PROCUREMENT NOTICE OF NATIONAL TECHNICAL EXPERT IN CHEMICAL FERTILIZER SECTOR

Project Title:	"Strengthening Capacity on Climate Change Initiatives in the Industry and Trade sectors" (CCIT).
Description of the assignment:	National expert to support international consultant (i) identify and recommend greenhouse gas mitigation potential and GHG reduction targets in chemical fertilizer sector for drafting the MOIT Green Growth Action Plan (ii) support MOIT in formulating the Green Growth Action Plan implementing the Green Growth Strategy during 2014-2020.
Duration of assignment:	35 working days (UN-EU cost norm 2013 will be referred to apply).

1. Interested consultant must submit the following documents and information to demonstrate their qualifications:
   - A technical proposal: Signed Curriculum vitae, cover letter expression of interest, explaining why he/she is the most suitable for the work.
   - A financial proposal: all-inclusive fixed Lump Sum contract price.
2. Proposals should be should be sent by email to: ccitisea@gmail.com or submitted at: CCIT Project Office, Unit 401, 30 Nguyen Du, Hai Ba Trung District, Hanoi no later than 17:00 hrs. September 26th 2014, with subject line: ***Application for the National Technical Expert in chemical fertilizer sector*** post.

   Proposals must remain valid for a minimum of 90 days.
3. Please find attached the detailed Term of Reference for the post.

Terms of Reference

National Technical Expert to support MOIT develop Green Growth Action Plan by proposing quantitative GHG emission reduction target(s) in chemical fertilizer sector.

1) Background and context

The Government of Vietnam has made significant efforts in responding to the challenges of climate change. An example of this is the Green Growth Strategy takes three strategic directions: low-carbon development trajectories; green production and restoring of natural assets; and the stimulation of green lifestyles. The Green Growth Strategy provides Vietnam's voluntary emission reduction targets and assists to transform current development patterns towards sustainable development.

In July, 2012, the UNDP Project entitled "Strengthening capacity on climate change initiatives in the Industry and Trade sectors" (CCIT) was signed by the Prime Minister of Vietnam. This 4-year project will assist Ministry of Industry and Trade (MOIT), as well as other relevant ministries and industry stakeholders, to raise awareness about climate change, undertake analysis of the current environment in which industry operates and work to address the challenges posed by climate change and take advantage of the potential opportunities it offers.

In September 2012, the Prime Minister of Vietnam approved the Vietnam Green Growth Strategy (VGGS) which is now supported by a national Green Growth Action Plan (GGAP) and forthcoming Green Growth Action Plans for each line ministry under the VGGS.

Presently, MOIT has started to develop its action plan on green growth to contribute to the common national efforts to implement VGGS. A key goal of green growth action plan(s) will be to quantitative greenhouse gas (GHG) emission reduction targets set forth for the sectors and industries under MOIT's mandate. The Industrial Safety Techniques and Environment Agency (ISEA) of MOIT as the implementing agency will chair this assignment in coordination with Department of Science and Technology (DST) of MOIT.

To support MOIT develop its GGAP, the CCIT project will provide expert inputs for setting GHG emission reduction targets in some key sectors, and for formulation of the draft MOIT GGAP that will be submitted to MOIT Minister for approval by the end of December 2014.

Initially, MOIT will focus on GHG reduction target setting in 3 sectors (chemical fertilizer, steel, and coal fired power generation). By early 2015, other sectors under MOIT mandate may be added for this work.

A national technical expert in chemical fertilizer sector will be recruited to work as a member of an expert team, consisting of one international expert (IC)/team leader and 4 other national sector experts (NSEs), to support MOIT in completing draft MOIT GGAP. The designed tasks under this assignment is the continuation of the previous tasks implemented within the CCIT project on the assessment of the chemical fertilizer sector. The common plan for the team is summarized in Annex 1.

2) Objective of the assignment and expected deliverables

The overall objective is to provide technical and evidence based support to MOIT in developing draft GGAP, so that the VGGS can be implemented within MOIT during 2014-2020. A key item of the MOIT's draft GGAP will be specific GHG reduction targets for the sectors and industries under MOIT's mandate.

Specific objective of the assignment is:

- To develop evidence based baseline and a quantitative and achievable GHG emission reduction target(s) for chemical fertilizer sector in Vietnam until 2020 and perspective target(s) by 2030.
- To support the IC/team leader and the NSEs in the overall formulation of the MOIT GGAP whereby supporting the VGGS and national GGAP.

