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Date: **19 September 2014**

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	02 national consultants on Green Investment Concept and Integration into SEDP in Vietnam: <ul style="list-style-type: none"><li>• National Team Leader - Economic/Policy Analysis Consultant</li><li>• National Consultant - Planning and Investment Consultant</li></ul>
Project name:	UNDP/MPI - “Sustainable Development and Climate Planning” project (ID: 00057013)
Period of assignment:	part-time, in October-December 2014

1. Submissions should be sent by email to [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org) no later than: **05 October 2014 (Hanoi time)**.

With subject line: • **National Team Leader - Economic/Policy Analysis Consultant**  
• **National Consultant - Planning and Investment Consultant**

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

**Note:** Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to [nguyen.thuy.nga@undp.org](mailto:nguyen.thuy.nga@undp.org). 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 interested consultants and

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)
- [Guidelines for CV preparation](#) (Annex V)
- [Format of financial proposal.](#) (Annex VI)

3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

- a. Technical component:
  - Letter of interest explaining why they are the most suitable for the work
  - One writing sample in English.
  - Signed Curriculum vitae with contact details of 03 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 **VND** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in [Annex VI](#).
  - 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 VND at UN Exchange Rate at the submission deadline.

**Please note:** 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

4. Evaluation:

The technical component will be evaluated using the following criteria:

<b>Team Leader-Consultant's experiences/qualification related to the services</b>	
1. A university/postgraduate degree in Development/Environmental Economics and/or development planning	<b>100</b>
2. At least 15 year work experience in planning, economics and financing development/development aid with government agencies and development partners	<b>350</b>
3. Demonstrated experience in policy development, especially in sustainable development, green growth and climate change related issues program/project planning	<b>350</b>
4. Strong writing skills, strong analytical skills and the ability to synthesize results into plans and reports. Proven consultancy track-record with roles as consultant/team leader.	<b>200</b>
<b>Total</b>	<b>1000</b>

<b>Consultant's experiences/qualification related to the services</b>	
1. A University/postgraduate degree in development economics/macro-economic field and/or planning, related sector	<b>100</b>
2. At least 15 year experience in policy development, working experience with strategy, policies, especially on climate change, green growth	<b>350</b>
3. Demonstrated experience in policy development, especially in sustainable development, green growth and climate change related issues program/project planning	<b>350</b>
4. Strong writing skills, strong analytical skills and good teamwork	<b>200</b>
<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).

Technically qualified consultants may be selected for an interview before financial evaluation.

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%.

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.

#### 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
- Release letter in case the selected consultant is government official.

## ANNEX I

### TERMS OF REFERENCE (TOR)

<b>Title:</b>	02 national consultants on Green Investment Concept and Integration into SEDP in Vietnam: <ul style="list-style-type: none"><li>• National Team Leader - Economic/Policy Analysis Consultant</li><li>• National Consultant - Planning and Investment Consultant</li></ul>
<b>Duty Station:</b>	Hanoi
<b>Duration and timing:</b>	part-time, in October-December 2014
<b>Starting date:</b>	October 2014 (tentatively)
<b>Project ID and title:</b>	UNDP/MPI - "Sustainable Development and Climate Planning" project (ID: 00057013)
<b>Reporting:</b>	Report to the UNDP Hanoi, NDP, DNPD and PC

#### 1) GENERAL BACKGROUND

GREEN economy is proven to be effective in terms of long-term economic development than BROWN economy (the one with economic exploitation and use of energy from fossil fuels and natural resources, environmental harming, biodiversity declining, climate change in the global scale and human life threatening). According to the report 'Towards a Green Economy' of UNEP in 2011, in the green investment scenario, the total capital of about 2% of global GDP (equivalent to USD 1,300 billion) is required. The calculations have shown that long-term review would improve economic efficiency and increase the total amount of wealth on the basis of maintaining and restoring the limited natural resources. Currently the countries in the world, especially in Western Europe and East Asia regions have been investing heavily in green growth strategies. China, South Korea, Japan launched the economic stimulus package after the economic crisis a few years ago are a high priority for green growth (China at 35%, Korea up to 80%). The investment focus areas of clean energy, environmentally friendly transportation, sustainable urbanization, ecological agriculture, eco-tourism, cultural industries, waste disposal, promote sustainable consumption and green lifestyle etc.

