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Date: 02 August 2016

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 international expert on Methods for Measuring GHG Emissions from Civil Aviation and Design Market-based Measure (MBM) System for Vietnam
Project name:	Project 00092226: Viet Nam's Green Growth Strategy (VGGS)
Period of assignment/services (if applicable):	20 working days during the period of August – December 2016

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **15 August 2016 (Hanoi time)**.

**With subject line: International expert - Measuring GHG Emissions from Civil Aviation and Design MBM System for Vietnam**

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

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 **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 the above currency at UN Exchange Rate at the submission deadline.

**4. Evaluation:**

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
	<i>Minimum Post-graduate, relevant degree</i>	<i>Mandatory</i>
	<i>Minimum 10 years of working experience Mandatory</i>	<i>Mandatory</i>
1	Expert in climate change or related field	50
2	In depth knowledge of UNFCCC negotiations, with experience as negotiator and / or extensive experience as a direct advisor of a negotiation team	250
3	In depth understanding of climate change policies and negotiation interests of different groups of developing countries	200
4	Extensive experience in delivering negotiation skills training and as workshop resource person	250
5	In depth knowledge of resource materials related to the UNFCCC process	200
6	Fluency in English	50
	<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.

1st payment: 20% of the contract value will be paid upon the submission of Output 1, with satisfactory acceptance by MOT, MPI/NPD and UNDP;

2nd payment: 40% of the contract value will be paid upon the submission of Output 2 and 3, with satisfactory acceptance by MOT, MPI/NPD and UNDP;

Final payment: 40% of the contract value will be paid upon satisfactory submission of Output 4, based on endorsement of final report by MOT, MPI/NPD and UNDP.

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.

**TERMS OF REFERENCE**

**TITLE:** An international expert on Methods for Measuring GHG Emissions from Civil Aviation and Design Market-based Measure (MBM) System for Vietnam

**COUNTRY OF ASSIGNMENT:** Viet Nam

**1) GENERAL BACKGROUND****a. Green Growth Strategy:**

In October, 2012, the Government of Viet Nam unveiled the “National Strategy on Green Growth for the period 2011- 2020 with vision to 2050” (hereafter referred to as Viet Nam’s Green Growth Strategy or VGGS) with the objective of orienting its development trajectory towards a green economy. The VGGS defines green growth as an important part of sustainable development that ensures rapid, effective, sustainable economic development and significantly contributes to the implementation of Viet Nam’s national strategy on climate change. It establishes the objectives for low carbon green growth and identifies three strategic tasks:

- Reducing greenhouse gas (GHG) emissions: Greening the economy to implement joint efforts on climate change adaptation and mitigation
- Greening production: Restructuring the economy towards in-depth development, reduction of use of natural resources, intensification of eco-industries and environmental services, and renovation of technologies (or the supply aspect of the economy)
- Greening lifestyles and consumption: Establishing green ways of life and sustainable consumption (or the demand aspect of the economy)

Following the official adoption of VGGS in 2012, the Government of Viet Nam issued the Viet Nam National Action Plan on Green Growth (VGGAP) in March 2014 through Prime Minister Decision No. 403/QĐ-TTg. The VGGAP (2014-2020) outlines 66 distinct intervention areas (programs, projects) and related responsibilities among Ministries, Departments and Agencies (both leading and collaborating) for designing and implementing these initiatives. According to the GGAP, these activities are categorized into four key areas: (1) awareness raising; (2) institutional improvement; (3) economic restructuring in sectors, localities and enterprises; (4) innovative technologies.

The Ministry of Planning and Investment (MPI) is assigned as the focal point for green growth, responsible for leading and coordinating with ministries, sectors and Provincial People’s Committees (PPC) and centrally managed cities to implement the Green Growth Strategy and Action Plan. Within MPI, the Department of Science, Education, Natural Resources and Environment (DSENRE/MPI) is implementing with UNDP the project “Strengthening Capacity and Institutional Reform for Green Growth and Sustainable Development in Viet Nam (CIGG)” to support MPI’s efforts to advance the implementation of the VGGS and VGGAP.

**b. GHG Emissions from Civil Aviation Sector**

IATA forecasts that, globally, airlines expect to see a 31% increase in passenger numbers between 2012 and 2017. By 2017, total passenger numbers are expected to rise to 3.91 billion—an increase of 930 million passengers over the 2.98 billion carried in 2012, with the Asia-Pacific will see the strongest international passenger growth. IATA ranks Viet Nam’s airline market as having the third highest rate of growth globally.