Expected key deliverables

- A technical report in Vietnamese and English with evidence based baseline and proposed GHG emission reduction targets set for the chemical fertilizer sector in Vietnam for the period 2014-2020 with perspective targets for 2030.
- Presentations of the result/outputs and analysis to present at technical consultation meetings and workshops.
- Revision as part of the team's inputs, where relevant, to the sector expert's report and draft MOIT's GGAP 2014-2020 (Phase II).

3) Scope of work and specific activities

The scope of assignments to the national technical expert in chemical fertilizer sector will consist of following key works:

- To present methodology, model to be used, data and information required, and tentative work plan at the technical consultation meeting to be chaired by PMU, DST and UNDP.
- To begin with data available under existing CCIT project, and to collect secondary data, where necessary, to validate and to consolidate the existing study results of similar TA/projects on GHG inventory and mitigation potential assessment at national level.
- To develop a GHG emission baseline(s) of the chemical fertilizer sector in Vietnam until 2020 and to propose perspective GHG emission reduction target(s) by 2030.
- To assess and quantify three scenarios for GHG reduction in the fertilizer sector (low, medium and high reduction) compared with the baseline in order to propose the GHG emission reduction targets as a part of MOIT GGAP, using models developed by CCIT chemical fertilizer assessment team; using MACC approach for GHG reduction cost estimate, assumptions and three scenarios to assess GHG reduction potential.
- To prepare a comprehensive technical report with evidences for the proposed GHG emission reduction targets set for the chemical fertilizer sector in Vietnam for the period 2014-2020 and perspective targets by 2030. The report will deliver a thorough understanding of the current landscape and completed/on-going activities for the GHG baselines and reduction measurements for chemical fertilizer sector in Vietnam and shape these activities into the context of draft MOIT GGAP. Further research and stakeholder consultations will be conducted, as necessary, on the GHG baseline and reduction targets.
- To respond and incorporate comments and inputs collected from technical consultation meetings and workshops into Technical Report and final draft MOIT GGAP, where relevant.

Overall, this expert will primarily focus on phase I of the Common Plan related to chemical fertilizer sector; with some contribution to the phase II as it relates to this sector.

4) Deliverables and timeline:

- October 15, 2014: A written summary in Vietnamese and English of methodology and implementation plan presented to a technical consultation workshop chaired by ISEA with participation of CCIT Project Management Unit (PMU), DST, UNDP, external experts and technical focal points in line ministries.

- November 15, 2014: A technical workshop to update on the progress and to address emerging challenges and other issues, organized by PMU, ISEA, DST and UNDP.
- December 15, 2014: A final consultation meeting with ISEA, DST, UNDP and PMU on draft comprehensive technical report with evidences based baseline and proposed GHG emission reduction targets set for chemical fertilizer sector in Vietnam for the period 2014-2020 and perspective targets by 2030; followed by finalization of the draft for submission to the Minister.

5) Assignment duration

The assignment is expected to start from 1 October 2014 and all deliverables will be submitted by 30 December 2014.

6) Team constellation and duration

The national technical expert in chemical fertilizer sector will be contracted for 35 days and will work closely work with IC/team leader and Energy Modelling Expert (as needed). This team will also collaborate with other team members working on Steel and Coal Fired Power Generation/Energy sectors in terms of delivery of phase II of the Common Team Plan.

The national technical expert in chemical fertilizer sector will closely work with IC/Team Leader and others to assist MOIT in preparing and facilitation of two stakeholder consultation workshops. This Expert will collect and incorporate comments/inputs from the technical consultation meeting and workshop into the Technical Report and draft MOIT GGAP, where relevant.

7) Administrative support and reference documents

CCIT PMU and UNDP will assist the national technical expert in chemical fertilizer sector on practical issues for carrying out the assignment, including collecting various relevant and available documents.

Provision of monitoring and progress controls:

The national technical expert in chemical fertilizer sector will work under the supervision and management by the National Project Director (NPD) with quality assurance of CCIT Project's International Technical Advisor (ITA) and UNDP staff as regulated in the Vietnam-United Nations Harmonised Programme and Project Management Guidelines (HPPMG). The PMU staff will be charge of the daily management in collaboration with ISEA and UNDP. Administrative support will be provided by PMU personnel.