Promoting green growth in Vietnam not only fit in the current integration process, but most importantly it comes from the internal economy of the country requires the transition model: the economic growth in low quality, unsustainable development, the weak and inefficient competitiveness of the economy, the link between economic growth with the advance and social justice is still not really sustainable; the economic development depends heavily on capital and resource extraction, environmental pollution, food security, social security and complicated diseases together with impacts of climate change.

The Socio-Economic Development Strategy (SEDS) for the period from 2011 to 2020 defined clearly the need of rapid development to link with sustainable development. Governmental Directives for SEDS implementation affirmed the growth model innovation, economy restructure towards improving quality, ensuring the welfare and social security, protecting the natural resources and environment are key approaches. Thus, the selected growth-oriented development to be coincided with the criteria of green growth and green economy models of Vietnam as well as the other countries.

The Government has issued three documents important strategies including the Vietnam Sustainable Development Strategy (VSIDS), then the Vietnam Green Growth Strategy (VGGS) in

Decision 1393/QĐ-TTg in September 2012 and National Action Plan on Green Growth in Vietnam (VGGAP) in Decision No 403/QĐ-TTg in March 2014.

Ministry of Planning and Investment (MPI) is assigned as the focal point for green growth, responsible for leading and coordinating with concerned ministries, sectors and PPCs and centrally managed cities to implement the green growth strategy. Within the MPI, the Department of Science, Education, Natural Resources and Environment (DSENRE/MPI) is implementing the UNDP project “Sustainable Development and Climate Planning (SD&CP)” over the period from 2009-2014 as an instrumental part to fulfil the MPI’s successful efforts in formulating green growth policies.

The SD&CP project and other technical assistance projects provided support in conducting a number of recent studies in Vietnam such as:

- Marginal abatement cost curve (MACC) analysis for the energy sector, agricultural sector, forestry and land use change in 2011-2012;
- Climate change adaptation prioritization framework for socio-economic development planning issued by Ministry of Planning and Investment in year 2013;
- The Climate Public Expenditure and Investment Review (CPEIR) in year 2013-2014;
- Monitoring and Evaluation (M&E) indicators for GG are developing to become the evaluation tools.
- etc.

These studies help shaping Green Growth Policies and catalyzes significant changes in terms on how the country is planning and managing economic growth. It will imply a new economic framework in which environmental - as well as social externalities will have to be priced, from then to sum up the investment level for green economic development in Vietnam over time and the additional money needs to be supplemented to match with the international calculation level.

To mainstreaming green growth into development planning, DSENRE/MPI and UNDP through the SD&CP project to find practical opportunities for pushing this innovation. One of these is the public investment law that is being revised and going to be approved by the National Assembly. Implementation of this law requires a set of decrees, circulars and technical documents.

To support this, GGGI is currently helping MPI to prepare a Guideline for Green Growth in Vietnam with the overall objective to ‘provide green growth investment tools and guidelines to screen and prioritize among the available options for green growth investments in Vietnam’.

Recognizing its importance in the planning sector and based on the initial outputs by GGGI, UNDP will further support to review these outputs and provide the pro-active definitions as well as identification for green growth investments to help the planning sector to prioritize and integrate green growth into the investment policies during the development of the SEDP for next period from 2016 to 2020.

## **2) OBJECTIVES OF THE ASSIGNMENT**

The overall objective of this study is to provide the definition and identification for green growth investment to prioritize for listing in the investment planning during the development of the SEDP for next period from 2016 to 2020.

This will be achieved through the following outputs:

- Output 1: Identified definition of the green investment

- Output 2: Identified criteria to select the green investment projects

### 3) SCOPE OF WORKS

#### **Task 1: Developing the concept of the green investment projects**

Growth model towards the sustainable development which is recognized by the international community and is striving to fulfill as green growth. However, this is a new concept to almost countries, although all countries have agreed on the will, but on the awareness and understanding it is still in the process of forming.

- Review the methodologies and outputs from GGGI, and Koica study on legal and policy review for green growth;
- Review a number of green investment guidelines of key international financial institutions such as KfW, WB and others if available;
- Review green investment policy framework i.e criteria, methodology of investment approval procedures;
- Socio-economic development planning process and procedures, principles and mainstreaming mechanisms.

#### **Task 2: Identifying and guiding how to select the green investment projects**

- Drafting green investment guideline with definition and criteria of green investment;
- Identify methodology for measuring green level of investment projects;
- Green investment guideline for public investment (infrastructure, production of public commodities and services), tools (methods, criteria, indicators) for orientation, assessment and evaluation;
- Green investment guideline for key sectors: orientations for technology renovation.

