, targets, means of verification, and key milestones, as well as estimated budget for each output.	9 days	Ha Noi (5 days) and home-based
3.	Polish narrative of the DPO	2 days	Home-based
4.	A final completion report (maximum 2 pages), putting forward main challenges and recommendations for effective implementation of project.		

The final product is a Mission Report in includes:

- DPO and its Results and Resource Framework has been completed and accepted by the project owner;
- Minutes of meetings, comments, explanations.

6) MONITORING AND SUPERVISION AND QUALITY CONTROL

- The consultant will report to the Head of the Sustainable Development Cluster of UNDP.
- A detailed work plan for the mission and home based work of the t.
- UNDP will require regular updates on progress as template annexed.

7) QUALIFICATIONS, EXPERIENCE

Education:

Post Graduate in Economics, Environment, Science or related fields.

Experience:

Proven knowledge in green growth and sustainable development;
 At least seven years working experiences in policy analysis and formulation, and providing policy advice to the government agencies in developing countries to enhance national and sectoral investment planning policies in relevant topics;
 Excellent conceptualization and analytical skills and proven experience in elaborating technical assistance document in form of DPO
 Prior experience with UNDP or another UN or international organizations is an asset;
 Relevant experience of Vietnam or South East Asia countries in an advantage.

8) ADMINISTRATIVE SUPPORT AND REFERENCES

The project will provide the following services:

- Assistance in preparing, sending and receiving official letter for the consultant to contact relevant agencies or conducting interviews with stakeholders
- Assistance in arranging meetings with stakeholders if necessary.

The consultant will be access to documents on:

- Draft DPO
- all relevant UNDP project mentioned in the TOR
- National GG Strategy and its Action Plan
- National Strategy on Climate Change
- Strategies, programs and plans of cleaner production, energy saving and efficiency, renewable energy
- ...
- The master plans of relevant industries
- Inception report and the report of the SD&CP project 2009-2014
- Relevant studies provide by the World Bank, ADB and donors to support the MPI
- Legal documents on ODA management issued by GoV.
- Access to documents provided on the website of UNDP based on demand and availability, if the additional costs incurred will be the responsibility of the consultant.

9) TERM OF PAYMENT

The consultant will receive payment through a personal lump-sum contract

Payment schedule:

- Installment 1: 50% of the total contract value will be paid upon acceptance of the draft DPO;
- Installment 2 (final): 50 % of the total contract value will be paid after completion of all work, including materials for the final report.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

No Part-time Interrupt 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)