Meetings and progress reports should be conducted with PMU and UNDP staff as requested.

Quality management:

Qualitative criteria: PMU and UNDP staff will be quality reviewers of the ongoing assessment and the draft and final assessment report.

8) Required qualifications

The national consultant must be able to document the following experiences and expertise:

Consultant's experiences/qualification related to the services		
		Max points
1	University degree (MA or equivalent) in chemical, economics, political science, engineering or natural science.	**100**
2	Comprehensive technical knowledge and work experience in industrial production and technical assessments of implementation of GHG mitigation technologies and options. Related experience in chemical fertilizer sub-sector and master plan development work is an advantage.	**400**
3	Experience in carrying out technical studies and analysis for identifying cost efficient energy and GHG mitigation options in Vietnam.	**300**
4	A proven track record working with UNDP (or other international organizations) supported projects.	**100**
5	Fluency in written and spoken Vietnamese and English (at least one writing sample must be provided for assessment).	**100**
	Total	**1000**

9. Payment terms

Three instalments after completion of each phase of work; and acceptance of outputs by PMU and UNDP, as follows:

- 20% upon acceptance of the detailed implementation plan of the assignment and the proposed step-wise methodology.
- 40% upon acceptance of the draft Initial Technical Report.
- 40% upon acceptance of a final draft Technical Report.

Annex 1: Implementation plan for the overall assignment (not only focused on the national technical expert in chemical fertilizer sector)

Phase I: Technical Assessment (GHG baseline and target setting):

Task 1: Formulation of detailed methodology

- Formulate a detailed methodology for identifying the GHG baseline levels, reduction potential and target setting in the energy, steel and chemical fertilizer sectors. The methodology will validate and advance on the ongoing sectors work under CCIT project; will include a detailed analysis of sectors. In addition to the GHG reduction potential and target setting, the methodology will also include an assessment of marginal abatement costs of various reduction options. Identification of optimal level of reductions; political mandate and human resources of MOIT to achieve and monitor/report the reduction targets should also be included in the methodology and subsequent formulation of reduction targets.

Task 2: Desk review of the existing studies for GHG reductions:

- Conduct a comprehensive desk review previous/ongoing assessments for GHG baseline and reduction options in 3 sectors.

Task 3: Empirical data collection for further detailed analysis

- Collect/validate international and national data for the GHG baseline setting and identification of reduction target setting for 3 sectors.

Task 4: Stakeholder consultations

- Consult with stakeholders and sector experts, state agencies and donors involved in 3 sectors related and general climate change mitigation activities in Vietnam.
    - The consultations will focus on collecting/validating information for the technical assessment, foster knowledge sharing among key stakeholders and create consensus (where possible) on the GHG baseline levels and reduction targets for draft MOIT GGAP.
    - NSEs will participate in an initial technical consultation workshop discussing methodology and initial data of the whole team (chemical fertilizer, steel and energy sectors).
    - NSEs will participate in a final workshop reflecting results of Task 5 (targets) as the output of phase I as well results of phase II detailed below.

Task 5: Detailed assessment of 3 sectors for GHG target setting

- The assessment must incorporate existing studies and develop further quantitative analysis on GHG baselines and reduction options. The applied analytical approach must be based on internationally recognized methodologies such as value chain analysis, MACC assessments, LEAP modelling, etc. The detailed analysis must include technical GHG reduction potential, recommend/optimal reduction potentials, and estimated costs of the reductions.

Phase II: Consolidation of results produced by experts and formulation of draft MOIT GGAP

Task 1: The national technical expert in chemical fertilizer sector will support the national policy and legal expert review and evaluate the legal documents related to green growth including 14 activities assigned to MOIT and related activities in the National Action Plan on Green Growth that was approved by the Prime Minister by Decision No. 403/QD-TTg on March 20th, 2014 (as it relates to the chemical fertilizer sector).

Task 2: The national technical expert in chemical fertilizer sector will support the national policy and legal expert and cooperate with other NSEs to evaluate and compare the results obtained under phase I with the current legal documents to develop the MOIT GGAP for 2014-2020.

Task 3: The national policy and legal expert and IC will incorporate comments/inputs from related stakeholders to modify and supplement contents and complete documents for chemical fertilizer sector.

Task 4: The national policy and legal expert will draft and design MOIT GGAP during 2014-2020 for MOIT's later submission to the Minister of MOIT by the end of December 2014.