
Technical Cooperation	Project no.:
Support to Vietnam for the Implementation of the Paris Agreement	12.9048.5-001.00

Assignment title: Consultancy services to support the Government of Viet Nam in implementing the Paris Agreement and developing NAMAs

Objective: The contractor provides a Technical Team Leader and a pool of Short Term Experts to support GIZ and its counterparts in Viet Nam in the implementation of the Paris Agreement in Viet Nam, including in the design of mitigation actions and support for development of a more ambitious NDC.

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List of abbreviations

AV	Project director
BAU	Business-as-usual
BMU	German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety
BUR	Biennial Update Report
CDM	Clean Development Mechanism
COP	Conference of the Parties
CV	Curriculum Vitae
DCC	Department of Climate Change (in MONRE)
GHG	Greenhouse Gas
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
KP	Kyoto Protocol
MARD	Ministry of Agriculture and Rural Development
MOC	Ministry of Construction
MONRE	Ministry of Natural Resources and Environment
MOT	Ministry of Transport
MPI	Ministry of Planning and Investment
MRV	Measurement, reporting, verification
NAMA	Nationally Appropriate Mitigation Action
NDC	Nationally Determined Contributions
PA	Paris Agreement
PIPA	Plan for implementation of the Paris Agreement
STE	Short-term experts
ToR	Terms of reference
UNFCCC	United Nations Framework Convention on Climate Change
WP	Work packages

1 Background Information

1.1 Climate Change Policy in Viet Nam

Viet Nam is a middle-income country that has been witnessing a significant increase in greenhouse gas emissions in recent years. Between 1990 and 2016, CO₂ emissions in Viet Nam have increased tenfold. In 2016, Viet Nam was responsible for 206 million t CO₂¹, which translated to just above 2t CO₂ per capita. Overall greenhouse gas (GHG) emissions in the same period almost tripled, amounting to 295 million t CO₂e in 2016, or 3.26 t CO₂e per capita (excluding LULUCF).

Viet Nam is member to all international treaties for dealing with climate change and has taken measures to implement them. It ratified the **United Nations Framework Convention on Climate Change (UNFCCC)** in 1994 and the **Kyoto Protocol (KP)** in 2002. The plan for the implementation of the UNFCCC and the KP was approved in 2007, followed by the establishment of the National Steering Committee for the implementation of the UNFCCC and KP. In October 2016, Viet Nam ratified the **Paris Agreement (PA)** and issued a Plan to implement the Agreement (PIPA).

So far, policy response to climate change has been considerable, but limited to discrete climate change plans and strategies: Core climate change policies in Viet Nam are the National Climate Change Strategy (NCCS, 2011), the Green Growth Strategy (VGGs, 2012) and related Action Plans to implement those strategies (2012, 2014). These policies are supported by programs such as the National Target Program to Respond to Climate Change (NTP-RCC), the donor-funded Support Program to Respond to Climate Change (SP-RCC), as well as other projects on mitigation and adaptation. Accordingly, at sector level, line ministries and localities also developed their action plans to respond to climate change and promote green growth.

However, while Viet Nam has elaborated strategies and plans to address climate change in all major sectors, efforts to mainstream these issues into sector policies and plans on national or subnational level have so far not been pursued. What is more, budgetary allocation to climate change issues remains insufficient: In 2015, an analysis of the public budget regarding public spending for climate change issues revealed that only 0.1 % of the GDP was spent on climate change while it was estimated that 1.0 % was needed.

In 2013, the 19th Conference of the Parties to the UNFCCC (COP 19) invited all Parties to prepare **Intended Nationally Determined Contributions (INDCs)**, illustrating what countries set out to do in terms of mitigation and adaptation, which adds to the achievement of the objectives of the Convention. In September 2015, before the start of COP 21, Viet Nam submitted its INDC to the UNFCCC, including, for the first time, an official commitment to reduce its GHG emissions. The elaboration of the INDC was supported by the GIZ Project “Creation of an Overarching Framework for NAMAs and MRV in Vietnam” (short: “NAMA Project”).