In Viet Nam, the aviation market had achieved high growth at an average rate of 14.5% over 2001-14. There has been a steady increase in passenger traffic in the aviation sector, from 14.3 million in 2010 to 18.2 million in 2013. IATA forecasts Vietnam’s aviation market having the 7th fastest growth in the 2013-

2017 period, with annual growth rates of 6.9% and 6.6% expected for international passengers and freight.

As aviation in Viet Nam continues to grow at rates that risk to outstrip the ability of technological and operational improvements in environmental performance to keep pace, concerted action is needed to accelerate reforms in accordance with Vietnam's Green Growth Strategy.

The aviation impact on climate change mainly stems from CO<sub>2</sub>, NO<sub>x</sub> and contrails and cirrus clouds. CO<sub>2</sub> emissions are by far largest<sup>1</sup>. According to the Intergovernmental Panel on Climate Change (IPCC) and the International Energy Agency (IEA), global aviation currently accounts for 2% of global GHG emissions, with current trends indicated that it will account for approximately 4% by 2050.

Some representative figures for CO<sub>2</sub> emissions based on average direct emissions (not accounting for high-altitude radiative effects) of airliners expressed as CO<sub>2</sub> and CO<sub>2</sub> equivalent per passenger kilometre:

- Domestic, short distance, less than 463 km (288 mi): 257 g/km CO<sub>2</sub> or 259 g/km (14.7 oz/mile) CO<sub>2e</sub>
- Domestic, long distance, greater than 463 km (288 mi): 177 g/km CO<sub>2</sub> or 178 g/km (10.1 oz/mile) CO<sub>2e</sub>
- Long distance flights: 113 g/km CO<sub>2</sub> or 114 g/km (6.5 oz/mile) CO<sub>2e</sub>

The IPCC has estimated that aviation is responsible for around 3.5% of anthropogenic climate change, a figure which includes both CO<sub>2</sub> and non-CO<sub>2</sub> induced effects. The IPCC has produced scenarios estimating what this figure could be in 2050. The central case estimate is that aviation's contribution could grow to 5% of the total contribution by 2050 if action is not taken to tackle these emissions, though the highest scenario is 15%.

## 2) OBJECTIVES OF THE ASSIGNMENT

**Objective:** The objective of this assignment is to “Develop Methods for Measuring GHG Emissions from Civil Aviation”, including measurement of a baseline reference level against which GHG reduction efforts can be assessed, and design of a market-based measure (MBM) system for Vietnam in accordance with international good practice.

## 3) SCOPE, OUTPUTS AND ACTIVITIES

**Outputs:** The lead international consultant will be responsible for the overall quality and timeliness of the outputs, work planning and collaboration with the 3 national consultants. The international consultant will be responsible for submitting the following outputs to MOT, CAAV, and MPI/UNDP PMU

- Output 1: An inception report including a) Review the framework for measuring GHG emissions from civil aviation, including detailed analysis of GHG emissions across the civil aviation sector from 2010 onwards, prepared by the national consultant team, and b) proposed design of market-based measure (MBM) system for Vietnam. Based on good international practice and lessons learned, the inception report will review the protocols and procedures for data collection, required data format and calculation of emission factors, and propose guidelines to facilitate the regular collection of GHG emissions data from the civil aviation sector. The inception report will also describe the proposed design of a market-based measure (MBM) system in accordance with ICAO and international guidelines for carbon off-setting, and in alignment with existing MRV and carbon off-set schemes in Vietnam. The inception report and draft framework will be limited to a minimum of 25 pages, excluding annexes.

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<sup>1</sup> In attempting to aggregate and quantify the total climate impact of aircraft emissions the IPCC has estimated that aviation's total climate impact is some 2-4 times that of its direct CO<sub>2</sub> emissions alone (excluding the potential impact of cirrus cloud enhancement).

- Output 2: Support the national consultant team to prepare materials for a consultation workshops with MOT, CAAV, airline and airport authorities, and other relevant stakeholders to present and seek stakeholder feedback on the inception report and proposed framework for measuring GHG emissions and MBM system.
- Output 3: Submission of the draft design of a market-based measure (MBM) system for Vietnam in accordance with international good practice
- Output 4: Submission of the final report of MBM design, including guideline and recommendations, to measure GHG emissions from civil aviation sector and design of MBM system for Vietnam.

