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Date: 8 August 2012

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 destruction technology demonstrated in Vietnam**
Project name:	**Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam**
Period of assignment/services (if applicable):	**Late August – early December 2012**

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **17.00 hrs., 17 August 2012 (Hanoi time).**

With subject line: International consultant for MCD evaluation

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

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 to demonstrate their qualifications:

a. Technical component:
- Curriculum vitae
- Expression of interest, explaining why he/she is the most suitable for the work.
- Copy of 1-3 publications/writing samples.
- Contact reference of past 4 clients for whom you have rendered prefererably the similar service

b. Financial proposal:

- 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.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm.**

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 degree (PhD or MSc) in mechanical engineering, environmental engineering or relevant subject;	150
2	At least 10-year practical experience in hazardous/POP wastes disposal, environmental remediation and rehabilitation of POPs contaminated sites	200
3	Technical knowledge and experience in reviewing POPs destruction technologies; experience in projects/assignments similar to this assignment will be asset	250
4	Strong analytical skills	100
5	Experience in working with multi-bilateral and bilateral projects	100
6	Experience with POP/dioxin contamination nature in Vietnam is desirable; knowledge on actual dioxin hotspots is strong asset	100
7	Proficiency in the English, 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. Sf = 1000 x Fm / F, in which Sf is the financial score, Fm 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.

An interview with the candidate given the highest combined score may be held before contract awarding, if deemed necessary.

8. 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: http://training.dss.un.org. 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.

9. 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: 20% of total contract value will be paid upon submission and approval of the assignment workplan and outline of the evaluation reports

2nd and last payment: 80% of total contract value will be paid upon submission and UNDP's approval of mission report and final evaluation report.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

10. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

Annex I

TERMS OF REFERENCE (TOR)

Project Title: Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
Consultancy Title: International consultant for evaluation of dioxin destruction technology demonstrated in Vietnam
Duty Station: Home Country with a mission to Viet Nam

1) GENERAL BACKGROUND

Viet Nam has amongst the worst TCDD (tetra-chloro dibenzo-dioxin) contaminated sites in the world. Studies in Viet Nam and from other highly contaminated sites throughout the world have documented very serious environmental effects and health risks. TCDD contamination in Viet Nam originates from the armed conflict over the period 1961- 1971, when herbicides were used to defoliate terrestrial forest and mangroves, to clear perimeters of military installations, and to destroy crops. Several of the herbicide mixtures contained TCDD as impurity. They have collectively become known as "Agent Orange". High concentrations of these chemicals remain in "hot spots" where they were handled, dumped and spilled. Without action, these "hot spots" will continue to be a source for contamination of the wider environment through soil particles and organic materials and pose a serious health risk to people.

In June 2010, the GEF/UNDP Project entitled "Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam" was signed by the Ministry of Natural Resources and Environment (MONRE). The object of the project is "to overcome the consequences of toxic chemicals used in the war in Viet Nam". The project sets following three outcomes to be achieved:

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

The first outcome is realized by a 2-stage process: first stage is on isolation or containment of the contaminated soil and sediment and second stage is on destruction of dioxin contamination to agreed standards by a variety of technologies. Mechano-chemical destruction (MCD^{TM}) was identified as one of the prospective dioxin destruction technologies and the demonstration at practical scale will be conducted by a technology contractor in 2012. During demonstration process samples will be taken and analyzed by an independent laboratory to serve as basics for evaluation of the demonstrated technology.

The project is currently seeking a qualified international expert who can provide an independent evaluation of the MCD^{TM} technology demonstrated for dioxin contaminated soil destruction in Viet Nam.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to evaluate the performance capabilities and limitations of the MCD^{TM} technology being demonstrated in Viet Nam for dioxin contaminated soil. Using these results as an evidence base, the technology will be assessed for more general use in Vietnam inclusive of recommendations on suitability for such use.

3) SCOPE OF WORK

Under the scope of this assignment, the international consultant will evaluate performance of a commercial proprietary organic contaminated soil remediation technology generally capable of POPs and specifically dioxin destruction named of Mechano-chemicals destruction (MCD^{TM}) technology. It is marketed and operated by Environmental Decontamination Ltd. (EDL) who have been contracted for this demonstration being conducted at Bien Hoa Air Base. The evaluation include but not be limited to the following performance and operational factors: dioxin contaminant destruction performance including Destruction Efficiency (DE), rates of materials processing as a function of destruction productivity, operating and maintenance

requirements, environmental performance in terms unintended releases and secondary contamination, associated costs and feasibility of applying the technology more generally in Vietnam context.

To support to evaluation of destruction and environmental performance of the demonstrated technology, an independent laboratory has been engaged to analyze dioxin content and other parameters of samples taken during the demonstration process. The samples to be analyzed include soil samples, air samples and water samples. This data along with all required operating and technical information generated by the technology operator will be assembled and provided to the consultant for the evaluation assignment

Specifically the international consultant will have to complete following tasks:

Task 1: Review demonstration plan and other relevant documents related to the demonstration process

Under this task the IC has duties to review the demonstration plan which consists of demonstration activities, monitoring and sampling plan, health and safety plan, plant drawings, work schedule in Gantt chart, etc; the outline and requirement of the demonstration (attached with this TOR); and other related documents including gaining an understanding of commercial arrangements governing the demonstration and any future consideration of rights to its use. Based on this, the IC will develop her/his own detail evaluation work plan and proposed outline of the evaluation report to be submitted to Project Management Unit (MPU) and to the UNDP representatives for review before conducting the evaluation process.