With the entry into force of the Paris Agreement, INDCs have become **Nationally Determined Contributions (NDCs)**. In its NDC, Viet Nam pledges to unconditionally reduce GHG emissions by 8% compared to business-as-usual (BAU) until 2030, and by 25% if bilateral and multilateral support is granted (conditional target). To fulfil these commitments, Viet Nam ratified the Paris Agreement and issued a Plan for the implementation of the Agreement in Viet

¹ <http://edgar.jrc.ec.europa.eu/overview.php?v=CO2andGHG1970-2016>

Nam (PIPA, October 2016), which identifies major activities and solutions to be implemented until 2020 and 2030. The PIPA also mandates the Ministry of Natural Resources and Environment (MONRE) to implement a system, which establishes transparency regarding GHG emissions, to improve access to international finance for climate change projects, and to elaborate a climate change law. This law will also allow for more clarity regarding responsibilities and the institutional structure that will govern the Vietnamese climate change response, including participatory approaches to give a voice to stakeholders and provinces.

Viet Nam also continues to develop Nationally Appropriate Mitigation Actions (NAMAs) and will seek domestic and international finance for them and start implementation. So far, mitigation options for key sectors have been identified in Viet Nam's Second National Communication to the United Nation Framework Convention on Climate Change (UNFCCC) in 2010 and Viet Nam's Biennial Update Reports (BUR) to the UNFCCC (2014 and 2017). Viet Nam will advance these options and develop them into bankable NAMAs. NAMA development processes are already under way in numerous sectors, such as the cement, transport and textile sector.

Viet Nam has started to review and up-date its NDC conforming to UNFCCC requirements. The review and update of Viet Nam's NDC is expected to be completed in 2019. At the same time, Viet Nam is working on its third National Communication which is expected to be handed in to the UNFCCC in 2018.

Viet Nam is an active member of the NDC Partnership² with representatives of MONRE and the Ministry of Planning and Industry (MPI) participating in the Steering Committee of the Partnership.

1.2 Project description of the GIZ Project “Support to Vietnam for the Implementation of the Paris Agreement”

The GIZ project “Support to Vietnam for the Implementation of the Paris Agreement” (short: “SIPA”) follows and builds upon the GIZ NAMA Project in Viet Nam, which is scheduled to close in the second half of 2018. It will support the Vietnamese government in the implementation of its climate change targets in the context of the Paris Agreement, as laid out in its NDC. It will advise MONRE in the revision of its NDC and in the mainstreaming of its climate change related targets into sector policies and strategies. The project will also support MONRE in living up to its role as the national climate change policy coordinator, and in elaborating the climate change law as well as a long-term climate change strategy, which will determine the required framework for achieving the country's targets and living up to the expectations of the Paris Agreement. Above all, the project will also support Viet Nam in elaborating bankable NAMAs, mobilising domestic finance for them and possibly handing them in to international climate funds. The entirety of these activities **will allow Viet Nam to implement an ambitious climate policy and achieve its NDC targets** (outcome). In the long term, this will lead to the decarbonisation of the Vietnamese economy entailing significant

² Launched at COP22 in Marrakesh, the NDC Partnership aims to enhance cooperation so that countries have access to the technical knowledge and financial support they need to achieve large-scale climate and sustainable development targets as quickly and effectively as possible.

social and environmental co-benefits and benefits when it comes to the adaptation to climate change (impact).

To achieve these objectives, the SIPA Project will deliver five outputs, three of which (outputs 1, 2 and 4) are relevant for the service provision in this tender:

Output 1 concerns the review of the Vietnamese NDC and the support of MONRE for the upcoming Global Stocktaking and participation in the Talanoa Dialogue. MONRE is also supported in taking on its role as a national coordinator of climate change issues, including its active involvement in international fora like the UNFCCC climate negotiations and the NDC Partnership. The aim of this work package is to increase the level of ambition of the new NDC compared to the existing one, as well as to plan and prepare for the Global Stocktake.

Output 2 involves the development of a Climate Change Law, a long-term national climate change strategy and the mainstreaming of climate change issues into sector policies. The Climate Change Law will fix NDC targets in national legislation. The long-term strategy will be developed according to UNFCCC requirements and with the aim of providing a long-term vision which will guide climate change policy in the upcoming decades. GIZ will also support MONRE and one sector ministry in establishing a sector-wide MRV system, which will increase the transparency of emissions and mitigation actions in that sector. The result of the work carried out in output 2 will be an exhaustive incorporation of international requirements (in particular NDC & PA) into national law.

