# TERMS OF REFERENCE

**for A Special Service Agreement**

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| **Project title** | “Vietnam / UNDP / UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes” |
| **Position Title** | National consultant ***Identifying priority areas for SMC***Supporting to development of NAP |
| **Duty station** | Hanoi, Vietnam |
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### Background

Chemicals play a key role in many major sectors of the world economy including agriculture, industry, housing, transport, trade, the health sector and in the home. Despite the benefits they can provide, chemicals can be corrosive, explosive, flammable, irritant, oxidising, and dangerous to human health and the environment. Exposure to chemicals, and/or their by-products has been associated with a range of detrimental human health and environmental effects.

In Vietnam coupled with accelerated industrialization, inadequate pollution preventive measures, and low awareness within the industrial and other sectors about chemical risk and safety procedures, the country has experienced increased levels of pollution, industrial related accidents and spills. Main barriers that have limited Viet Nam in its ability to deal with chemicals related problems are associated to (i) insufficient capability and resources to manage chemical sector in effective and environmental sound manner; (ii) Lack of enabling environment to facilitate the sound management of chemicals (SMC); (iii) lack of effective co-ordination, unclear division of responsibility and overlapping mandates of various institutions/agencies involving in chemical management.

In 2012 the project entitled “Vietnam / UNDP / UNEP Partnership Initiative for the Integration of Sound Management of Chemicals into Development Planning and Processes” funded by Quick Start Fund (QSF) and UNDP has been approved by Government of Vietnam to promote the SMC following Strategic Approach to International Chemical Management (SAICM). The project is implemented by Vietnam Chemicals Agency (Vinachemia) under Ministry of Industry and Trade (MOIT) over the period of two years, 2012 – 2013. Objective of the project is to strengthen institutional capacity to integrate the SMC into national development planning and decision making processes and to begin implementation of generic next steps for strengthening the domestic SMC regime that is consistent with SAICM.

The project inception phase has been completed. The project is now under implementation period, starting with survey and study on chemical management to identify situation of chemical management in Vietnam. The findings and results from these processes will be used for development of the National Chemical report/Profile (NCP) and then as a baseline for preparation of the National SMC Action Plan (NAP) and identification of the highest SMC priorities in Vietnam for mainstreaming into a national development plan which will be selected during the project implementation period (separate ToR).

The project is seeking a highly qualified national expert with working experience in chemical management and SAICM to help Vinachemia/MOIT and other project partners in preparation of the national SMC Action plan.

### Objectives of the assignment

The main objective of the assignment is to prepare a national action plan for SMC in Vietnam, including a roadmap for mainstreaming of national SMC priorities into a national development plan.

### Scope of Work

* 1. **General Scope**

Chemicals are widely used in our societies. Involvement in chemical management is therefore diversified. At the moment in Vietnam, governments’ agencies/ministries involvingin management of chemical related issues include Ministry of Industry and Trade (MOIT), Ministry of Agriculture and Rural Development (MARD), Ministry of Natural Resources and Environment (MONRE), Ministry of Health (MOH), Ministry of Science and Technology (MOST), Ministry of Transportation (MOT), Ministry of Construction (MOC), Ministry of Labour, Invalids and Social Affairs (MOLISA), Ministry of Defend (MOD), Ministry of Public Security (MOPS), etc. Each sector/ministry focuses on management of certain types of chemicals used by their sectors or chemical related issues. It‘s hence expected that all line ministries/agencies involving in chemical management will take part indevelopment of the national SMCplans.

According to the project work plan an international consultant will be engaged to lead the process of development of a National SMC Action Plan (NAP), including a roadmap for mainstreaming of SMC priorities into national development plan/processes. The national action plan for SMC is targeted to achieve followings main results:

* Analyzed risks, gaps, needs and challenges in the sound management of chemicals in Vietnam
* Qualified links between major chemical management problems and human health and environmental quality;
* Identified priority areas of the national SMC governance regime (policies, legislation, institutions, processes, etc.) that need strengthening most urgently to:
	+ Ultimately achieve the strategic objectives of SAICM,
	+ Facilitate actions to begin addressing as much as possible, major problems associated with previous unsound management of chemicals,
	+ Facilitate action to avoid, as much as possible, major problems associated with unsound chemical management from building-up or occurring accidents/emergencies in the futures; and
	+ Facilitate the country’s ability to capitalize on the sustainable development benefits of the chemicals industry.
* Developed realistic national action plan for strengthening the national SMC governance regime;and
* Propose a path forward for the country to mainstream the highest priority SMC issues into the country’s development planning. This includes identification and agreement on indicators/”text” under each SMC priority area for inclusion into the selected national development plan.

The national consultant engaged under this assignment will team up with the international consultant to complete the national SMC action plan.

**Tasks and activities**

The national consultant is expected to undertake following tasks and activities.