Task 2: Conduct field visit to scrutinize the demonstration activities in Viet Nam

The IC is will undertake a field visit to scrutinize how the demonstration process works. This includes review of logbooks, progress reports, site observation, input/output materials observation, interview people working and living at the sites, available analytical data, etc. A series of discussions with relevant parties/ stakeholders will also be arranged during the mission by UNDP and the MPU inclusive of background information on other potential contaminated sites in Vietnam, and potential long term commercial and operational arrangements.

Task 3: Review technical, progress reports and relevant documents

Under this task the IC will assess performance of the destruction system. The assessment will cover but not be limited to the following aspects which in some cases will be correlated with various test conditions established for the demonstration purposes:

- Contaminant Destruction Performance: This covers determination of i) the ratio of pre and post treatment dioxin in the soil; ii) estimated rate of dioxin removal; iii) mechanisms and amounts of dioxin is transferred to other media; and iv) final DE applicable to a particular demonstration test run and conditions;
- Overall throughput: how much soil can be treated in given timeframe, relationship between throughput and DE, relationships between destruction time/operating conditions and DE, relationship between soil structure and DE, etc.;
- Maintenance and system reliability: this is to evaluate whether the system is stable under local condition (such as frequent power failure); If consumable items can be easily procured in the local market, complexity of the system maintenance and operation, required skills for operation and maintenance system including requirement for safeguarding and health safety, etc.;
- Secondary contamination and unintentional releases: Analyze to identify any potential for unintended release of contaminants from the system (including pre-treatment processes involving materials preparation and drying) in the form of process by-products or other hazardous substances that could impact the environment and/or human health, particularly workers' health
- Soil texture/composition after treatment: assess qualitatively soil volume, soil features/characteristics after treated and recommend options for possible use or disposal of the treated soil..
- Assess operational cost for full size system configuration, as a function of destruction efficiency and in terms of potential cost benefit.

Task 4: Evaluate the feasibility of the demonstrated MCD technology to remediate dioxin contaminated soils in Viet Nam

Based on results of demonstration process and above assessment the international consultant is requested to make recommendations respecting:

- The overall feasibility of the system.
- Possibilities for the future usability of the demonstrated technology under Vietnamese context and extent of the technology's application. The recommendation may extend its feasibility beyond dioxin destruction.
- Limitations, challenges, remaining concerns, and actions that must be followed up

Task 5: Write up the evaluation report

Under this task the IC is responsible to combine all of his findings under task 1, 2, 3 and 4 into an evaluation report and submit the report to PMU (Project Management Unit) and UNDP CO (UNDP Country Office) for review and comments.

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

The assignment will start immediately upon contract signing.

The assigned tasks will be mainly conducted in home country. Total time effort for this assignment is 30days. One 7-day mission will be needed to Vietnam (04 days of which will be at the demonstration site which is located in Bien Hoa Airbase, Dong Nai Province and 03 remaining days will be at Project office in Hanoi) to discuss with key stakeholders and to inspect the demonstration system at the site. The mission to Vietnam should be undertaken during the demonstration process, i.e. in the end of August or beginning of September, 2012.

5) FINAL PRODUCTS

Deliverables:

- Assignment work-plan and outline of the evaluation report submitted by 7th September, 2012
- Mission report including the field visit submitted to PMU and UNDP CO by 21th September 2012;
- Final evaluation report as required in task 5 to include overview of the demonstration process and all findings from task 1, 2, 3, and 4 (the main report should not exceed 40 pages, excluded annexes) submitted to PMU and UNDP CO by 5th December, 2012

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected international expert will work under supervision of National Project Manager and with close communication with Senior Technical Advisor for technical issues.

Regular reports/communication with the PMU and UNDP CO in Vietnam are required.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The successful candidate must meet the following qualifications and requirements:

- Postgraduate degree (PhD or MSc) in mechanical engineering, environmental engineering or relevant subject;
- At least 10-year practical experience in hazardous/POP wastes disposal, environmental remediation and rehabilitation of POPs contaminated sites.
- Technical knowledge and experience in reviewing POPs destruction technologies; experience in projects/assignments similar to this assignment will be asset
- Strong analytical skills
- Experience in working with multi-bilateral and bilateral development projects
- Experience with POP/dioxin contamination nature in Vietnam is desirable; knowledge on actual dioxin hotspots is strong asset
- Proficiency in the English, especially competency in technical English writing;

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The project will provide following support to the contractor:

- Working station: working places will be provided to the IC at the project office.
- Logistical arrangements including a domestic flight ticket to and back from the field, if required;

- Meetings arrangement with key stakeholders, including MCD demonstration contractor.
- Support to obtaining necessary project documents and reference documents which include
    - MCD demonstration plan
    - Available analytical data of samples
    - Progress reports submitted by the MCD contractors
    - Other related documents

An outline of the technology demonstration is annexed to this TOR for reference purpose (Annex I-a).

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment shall be settled upon satisfactory completion of the corresponding deliverables as follows:

- 20% of the contract amount is paid upon submission and approval of the assignment workplan and outline of the evaluation reports
- 80% of the contract amount (the remaining) is paid upon submission and approval of mission report and final evaluation report.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

□ NONE **X** 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)

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 of financial proposal to be submitted.

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