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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 June 2013

Country:	Vietnam
Description of the assignment:	National Climate Financing consultant
Project name:	UNDP/MPI - "Sustainable Development and Climate Planning" project – ID: 00057013/ UNDP APRC- regional Support
Period of assignment/services	40 working days from July to December 2013

Submission should be sent by email to le.tuyet.sinh@undp.org no later than: **17.00 hrs, 17 June 2013** (Hanoi time).

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above. Procurement Unit – UNDP Vietnam 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.

1. Background information, Scope of work, responsibilities and description of the proposed analytical work and requirements for experience and qualifications are as attached Terms of Reference (Annex I)

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants are invited to submit the following documents/information **in PDF files with signature and maximum size per email less than 7 MB** to demonstrate their qualifications

- Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP.

A. Letter of interest explaining why they are the most suitable for the work

B. Personal CV including past experience in similar projects and at least 3 references

C. Financial proposal

Interested individual consultants with experience and qualification can make their own estimate of the time taken to complete the assignment in line with the TOR and use this estimate as the basis of the financial proposals to be submitted. All costs will be quoted in Vietnam Dong (Otherwise, costs will be converted to Vietnam Dong at UN Exchange Rate the time of contract signing.)

The lumpsum offer covers all associated costs for the required service (fee, daily cost for accommodation and meals, travel cost, medical examination if required, visa fee, taxes etc) until satisfactory acceptance of the final outputs in the TOR as below breakdown table:

Format of breakdown financial offer

Description	Unit cost	No of days/missions	Total amount
<i>Consultant fee</i>			
<i>Tax and misc</i>			
TOTAL:			

If travel outside the Duty Station is required by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

3. EVALUATION

- Technical Criteria weight: 1000 points
- Financial Criteria weight: 1000 points

Technical Evaluation will base on the following criteria:

Consultant(s)' experiences/qualification related to the services		
1.1	At least Msc degree level education in the field of economics, public finance management or environment management, with five year working experience	250
1.2	Experience in climate finance, payment for environmental service schemes, climate change related issues at national level	250
1.3	Experience with development planning processes	250

1.4	Experience with climate finance assessment tools, involving in the policy analysis.	250
Total		1000

Only candidates obtaining a minimum of 70% of Technical weight would be considered for the Financial Evaluation

Maximum 1000 points will be given to the lowest financial 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 proposal under consideration.

The weight of technical points is 70% and financial points is 30% of the obtainable points

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

4. CONTRACT

“Lump-sum” Individual Contract will be issued for Individual consultant

“Lump-sum” RLA will be issued for consultant assigned by firm/institution/organization

Documents required before contract signing:

- Personal History Form
- Release letter in case the selected consultant is government official.

5. ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS by visiting http://www.undp.org.vn/digitalAssets/23/23724_General_Conditions_-_IC.pdf

TERMS OF REFERENCE (TOR)

Title:	National Climate Financing consultant (NCF2)
Duty Station:	Hanoi
Duration and timing:	40 days
Starting date:	1 July to 30 December 2013
Project ID and title:	UNDP/MPI - “Sustainable Development and Climate Planning” project – ID: 00057013/ UNDP APRC- regional Support
Reporting:	Reports to the Technical Specialist SD and CC project and Senior Institutional Consultant on Institutional/Policy Analysis

1) GENERAL BACKGROUND

Assessing the implications of climate change to Government budgets has recently emerged as important aspect of national climate change response programs. In response UNDP and the World Bank have been assisting countries globally to better understand these implications and formulate recommendations to improve the financing of climate change adaptation and mitigation through domestic as well as international resources. In particular, the initiation of significant mitigation commitments by leading developing countries and a rapid increase in impacts has resulted that governments are seeking advice.

Vietnam is one of these countries. It is facing significant impacts of climate change and has committed to reduce its GHG emissions as is outlined in the recently approved VGGS (Viet Nam Green Growth Strategy). To ensure appropriate allocation of resources and to gain a better understanding of the overall scope of its current climate relevant spending, MPI is planning to conduct a CPEIR in close collaboration with UNDP and the WB to implement the CPEIR for Vietnam

The CPER will focus will be on the investment budget and the planning sector while a wider institutional scope is assessed to understand how the planning sector related within the climate change policy framework of Vietnam which has emerged since 2008 with the inception of the National Target Program to Respond to Climate Change (NTP-RCC). The NTP-RCC has been followed by additional programs, of which the Support Program to Respond to Climate Change (NTP-RCC) is from a financial perspective the most significant.