Output 4 aims at developing five bankable NAMAs in different (sub-)sectors, aiming to submit three of them in for international funding (e.g. international climate funds such as the Green Climate Fund, or bilateral donors) and mobilizing domestic funding for two of them (unilateral NAMAs). This work will make use of experiences gained through the development of two NAMAs under the GIZ NAMA Project (in the transport and textile sectors). These five NAMAs will be jointly developed by GIZ and line ministries, coordinated by MONRE. Two of the NAMAs will be unilateral NAMAs in order to demonstrate that mitigation measures are feasible and attractive even without international funding.

The duration of the overall project is from October 2018 to June 2022.

2 Terms of Reference

2.1 General information on the required support

The contractor³ shall support the successful implementation of the SIPA Project in the aforementioned areas and specifically on the topics and tasks detailed below in close coordination and consultation with the project director (AV), who directly reports to BMU, and the project team. Individual tasks will be defined in a special conditions form (draft attached in Annex 1) when required.

The contractor is responsible for the **provision of one Team Leader, Pools of short-term experts, and short-term experts** (see below under Section 3), for reporting according to the conditions of GIZ, facilitating the logistics and assuring high quality deliverables (see details below), who can be deployed flexibly according to the specific demand of the project. Experts assigned to the pool are required to work on specific technical tasks as well as to provide

³ Bidders may be consulting firms and/or consortia of consulting firms.

conceptual know-how and expertise (for example on methodological concepts and instruments) to support policy advice to project partners and beneficiaries. Furthermore, STEs can be involved in the capacity development of partner institutions and individuals (e.g. trainings, study tours). Places of assignment will be agreed upon among GIZ and the contractor on a case by case basis.

The contractor should have worked on similar issues in other countries to be able to draw lessons from this experience. The contractor mandatorily needs to demonstrate adequate technical knowledge and experience in the required topics in order to be able to fulfil the tasks. The team of the contractor as well as the contractor itself have to be capable to respond to changes flexibly and create processes of change jointly with the GIZ team.

2.2 Specification of topics

The tasks to be carried out by the contractor contribute to the achievement of the aforementioned project outputs (see section 1.2).

2.2.1 The Paris Agreement, Nationally Determined Contributions (NDCs) and climate change negotiations under the UNFCCC

Globally, the PA aims at limiting global warming to between 1.5 and 2 degrees C° above pre-industrial levels. By doing so, Parties to the UNFCCC will transform their development paradigms and set course towards sustainable development. NDCs summarize which targets a country has set itself for the time after 2020 and which efforts it is taking to achieve them. Each Party is required by the PA (Article 4, paragraph 2) to prepare an NDC, hand it in to the UNFCCC, and subsequently review and up-date their NDCs every five years with increasing levels of ambition. Viet Nam has started the process to review and update its NDC in mid-2017, with a view to submitting a reworked NDC to UNFCCC by late 2019.

In order to achieve their NDCs' targets, Parties are required to pursue domestic mitigation measures which need to add up to achieve the global long-term goals of the PA. This is why an adequate ambition level is paramount to NDCs. To this end, NDCs need to be based on robust data concerning emissions and the economy, an adequate estimation of the impact of individual mitigation measures, a holistic approach towards mitigation, and a broad consensus regarding its vision, to name just a few.

Achieving the long-term targets of the PA requires rapid action to reduce emissions and achieve a balance between anthropogenic emissions and removals by sinks of GHGs in the second half of this century. Emission reduction measures should furthermore contribute to the sustainable and economic development of parties and to the eradication of poverty. This is made possible because many or even most emission reduction options entail co-benefits in a number of areas, as regards environmental, social or economic issues.

Parties under the Convention have agreed to convene a facilitative dialogue in 2018 to take stock of their collective efforts and estimate their collective progress towards achieving the long-term goals of the PA (the so-called "Talanoa dialogue"). It serves as a "test" for the Global Stocktake, which will take place from 2023 for the first time and then every five years to inform the preparation of the next round of NDCs, allowing for increased ambition to achieve the long-term goals.

The Talanoa dialogue and the Global Stocktake are new to all Parties, just as the preparation of NDCs is still relatively new. Viet Nam needs support in these issues to expand its capacities and be able to effectively undertake all steps to fulfil the requirements of the UNFCCC and actively take part in the negotiations and other international fora. The SIPA Project will

therefore support Viet Nam in this undertaking with the contractor delivering substantial parts of the support.