***Task 1: Identify priority areas for SMC***

Based in results from sector reports and under the guidance of the IC, the national consultant (NC) has to work with the PMU and multi-stakeholders to:

* Develop criteria for selection of the sector and national SMC priorities
* Identify and finalize a list of sector and national priorities for SMC

***Task 2****:* ***Support IC to prepare Nation Action Plan for SMC***

Under the guidance of the IC the NC has to complete following tasks:

* Work in cooperation with Vinachemia and stakeholders (MPI, MOF and other planning authorities) to (i) select a national development plan that will be used for integration of the highest SMC priorities; (ii) identify alternative mechanisms for mainstreaming of SMC aspect into the selected national development plan, and (iii) develop “text”/indicators of the highest national priorities for mainstreaming purpose,
* Assist PMU in identifying potential funding sources for some selected priorities in the draft NAP.
* Support the IC to get feedback/comments from stakeholders,
* Collect/translate important data/information required by the IC,
* Help the IC to translate when he/she has meetings/discussions with stakeholders,
* Translate the final NAP into Vietnamese,
* Do other activities as required by the IC to complete the NAP.

***Task 3: Participate and contribute to consultation workshops***

During process of development of the national chemical action plan, several workshops will be held to give opportunities for stakeholders to contribute and provide inputs to the plan. The NC is requested to participate in and actively contribute to at least the following workshops:

* A consultation workshop to discuss about sector and national priorities in SMC,
* A consultation workshop to discuss about the draft national action plan and roadmap for mainstreaming of the highest national SMC priorities into the selected national development plan.

The NC is requested to:

* Present results of the process of identification of sector priority areas at the first consultation workshop;
* Work with the IC to prepare and present a a PowerPoint presentation at the second workshop. The presentation should be focused on critical issues, key findings/ analytical results on chemical management as well as recommendations for sound management of chemical in Vietnam, and
* Actively participate in discussions and collect comments/feedback from various key stakeholders in order to refine and finalize the required Reports.

### Deliverables

The NC is expected to deliver the following items:

1. Document on priorities SMC selection including the list of priorities/priority areas agreed by PMU and other stakeholders.
2. Document on selection of a national development plan under which the highest national SMC priorities will be integrated.

The NC together with the IC, as the team is expected to deliver the following products:

1. Final national action plan and mainstreaming roadmap (length of the main plan is not more than 30 pages) to be submitted to the PMU by December 2013
2. Final assignment report.

Followings are expected structures of the required reports:

***The National Action Plan***

* *Executive summary*
* *Background*
* *Situation and gap analysis*
* *Goals/objective and indicators*
* *Strategic NAP*
	+ *Proposed activities*
	+ *Implementation schedule*
	+ *Monitoring and evaluation*
	+ *Roadmap for mainstreaming of SMC priorities*
	+ *Resource requirements*
* *Annexes*

### Duration of assignment

Total time allocated for this assignment is around 03 months spreading over the period from May 2013 to December 2013.

The NC must work together with the international consultant to prepare detailed working plan to be submitted to the PMU for approval before commencing their assignment.

### Provision of monitoring and progress controls

The consultants will have to

* Work under the guidance of the National Project Director and under direct partnership with the project manager/coordinator;
* Submit their outputs/reports for review by the PMU and by the UNDP representative;
* Have regular meetings with the PMU to update progresses.

### Required degree of Qualifications and Experience

The NC is required to have knowledge, skills and experience as follows:

* Master degree in Chemistry, environmental science or in relevant fields;
* Minimum 10 years of work experience in sound chemical management, environmental policies, hazardous waste and relevant areas at national level;
* Having knowledge and practical work experience with Strategic Approach to International Chemical Management (SAICM),
* Good knowledge of Multilateral Environment Agreements such as Basel Convention, Montreal Protocol, Stockholm Convention, Rotterdam Convention, etc.
* Working experience in implementation of similar ODA projects. Previous experience in mainstreaming of environmental concerns into cross-sector plans/strategies will be an asset,
* Strong interpersonal and communication skill,
* Excellent in English, both in speaking and in writing report (samples must be provided).

### Admin support and reference documents

The project will provide following support to the consultant:

*Work station*: Working place will be provided to the NC at the project office at the following address:

SAICM project Office

32 Hai Ba Trung Street, Hanoi, Vietnam

*Arrangement of meetings and interviews*

* The PMU will assist the consultant to arrange interviews and meetings with key stakeholders.
* Other administrative issues such as organizing consultation workshops and provision of documents/information will be also supported by the project.

*Documentation/secondary information*

Copies of the following documents will be made accessible to the consultant upon commencement of the assignments:

* Project document;
* Inception report
* Other available documents

### Payment term

The paymentfor the NC will be made upon acknowledgement of the IC, and the acceptance and approval of the PMU on the following products:

* 30% of the total contract value is paid upon submission and full acceptance of the document on selection of sector and national SMC priorities.
* 30% of the total contract value is paid upon submission and full acceptance of the document on selection of the national development plan agreed by key stakeholdersand the draft NAP,
* The remaining (40%) of the total contract value is paid upon submission and acceptance of the final NAP and the final assignment report.

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| **10) Consultation presence required on duty station/UNDP premises** |
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