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

- The assignment is anticipated as part-time support, about 120 man-days: National Team Leader for 90 working days and National Consultant - Planning and Investment Consultant for 30 days.
- The proposed duty station is Home base and in the project office.
- Detailed working schedule and estimated man-days as follows:

No.	Activities	Expected outputs	Timing
1	Review the methodologies and outputs from GGGI and others	<ul style="list-style-type: none"> <li>• Reference documents</li> <li>• Tools</li> <li>• A review report</li> <li>• Expert presentations</li> </ul>	September 2014 2 x 10 man-days
2	Draft green investment guideline	A guideline consists of: <ul style="list-style-type: none"> <li>• Definition and criteria</li> <li>• Methodology</li> </ul>	Sept-Oct 2014 1 x 10 man-days
		Review green investment policy framework	2 x 10 man-days
		Green investment guideline for public investment	1 x 20 man-days
		Green investment guideline for	1 x 20 man-days

		business investment	
3	Draft Green investment guideline for key sectors <i>(to be described in a separate TOR for sector consultants who shall be recruited later)</i>	Energy (2)	Nov 2014
		Transport (2)	
		Construction (2)	
		Agriculture (3)	
4	Conduct consultation, pilot testing and revising	Roundtable meetings for expert discussion, interview and workshops	Oct-Nov 2014 10 man-days
5	Revise and finalize the report	Guideline submitted to MPI	Nov-Dec 2014 2 x 10 man-days
	Total		<b>120 man-days</b>

## 5) FINAL PRODUCT

The final product of this assignment is the green investment guideline with

- a. Clear definition and criteria;
- b. Guideline for proposing the green growth integration into SEDP.

The report should be in both Vietnamese and English languages.

## 6) PROVISION OF MONITORING AND PROGRESS CONTROL

The assignment will supervised by the Deputy National Program Director with technical oversight from the National Technical Specialist and coordination from the Project Coordinator, in cooperation with the Head of UNDP Sustainable Development Cluster.

## 7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The consultants will be working at the SD&CP project office.

The consultants will be provided with access to:

- The Viet Nam Green Growth Strategy (VGGs) and VGGAP,
- The National Climate Change Action Plan,
- The Socio-Economic Development plan 2011-2015,
- Relevant sector master plans (PDP-VII for power supply, Agricultural and Rural Development etc.),
- The SD and CP reports if required,
- UNDP guidelines for developing Terms of References,
- Literature available on the subject.

## 8) DEGREE OF EXPERTISE AND QUALIFICATIONS

### a. National Team Leader - Economic/Policy Analysis Consultant

Main tasks will include the followings:

- Lead the team, formulate, organize and manage assignments to control quality and ensure timely delivery of outputs;
- Conduct research and analysis on Vietnam's major highly specialized policy interventions and sector specific issues for the development of the Green Growth Investment Guideline in Vietnam;
- Guide the work on the development planning related issues and ensure the planning and

investment policies are well integrated;

- Facilitate communication and liaise with project owner, partners and relevant stakeholders;
- Take lead in preparing draft and final reports based on comments from partners;
- Implement and monitor the progress and work schedule;
- Perform other related duties as required.

Qualifications:

1. A postgraduate degree in Development/Environmental Economics and/or development planning or relevant fields,
2. At least 15 year work experience in planning, economics and financing development/development aid with government agencies and development partners,
3. Experience in policy development, especially in sustainable development, green growth and climate change related issues
4. A proven consultancy track-record with roles as consultant/team leader,
5. Good writing skills in both Vietnamese and English.

b. National Consultant - Planning and Investment Consultant

Main tasks will include the followings:

- Lead on the investment and planning policies review;
- Assess level of investments required based on priority set;
- Quantity impacts on the overall investment budget and sector allocations;
- Provide planning input to the resource mobilization strategy.

Qualifications:

- A post graduate degree in investment financing, public administration or development economics;
- At least 15 years of work experience in investment planning;
- Proven track publication/consultancy in policy development, relevant to sustainable development, investment and planning, green growth, climate change and related issues;

Good writing skills, strong analytical and synthesizing results.

## **9) REVIEW TIME REQUIRED AND PAYMENT TERM**

20% upon receiving and acceptance of detailed work plan, 40% upon acceptance of an outline of the Finance/policy review; and the last installment of 40% when the final products/resource mobilization is accepted by MPI and UNDP.



## Annex V

### **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)