2.2.2 Mainstreaming Climate Change into national and sector policies, coordination of climate change on a national level

The achievement of climate change targets and the implementation of related policies is inherently linked to all sectors of the economy and of development efforts. Climate change affects every area of life and can therefore not be treated as a merely environmental issue. Climate change issues thus need to be integrated in a coherent way into national planning and development considerations in all sectors and at all governmental levels. This allows development institutions and governmental players of all kinds to include climate change concerns into their decisions, changing the way investment decisions and actions are taken. Mainstreaming modifies the way development occurs. It allows governments to spread climate change action from individual projects to the overall economy as it embeds climate change issues into regular national and sector development planning and budgeting.

Mainstreaming makes climate change action more effective and more efficient while at the same time increasing its sustainability by ensuring that action will be taken in the years to come. To this end, mainstreaming measures should be accompanied by efforts of institutional strengthening and capacity building.

When done well, mainstreaming ensures that climate change response and development efforts go hand in hand, attuning climate change measures to the long-term development targets of the country.

In Viet Nam, climate change action has so far had an additional character rather than an integrated one. It is the aim of the SIPA Project to change this by helping Viet Nam to mainstream its policies. The contractor will work in close collaboration with the project and with national consultants to do preparatory work for the drafting of a Climate Change Law, a long-term climate change strategy and to mainstream climate change issues into at least one sector programme or strategy. In addition, the project team and the consultants will help Viet Nam implement an MRV system for emissions and emission reductions in a sector that is still to be selected. This will increase the transparency of action in this sector and lay a basis for MRV systems to be developed in other sectors.

2.2.3 Nationally Appropriate Mitigation Action (NAMAs) incl. their funding

Parties under the UNFCCC are obliged to implement measures to achieve the emission reduction targets set out in their NDC. These measures are supposed to be nationally appropriate, meaning that they should comply with national development goals, priorities and capacities and should simultaneously contribute to sustainable development objectives of the country. These Nationally Appropriate Mitigation Actions (NAMAs) can be implemented domestically without international support, in which case they are commonly called 'unilateral or domestic NAMAs'. If support is sought and granted from international donors, the NAMA will commonly be called 'supported NAMA'. While the concept of NAMAs is not officially defined, it generally refers to comprehensive bundles of measures which target an entire sector by means of different kinds of action, eliminating a variety of barriers at the same time, in order to achieve more ambitious mitigation impacts.

Contrary to other mitigation measures like CDM projects, NAMA development and implementation (governance) will always be accounted for by the (national) government. This has several reasons. One is scale: only governments can make large-scale change happen in

entire sectors by combining a range of measures. One is accountability to the international community. Another reason is the need to combine mitigation measures with national priorities regarding sustainable development. Notwithstanding, individual parts of NAMAs could be implemented by private players.

Since supported NAMAs compete for funding internationally, they need to be ambitious, include a sound and robust financing mechanism, and be generally ready for implementation to attract donor interest. This requires an extensive preparation including in-depth calculations, sound assumptions, feasibility assessments, stakeholder participatory methods, etc.

Irrespective of the nature of the NAMA (unilateral or supported), it is of paramount importance for NAMA impacts to be measurable, reportable and verifiable because this serves the purpose of determining progress in terms of sustainable development and mitigation and of efficiently and effectively managing the measures and ensuring a cost-effective achievement of its targets. This is why every NAMA needs a sound MRV system, which tracks progress towards its targets. Informed up-front estimations of expected emission reductions of individual NAMAs will also help countries to set their NDC targets in a coherent manner, selecting appropriate levels of ambition.

Viet Nam has so far elaborated two NAMAs with the help of the GIZ NAMA Project. In the SIPA Project, the contractor will support GIZ to work closely with the Vietnamese government (presumably the Ministry of Agriculture and Rural Development (MARD), the Ministry of Transport (MOT) and the Ministry of Construction (MOC)) to develop three bankable supported NAMAs and two unilateral NAMAs, all of which will be ready for implementation and with a sound financing concept.

