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Date: 18 May 2015

### INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National Senior Technical and Policy Advisor (NSTA)
Project name:	Capacity Building and Support to the Implementation of the National Climate Change Strategy (CBICS) (Project ID: 00082385)
Period of assignment/services (if applicable):	June to December 2015

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **29 May 2015 (Hanoi time)**.

**With subject line: National Senior Technical and Policy Advisor (NSTA)**

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 English, PDF Format)** to demonstrate their qualifications:

**a. Technical component:**

- Signed Curriculum vitae
- Copy of 1-3 publications/writing samples on relevant subject.
- 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	Minimum post- graduated in the field of sustainable development, environmental management, social sciences or related field of climate change	200
2	At least 10 years experience in the field of development, including extensive experience in climate change / sustainable development, policy development, and building research capacity	200
3	Experience on drafting or advising the Government to construct and issue at least 02 major policies or strategies on climate change, sustainable development	200
4	Have good communication skills and ability to resolve conflicts to manage these issues in the group and reduce the conflicts of interest of the group	100
5	Have good verbal and written skills both in Vietnamese and English, with the ability to analyze and synthesize project results and conclusions appropriate to prepare the qualified project reports	200
6	Confidence in working with senior members of international organizations, national governments and NGOs. Received high recognition with national and international organizations	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 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.

- 1<sup>st</sup> Instalment of 40% of total contract amount shall be paid upon submission of deliverable No. 2 and the report with acceptance by project;
- 2<sup>nd</sup> Instalment of 20% of total contract amount shall be paid upon submission of deliverable No. 3 and the report with acceptance by project;
- 3<sup>rd</sup> and last instalment of 40% of total contract amount shall be paid upon submission of deliverables No. 1 & No. 4 & No. 5 and the reports with satisfactory acceptance by project.

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.
8. Notification of selection result: UNDP will contact only successful bidder for contracting.



## **TERMS OF REFERENCE (TOR)**

**Title:** National Senior Technical and Policy Advisor (NSTA)

**Project ID and title:** Capacity Building and Support to the Implementation of the National Climate Change Strategy (CBICS)  
Project ID: 00082385

**Expected starting date:** From June 2015

### **1. BACKGROUND**

The National Strategy on Climate Change approved by the Prime Minister under Decision No. 2139/QĐ-TTg dated December 5, 2011 emphasizes that climate change will increase its impacts on all social aspects. For a country particularly vulnerable to the impact of climate change and sea level rise like Viet Nam, mainstreaming this issue into development plans of ministries, agencies and localities is one of the first priorities in responding to climate change. On the basis of inheriting and promoting the results obtained from the project Strengthening National Capacities to Respond to Climate Change in Viet Nam, Reducing Vulnerability and Controlling Green House Gases (GHG) Emissions implemented during the period of 2009- 2013, the United Nations Development Programme in Vietnam (UNDP) continued to support the relevant agencies in Vietnam to strengthen its capacity to effectively implement the National Climate Change Strategy.

The project " Capacity Building and Support to the Implementation of the National Climate Change Strategy" is scheduled to implement for 4 years (2014-2018) with the aim of support to strengthen awareness, institutional capacity and scientific techniques to implement effectively the national climate change strategy for ministries, agencies and localities. MARD is one of the agencies participating in the project as project component owner, including the Department of Science, Technology and Environment (Climate Change Office) is co-implementing agency of the project.

The UNDP funded CBICS project, implemented by Department of Hydrology Meteorology and Climate Change and have implemented since September 2014.

#### Overall objective

To support the building of awareness, institutional, scientific and technical capacity for the effective implementation off the National Strategy on Climate Change at some ministries and localities, making a contribution to the implementation off the Party Central Committee's Resolution N<sup>o</sup> 24-NQ/TW on actively responding to climate change, strengthening resource management and environmental protection.

#### Specific objectives:

- Institutional capacity for responding to climate change by the National Committee on Climate Change and focal points at relevant ministries and localities will be improved;
- Scientific and technical capacity will be strengthened for the development and implementation of adaptation and mitigation activities; and
- Awareness, and capacity of implementing responses to climate change at Central agencies, localities and the community will be raised.

In order to implement activities in CBICS to improve institutional capacity for responding to climate change by the National Committee on Climate Change and focal points at relevant ministries and localities and strengthen scientific and technical capacity for the development and implementation of adaptation and mitigation activities, the project plan to recruit a National Senior Technical and Policy Advisor to support implementation on specific objectives 1 and 2. This is urgent task and baseline for implementation of NTP-RCC, National Strategy on Climate Change, Green Growth Strategy and other relevant programs contributing to guideline national socio-

economic development orientation in the time to come. Roles, responsibilities and scope of work of the National Senior Technical and Policy Advisor as described below.

## 2. OBJECTIVE OF CONSULTATION

The National Senior Technical and Policy Advisor consults, orientate and make recommendations and specific reports in project's outputs:

- Output 1.2. Technical assistance will be provided for localities in developing and implementing action programmes to respond to climate change and integrating climate change issues into socio-economic development strategies and plans in two pilot provinces (Quang Ngai and Lai Chau);
- Output 1.4: Improving the effectiveness of Viet Nam's international negotiations on climate change (to support the implementation of task 9 in Strategy)
- Output 2.1: Updating researches and assessments on climate change (to support the implementation of task 8 in Strategy)

## 3. REQUESTED TASKS

To achieve these targets, National Senior Technical and Policy Advisor is requested to perform tasks as follows:

- a. Consulting, orientating researches in Lai Chau, Quang Ngai provinces to identify gaps, challenges and opportunities to implement the action plan in the next 10 years in which taking into account updated climate change scenarios;
- b. Consulting development of INDC in Vietnam:
  - To consult, orientate researches, design framework for component reports including adaptation and mitigation;
  - To review general report of Vietnam's INDC;
  - To support PMU to develop and coordinate plan to prepare Vietnam's INDC;
  - To present at the consultation workshops and international forums on planning, orientation, preparation progress of INDC Vietnam;
- c. To advise on program design, the side events for Vietnam Pavilion to be held at COP 21, Paris, France;
- d. To advice on the roadmap and methodology for the updated scenario of climate change and sea level rise in Vietnam;
- e. To advise on methodology for flood map by storm surge, organize, direct and coordinate with service contractors to analyse, select methods of identifying storm surge risk.