The Government of Vietnam has taken major steps in developing one of the most progressive climate change policy agendas in the region through the development and approval of the Vietnam Climate Change Strategy which mainly emphasises adaptation, science and the Vietnam Green Growth Strategy. The VGGS focuses on green production, sustainable consumptions/liveable cities/rural areas and low carbon growth.

Already, the government has been investing in climate relevant investment. Vietnam has historically faced significant exposure to climate change. By law, at all level government agencies allocate budgets for emergency response. Additionally, the impacts of climate change are being felt in hot spot regions such as the Mekong Delta which leads to increased expenditure in water management. Furthermore, already on-going mitigation efforts through renewable energy development and energy efficiency as well as work in the rural sectors have generated significant expenditures.

Insofar, no clear insights exist into what extent these additional costs are impacting public expenditures and public institutions managing these funds. In response UNDP and the WB have developed CPEIR as as a tool to assess how climate change is impacting on budgets, policy and institutions (See <http://www.aideffectiveness.org/CPEIR>). The CPEIR is a relatively new concept and while building on normal public expenditure reviews, the multiple dimensions of climate change have proven to require a technical perspectives, in particular to develop clear and casual understanding between expenditure types, climate change policy, mitigation action and climate change impact. This experience has emerged from the CPEIRs that UNDP has been involved in. UNDP has finalized 3 CPEIRs (Nepal, Thailand, Bangladesh), while is engaged in another two (Cambodia and Indonesia) , the World Bank has finalized one in Morocco and is conducting another CPEIR in the Philippines.

A key lesson learnt from these cases has been that understanding how climate and climate change are influencing climate related policies and budgetary allocation has proven to be pivotal. In particular, well understood links between these and on how these are reflected in the national climate finance architecture of a country has been crucial. UNDP found that in all cases a sound understanding of technical climate change aspects within the country's specific context has proven to enable deeper insights and improved expenditure classification efforts.

With the context of Vietnam, the Ministry of Planning and Investment will be the Leading Ministry. MPI is responsible for the capital budget and investments, both state budget related, parastatal as well as mobilizing private sector sources, from both domestic and foreign sources. While some efforts have been made to develop a climate change budget classification systems, which has been developed by MONRE, so far this has only been used for the Support Program to Respond to Climate Change and has not been adopted for the overall budget. It could act however as a one of the key starting points for developing a Viet Nam based expenditure classification system and further improving the climate finance architecture.

The institutional component will deliver the insights to assess how the current Institutional Infrastructure in Vietnam can be further improved. In particular an in-depth understanding on the dynamics of policy development and the links between sector – and planning is important. This assignment aims to develop better insights and enable the CPEIR team to understand how budget allocations are made and how expenditure can be explained.

2) OBJECTIVES OF THE ASSIGNMENT

This assignment will contribute to the following CPEIR objectives (see for details annex 1):

- To provide an overview and to analyse climate change expenditure through the selected channels for the period 2010-2013 with view to increasing the effective use and monitoring of resources
- To review the national financial architectures with a view to improving capacity, and consolidating the set up, and reforming the fiduciary procedures for resources mobilization (e.g. capacity and procedures to meet international stringent accreditation criteria of the Adaptation Fund and Green Climate Fund).

The specific outcomes of the assignment are:

- Support the development of a climate change perspective on how climate change impacts are reflected policies and how there are reflected investment planning and investment expenditures.
- Develop an understanding on how on how institutions have developed and engaged in a response to climate change and how effective these engagements are in respect from a climate change perspective.
- Provide input to the design of an improved climate finance architecture which is aligned with international best practices and enable the country to better meet its climate finance needs

3) SCOPE OF WORK

a. Scope of CPEIR

This assignment worked towards two different but interrelated goals. It should deliver a thorough understanding on how climate policy is financed and if resources are allocated efficiently in terms of addressing climate impacts and contribute towards efforts to address the current carbon intensive development path. This is critical in terms of assessing institutional performance and public financial prudence. These finding should enable the consultant.

These findings are the foundation for an assessment and developing clear and well defined recommendations which enable the Government to address future climate finance demands from both domestic – and an international view point. These should build on the existing institutional settling but aim to better align climate change /green growth triggered investment demands.

The two national consultants will work with an international consultant and the main responsible is analysing the Vietnam climate change research findings and how these related to policy development and will support the below described process.

A three step approach is proposed.

1. *Identify and understand how climate change initiated budgetary demands are reflected in the investment budget*

The consultant will assist with interviews and will provide input to the international consultant on how climate change policies relates to impact and proposed policies to reduced emissions. The consultant will participate in the interview and mission to target provinces and develop a list of questions, which need to be answered by resource persons. This should center around :

- Till what extent are climate relevant expenditures (most of the current disaster risk management

activities, sea defence etc) impacted by climate change?