2.3 Specification of tasks

The required service includes the following tasks:

Related to Output 1 – Review and Up-date of NDC, Global Stocktaking (up to 365 working days)

- **Supporting MONRE in reviewing and up-dating the Vietnamese NDC (continuing this process, which has started in mid-2017)**
 - o Work on baseline and mitigation scenarios under the current NDC;
 - o Analysis and assessment of ambition level and potential of currently on-going and planned mitigation measures and policies;
 - o Development of suggestions regarding additional mitigation measures or policies, based on revised NDC and own analysis;
 - o Development of suggestions regarding the increase in ambition of existing measures or policies;
 - o Elaboration of suggestions regarding an adequate revision of the NDC, increasing the ambition of the NDC.
- **Supporting MONRE in preparing for the participation in the Talanoa Dialogue and in the Global Stocktake process in 2023.**
 - o Presentation of assessment methodology and results of international studies for the assessment of the level of ambition of NDCs internationally, for information of MONRE;
 - o Comparison of the level of ambition of the Vietnamese NDC with a number of selected countries in a similar condition;

- Preparation of line of argument justifying the level of ambition of the revised NDC;
- Preparing supporting information and “policy briefs” on the Talanoa Dialogue, which will conclude at COP 24 at the end of 2018;
- Preparing a strategy and roadmap for Viet Nam to prepare for the process of Global Stocktake.
- **Capacity building for MONRE staff**
 - Analysis of institutional structures and processes within MONRE and other governmental institutions that are involved in mitigation action; development of suggestions for improvements;
 - Coaching of 5-7 higher level staff in MONRE or the Interministerial Core Team for the Implementation of the PA (regarding management, coordination and communication of NDC implementation);
 - Training of MONRE staff and staff of other governmental institutions involved in the implementation of the NDC on topics to be selected (e.g. on communication, management tools, MRV, UNFCCC negotiations, climate change science, etc.) – up to 15 workshop days, training units to be decided.
- **Support to MONRE for an active participation in the NDC Partnership, the Partnership for Transparency in the PA and the IKI NDC support cluster**
 - Training modules for individual staff of MONRE in facilitation and mediation;
 - Elaboration of fact sheets, web notices, presentations and the like on national experience regarding NDCs, NAMAs, management and coordination, etc.;
 - Preparation and facilitation of live online sessions that serve the purpose of peer-to-peer learning with relevant countries (similar mitigation measures or conditions);
 - Design, preparation and facilitation of workshop sessions that serve the purpose of peer-to-peer learning with relevant countries (similar mitigation measures or conditions);
 - Elaboration of suggestions for a continued exchange of experiences with selected countries.
- **Supporting MONRE to prepare for the UNFCCC negotiations**
 - Training on negotiation and facilitation techniques for MONRE staff that is participating in the negotiations;
 - Preparation of technical background papers on topics discussed in the negotiations (to be identified).
- **Awareness raising measures for stakeholders in selected provinces**
 - Development and implementation of ca. 10 one-day trainings (including the development of training material) on the PA, climate change science, mitigation measures and processes in Viet Nam, mitigation, adaptation, etc. in selected provinces.

Related to Output 2 – Mainstreaming Climate Change, Climate Change Law and Long-term strategy (up to 330 working days)

- **Identification of opportunities to integrate climate change aspects and NDC targets into existing legislation.**
 - In cooperation with national consultants (selected and contracted by GIZ): identification and review of existing legislation, which might be hampering PA implementation (pre-selected by MONRE and GIZ; English versions made available by GIZ) and elaboration of suggestions for their removal;

- In cooperation with national consultants (selected and contracted by GIZ): identification and review of current legislation where the inclusion of climate change aspects will facilitate PA implementation in Viet Nam;
- In cooperation with national consultants (selected and contracted by GIZ): Elaboration of suggestions for the integration of climate change considerations in the selected set of national legislation;
- In cooperation with national consultants (selected and contracted by GIZ): Analysis of political processes/initiatives and identification of opportunities to improve the consideration of climate change issues;
- Report on the integration of climate change issues into existing legislation and processes;
- Preparatory work (recommendations) regarding the development of a Climate Change Law;
- Elaboration of recommendations regarding the development of a long-term climate change strategy.
- **Support to sector ministries in the review of legislation with the aim of mainstreaming climate change**
 - Facilitation of a number of consultation workshops in different sectors, based on the above analysis (incl. training elements on climate change aspects in the sector, if necessary);
 - In cooperation with national legal experts (selected and contracted by GIZ): back-stopping the formulation of climate change aspects in sector policies, plans and strategies.
- **Support in the elaboration of at least one sector strategy or programme which reflects the targets of the Vietnamese NDC**
 - Preparation and facilitation of scoping and consultation workshops with representatives of the selected sector ministry and other relevant stakeholders on the elaboration of the sector strategy;
 - Elaboration of recommendations regarding the mainstreaming of the NDC into the identified sector strategy;
 - Back-stopping the elaboration of the sector strategy.
- **Support for the elaboration of a sector wide MRV system regarding mitigation**
 - In cooperation with national consultants (selected and contracted by GIZ): Identification of data gaps regarding data on emissions in the sector;
 - In cooperation with national consultants (selected and contracted by GIZ): Calculation of country and sector specific emission factors;
 - Recommendations on the handling of remaining data gaps, incl. identification of necessary research for missing emission factors and potential timeline;
 - Recommendations regarding the development of an MRV system for the sector (incl. institutional aspects, procedures, responsibilities, contents, timeline, etc.);
 - Facilitation of consultation workshops with relevant sector stakeholders;
 - Technical backstopping during the elaboration of the MRV system;
 - Advise to MONRE regarding the use of software solutions,/ support in the use of the software;
 - Elaboration of standards, forms, contracts, or questionnaires as required by MONRE.
- **Analysis and provision of information on national and international sources of funding for the implementation of the NDC, incl. private sources**
 - Preparation of overview of international funding sources, incl. eligibility criteria, funding areas, etc.;