## 4. DELIVERABLES AND DURATION OF COMPLETION

To achieve the above objectives, National Senior Technical and Policy Advisor should finalize the deliverables according to requirements and deadlines as follows:

No.	Name of outputs	Deadline
1	+ The evaluation, assessment report on the local consultant's "Proposal of orientating researches in Lai Chau, Quang Ngai provinces to identify gaps, challenges and opportunities to implement the action plan in the next 10 years in which taking into account updated climate change scenarios". + The evaluation, assessment report on the local consultant's technical reports to ensure projects met the requirements set out.	12/2015 (Activities to be continued in the year 2016 and will be shown in a separate agreement)
2	+ To develop TORs for the two groups of experts (10 experts) to support the development Vietnam's INDC report, including adaptation and mitigation components; + To develop plans and coordinate Vietnam's INDC development activities to groups of national experts and international experts, including expert mobilization plan, organize and coordinate the discussion between groups of national and international experts and	8/2015

	consultation workshops; + To design component's report framework, and the synthesis report of Vietnam's INDC; + To review the synthesis report of INDC Vietnam.	
3	+ Comments on "Vietnam side event plan at COP21".	8/2015
4	+ Advisory report on the proposed roadmap and methodology for updated scenarios of climate change and sea level rise in Vietnam.	12/2015
5	+ Advisory report on the methodology for flood map by storm surge. + Advise on the draft reports to PMU sent by service contractors to ensure reports meet the requirements	12/2015

## 5. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

### Work place:

Project Office. The consultant shall coordinate with the agencies of the Ministry, the central branches in Hanoi and related agencies in Quang Ngai and Lai Chau provinces.

Travel cost outside Hanoi will be covered by the Project separately in accordance with EU-UN cost norms and shall be proceeded by Programme Management Unit based on the approved travel plan of the consultants.

### Working time:

Total working time is approximately 80 working days from June to December 2015, which is up to 12 -14 days / month

The contract is extendable subject to project needs and satisfactory performance of the individual contractor.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

National Senior Technical and Policy Advisor will work directly under the supervision of UNDP, and National Director of the project upon request; Working directly with the CBICS PMU and other consultants.

After signing the contract, UNDP, PMU together with National Senior Technical and Policy Advisor identify and agree on the rules for monitoring the progress of each part and the whole package of work, which includes the specific terms on monitoring progress and reporting requirements in each period, manner and time for specific reporting, requirements and conditions of employment after the end of the contract to complete the project objectives mentioned.

## 7. QUALIFICATIONS AND SKILLS

- Minimum post- graduated in the field of sustainable development, environmental management, social sciences or related field of climate change;
- At least 10 years experience in the field of development, including extensive experience in climate change / sustainable development, policy development, and building research capacity;
- Experienced on drafting or advising the Government to construct and issue at least 02 major policies or strategies on climate change, sustainable development;
- Have good communication skills and ability to resolve conflicts to manage these issues in the group and reduce the conflicts of interest of the group.
- Have good verbal and written skills both in Vietnamese and English, with the ability to analyze and synthesize project results and conclusions appropriate to prepare the qualified project reports.
- Confidence in working with senior members of international organizations, national governments and NGOs.
- Various experience in developing, implementing, monitoring and evaluating the project.
- Be highly appreciated in association with the appropriate international organizations.

## 8. SUPPORTS FROM PMU

Administrative Support: The administrative supports to facilitate National Senior Technical and Policy Advisor working with government agencies, the provinces (Dispatch, letters of recommendation, etc. ...).

## 9. CONTRACT PAYMENT TERMS

Payment shall be made based on the following milestone:

- 1<sup>st</sup> Instalment of 40% of total contract amount shall be paid upon submission of deliverable No. 2 and the report with acceptance by project;
- 2<sup>nd</sup> Instalment of 20% of total contract amount shall be paid upon submission of deliverable No. 3 and the report with acceptance by project;
- 3<sup>rd</sup> and last Instalment of 40% of total contract amount shall be paid upon submission of deliverables No. 1 & No. 4 & No. 5 and the reports with satisfactory acceptance by project.

#### **10. COPYRIGHT:**

All intellectual property and property rights, including the maps, drawings, photographs, documents, reports and other documents that are the outputs of policy advisers will become assets of the Ministry of Natural Resources and Environment, UNDP Vietnam and project, National Senior Technical and Policy Advisor have no right to publish or use of this material without the permission of the project, MONRE or UNDP Vietnam.

## **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 VND .....

This is a lump sum offer covering all associated costs for the required service (fee, 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:**

<b>No.</b>	<b>Description</b>	<b>Number of days</b>	<b>Rate (VND)</b>	<b>Total</b>
1	Remuneration			
2	Out of pocket expenses			
3	Others (pls. specify).....			
	<b>TOTAL</b>			

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