- Are policy actions planned from strategic climate intent, e.g. are actions relevant to the national climate change response as outlined in the Viet Nam Green Growth Strategy and Viet Nam Climate Change Strategy?
- Till what extent is mitigation action proposed additional to on-going activities in terms of energy efficiency, forest rehabilitation and agricultural development?

The findings should lead to a clear synthesis on how climate change both in terms of actual impacts and policy actions are influencing public finance management.

2. Review the existing climate change architecture

Here, the climate financing consultant (NCF 2) will work closely with the international consultant, and the other two national consultants, developing an understanding on how current regulations/mechanism are addressing climate change impacts and the financing of Low Carbon development options. The Climate change expert will be responsible for climate change related parts and will provide input to the overall CPEIR process. Specifically the scope of the work will include:

- reviewing relevant documents and gather information from a variety of sources
- carrying out consultations with government ministries and departments in two provinces
- carrying out consultations with non-governmental stake holders
- Analyzing all sources of information and contribute to the chapter on institutional analysis and possibly other chapters as required
- provide technical analyses on climate change related questions as required by to the team members for the expenditure and institutional review
- Participate in team meetings and regularly report on the progress of the work

The consultant will facilitate a technical review of the existing climate finance policies, in close coordination with the national and international Institutional Experts and work on developing recommendation to address the climate technical aspects of improvements in the Vietnam national Climate Finance Architecture. This process should take into account existing policies and aligned with best practice within the country context. The Consultant will have to work closely with MPI staff, to address in particular challenges in addressing investment and plan formulation as well as public investment budgeting and how to mainstream climate change in these processes.

3. Lead on the developing recommendation to identify where international best practices can improve the Vietnam Climate Finance Architecture.

Based on the findings generated under (1) and (2), develop detailed recommendation on how Vietnam can improve its climate finance architecture. These recommendations should enable the Government of

Vietnam, and in particular MPI and MONRE to:

- To enhance the efficiency of the utilization of financial resources both internationally as well as domestic in terms of linking the climate change triggered financial demands.
- Provide solutions for current weaknesses/gap in the systems and explain clearly how the proposed solutions will better deliver the anticipated climate outcomes

Possibilities for improved financial allocation mechanisms that take climate change/low carbon investment needs better into account

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

The assignment will last 6 months and covers 40 days . The consultant will have to be present during the CPEIR missions. Duty station is Hanoi. Travel to Quang Nam and Thanh Hoa may be added in the mission. The Project will covers travel expenses based on UN-EU Cost norms.

5) FINAL PRODUCTS

The final products are:

- An assignment work-plan
- Translations of a written review and a power-point of the current policy framework, budget and anticipated climate change impact
- Provide written interview transcripts and analysis on stakeholder perspectives
- Provide input and translation of technical document for the development of draft chapter 2 on climate change and climate change impacts, of the final report

6) PROVISION OF MONITORING AND PROGRESS CONTROL

The consultants report to the CPEIR International Consultant and Deputy National Project Director and reports on progress to the UNDP Programme Analyst.

The consultants shall ensure that in the workplan meetings and travel are aligned with the overall planning of the CPEIR process. He/she shall coordinate with the International Consultant, Governance/Institutional Consultant, and the other climate change financing consultant.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant will have the following level expertise/qualifications:

- At least Msc. degree level education in the field of natural resource management, climate or

public finance management; with 5 years experience of working on climate change, climate finance, climate risk management and environmental issues

- Experience in climate finance, payment for environmental service schemes, climate change related issues at national level
- Experience with development planning processes.
- Experience with climate finance assessment tools, involving in the policy analysis.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Admin support involves the following:

- Assistance in acquiring official letters in case of visits or conducting interviews with relevant stakeholders
- Assistance in arranging meetings with key stakeholders if necessary

The following reference documents will be provided:

- The Viet Nam green growth strategy
- The National Climate Change Action plan
- The Social Economic Development plan 2011-2015
- Relevant sectoral masterplans (PDP-VII (power supply), Agricultural and Rural Development etc)
- The SD and CP inception report
- UNDP guidelines for developing Terms of references
- Literature available on the subject and accessible through UNDP and WB websites

9) REVIEW TIME REQUIRED AND PAYMENT TERMS

1st payment: 25 % of total contract value will be paid upon acceptance of initial work plan and preliminary document review

2nd payment: 40 % of total contract value will be paid upon submission of chapter 2 on the final CPEIR report

3rd payment: 35 % of total contract value will be paid upon completion of all work, including revisions to the final report