- In cooperation with national consultants (selected and contracted by GIZ): Identification of national funding opportunities incl. potential financing mechanisms to unlock private funding; preparation of overview for MONRE;
- Analysis of mitigation measures that are ready for implementation; recommendations as to suitable sources of funding;
- Development of an NDC financing strategy, which entails concrete recommendations on how to fund which mitigation option;
- Training on integration of climate change issues into national budgetary planning;
- Backstopping of budgetary planning.

Related to Output 4 – Development of three supported NAMAs and two unilateral NAMAs (up to 595 working days)

- **Development of a robust concept for five mitigation actions (NAMAs) in the sectors agriculture, transport and construction/buildings, tasks for each NAMA (sector expertise required):**
 - In cooperation with national consultants (selected and contracted by GIZ): In-depth analyses of the sectors in question (emission structure, expected development, stakeholders, interests, etc.);
 - Identification of potential ideas for the five NAMAs;
 - Preparation and facilitation of workshops with relevant stakeholders for selection of potential sub-sectors:
 - Identification of barriers, policy gaps, suitable technologies, GHG mitigation potential, etc.;
 - In-depth elaboration of individual aspects of the NAMA;
 - Preparation and facilitation of workshops with relevant stakeholders discussing the elaborated NAMA concept, identifying needs for changes, assessing feasibility, review of concept.
- **Supporting MONRE and relevant line ministries in preparing 3 of the NAMA concepts for international funding**
 - Analysing and selecting possible financing sources;
 - Elaboration of three complete NAMA concepts incl. annexes, according to the requirements of the selected financing source:
 - Mix of measures to be implemented (policies, demonstration projects, financing mechanisms, etc.), estimated GHG emission reductions; business plan (bankable), detailed MRV plan (impact chain, targets, indicators, baselines incl. assumptions, responsibilities, monitoring parameters, etc.), responsibilities, risks, safeguards, funding options, necessary budget, cost-benefit analysis, implementation processes, timeline, phase-out strategy for international finance, transformational potential, etc.;
 - Continued exchange with GIZ and MONRE during elaboration.
- **Supporting MONRE and relevant line ministries in preparing 2 of the NAMA concepts for domestic funding and implementation**
 - Elaboration of two NAMA concepts;
 - Selecting possible financing sources or funding mechanisms;
 - Supporting MONRE and relevant line ministries in accessing those funding sources / setting-up the funding mechanisms;

- Backstopping MONRE and the sector ministry in question in preparing the implementation of the NAMA in question (establishment of institutional structures, etc.).
- **Capacity building measures for relevant governmental stakeholders for the implementation of the NAMAs**
 - Preparation and implementation of trainings and workshops as deemed necessary for sector ministries, government agencies, local stakeholders for capacity building and awareness raising regarding the planned mitigation measures.

At this time, a more detailed description of tasks and allocation of expert days to the topics and tasks are not possible. The assignment of STEs needs to be organised on short-notice according to the demand of GIZ and its project partners as defined in section 4.2 of the ToR. The contractor will be required to ensure transparent monitoring on the services delivered and the time allocated.

3 Duration of assignment and profile of experts

The total period of the assignment is planned from the **beginning of the contract for up to 42 months**. Expected start date of the contract is November 2018.