#### **Schedule of outputs**

<b>S/N</b>	<b>Output</b>	<b>Due Date</b>
1	Inception Report and Draft Framework	September 1, 2016
2	Workshop Presentation and Proceedings	September 30, 2016
3	Draft Framework for Data Collection and Measurement	October 10, 2016
4	Final Framework for Data Collection and Measurement	November 30, 2016

The outputs described above will be undertaken in accordance with the following phases:

#### **a. Preparatory phase:**

- 1) Undertake necessary analysis of institutions, capacity, policies and practices in the aviation sector in Vietnam;
- 2) Review latest guidance on collection of GHG emission data and MBM in civil aviation sector;
- 3) Become familiar with stakeholders, current practices, and performance indicators in aviation sector and related aviation services in Vietnam.

#### **Data collection and design phases:**

- 1) Ensure coordination with related activities, including transportation, MRV, carbon offsets, CDM, energy and other activities affecting the aviation sector;
- 2) Facilitate interactions with all concerned national agencies (governmental, private and non-governmental);
- 3) Support stakeholder analysis and collect documents and data;
- 4) Organize and facilitate consultations, as appropriate;
- 5) Provide ongoing guidance on reducing GHG emissions in the aviation sector and designing MBM system suitable to Vietnam's context;
- 6) Identify low-cost options for regular collection of GHG emission data in the civil aviation sector and implementation of MBM system.

#### **Report drafting phase:**

- 1) Ensure production of the framework for measurement of GHG emissions in the civil aviation sector and proposed design of MBM system.
- 2) Help prepare supporting documentation for consultation and for submission to senior decision-makers and policy makers;
- 3) Continuously support CAAV as leader of the taskforce.

#### **4) DURATION OF ASSIGNMENT, DUTY STATION**

In total, the assignment is estimated to be 20 working days spread over the period of August 15-December 15, 2016. The work can be mainly done from home base with a 5-day field trip to Ha Noi in quarter 4 of 2016. The international consultant may make use of the CIGG project office, or facilities to be determined by the CAAV during the field trip in Vietnam.

A teleconference may be held between external experts, MOT, CAAV, UNDP Viet Nam, the international and

national technical advisors in MPI's Project Management Unit (PMU) for the CIGG project, and national consultants.

## **5) SUPERVISION AND MONITORING**

The assignment will be supervised by MOT, CAAV, the Deputy National Program Director/MPI, UNDP Viet Nam and the international and national technical advisors in MPI's Project Management Unit (PMU) for the CIGG project.

In addition to coordination with MOT, the consultants are also required to regularly report to UNDP and MPI's Project Management Unit (PMU) on the progress of the work based on agreed work-plan and approach. To this end, the consultants will provide a monthly progress and achievement report of approximately one page.

The consultants will also submit all primary data collected, presentations, and other relevant materials to MOT, CAAV and the MPI/UNDP PMU.

## **6) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- Advance degree in transport, aviation, engineering, and/or relevant fields;
- At least 20 years of working experience in above fields with ICAO, CAAV, and/or airline companies;
- Previous experience in measurement of GHG emissions in civil aviation sector;
- Strong inter-personal skills, good team player, ability to coordinate work, self-starter, strong communication and facilitation skills;
- Proficiency in both spoken and written English.

## **7) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

The consultants will be primarily home-based, but may make use of the CIGG project office, or facilities to be determined by the MOT.

The consultants will be provided with access to:

- Viet Nam Green Growth Strategy (VGGS) and VGGAP
- National Climate Change Action Plan
- Relevant sector master plans
- Reports from MOT and CAAV

## **8) REVIEW TIME REQUIRED AND PAYMENT TERMS**

- The first instalment of 20% of the contract value will be paid upon the submission of Output 1, with satisfactory acceptance by MOT, MPI/NPD and UNDP.
- The second instalment of 40% of the contract value will be paid upon the submission of Output 2 and 3, with satisfactory acceptance by MOT, MPI/NPD and UNDP.
- The final payment of 40% will be paid upon satisfactory submission of Output 4, based on endorsement of final report by MOT, MPI/NPD and UNDP.

## **9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☒ NONE      ☐ 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).

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Number of days</b>	<b>Rate (USD)</b>	<b>Total</b>
1	Consultancy fee			
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).....			
	<b>TOTAL</b>			

*\* 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