In this tender, GIZ is looking for an internationally operating contractor providing (pools of) highly qualified short-term experts (STEs). The overall coordination and quality has to be assured by an International Team Leader.

The required level of input is estimated at a **total of up to 1,290 expert-days**. The bidder is supposed to put forward a sound staffing concept, which reflects the profiles and experiences of experts needed to successfully provide support on the tasks outlined above. The following table gives an overview of assumed expert days per (pool of) STE:

<i>Purpose</i>	Expert days (up to)	Share of total expert days
3.1 One International Team Leader	200	16%
3.2 Pool of International Climate Policy Experts (up to five STEs)	600	47%
3.3 Pool of International MRV Experts (up to two STEs)	135	10%
3.4 Pool of International Climate Finance Experts (up to two STEs)	130	10%
3.5 One International Senior Expert for Transportation	75	6%
3.6 One International Senior Expert for Agriculture	75	6%
3.7 One International Senior Expert for the Building Sector	75	6%
Total	1,290	100%

The contractor will have the opportunity to include additional STEs with equivalent qualifications in the STE pool (section 3.2) during the assignment. Openness and flexibility to include additional STEs is important for successful implementation of the project. CVs of the new experts have to be provided to and approved by GIZ.

The experts are expected to participate in business trips to Viet Nam as required (typically between 3 and 5 days). Business trips need to be agreed beforehand with GIZ.

For the offer, please note:

- In case of varying levels of qualification within a pool (3.2, 3.3, 3.4 below), the contractor is asked to quote the average price of all experts in the respective pool.
- Note that only international experts shall be proposed. Such experts shall have at least 5 years professional work and/or project experience gained outside the expert's country of nationality or residence.

3.1 One International Team Leader

For up to 200 expert days:

- a) General qualification:**
 - Master's degree in Environmental Management, Engineering, Economics, Political science, Sociology, Agriculture or related;
 - 5 years of professional experience in working in development cooperation.
- b) Specific qualification:**
 - Special field:
 - 10 years of working experience working on mitigation policies (in international climate policy, mitigation initiatives, (i)NDCs, climate finance, MRV incl. GHG monitoring).
 - Management experience
 - Management of 3 projects, comparable to this assignment in terms of size and complexity, as a Team Leader within the last 5 years.
- c) Regional experience / knowledge of countries:**
 - Working experience in South East Asia.
- d) Language skills:**
 - Fluency in both written and spoken English.

Expected main tasks of the International Team Leader:

The International Team Leader will liaise with the GIZ team in Viet Nam and coordinate all activities carried out by the expert team, and be responsible for the quality of the deliverables.

Management and Coordination:

- Management and coordination of the pool (includes amongst others proposal of experts to GIZ, support in drafting ToR, steering/coordinating assignments);
- Selection and proposition of STEs for specific assignments;
- Coordination on design of ToR and assignments details;
- Internal coordination with admin staff on pool monitoring, invoicing, etc.;
- Reporting to GIZ every six months for the overall contract (summary report), language of reporting is English;
- Assistance to GIZ in drafting the annual BMU reports (preferably in German).

Technical tasks

- Quality management of deliverables;
- Provision of ad-hoc advice;
- Back-stopping / technical sparring partner for GIZ team on conceptual questions, guidance and recommendations on important decisions required.

3.2 Pool of International Climate Policy Experts (up to five STEs)

For up to 600 expert days:

- a) **General qualification:**
 - Master's degree in Environmental Management, Economics, Politics, Sociology, Geography or related;
 - 5 years of professional experience in working in development cooperation.
- b) **Specific qualification:**
 - 7 years of experience in national climate change mitigation policies and regulations (target setting, strategies, action plans, assessment of mitigation impacts, review of climate change laws and regulations, etc.);
 - 5 years of experience with climate change negotiations under the UNFCCC;
 - 3 projects within the last 5 years on assessing and evaluating mitigation measures in the sectors agriculture / LULUCF / energy / waste / industrial processes;
 - 3 projects within the last 5 years on training / capacity development experience related to climate change.
- c) **Regional experience / knowledge of countries:**
 - Working experience in South East Asia.
- d) **Language skills:**
 - Fluency in both written and spoken English.

3.3 Pool of International MRV Experts (up to two STEs)

For up to 135 expert days:

- a) **General qualification:**
 - Master's degree in Environmental Management, Economics, Politics, Sociology, Geography or related;
 - 5 years of professional experience in working in development cooperation.
- b) **Specific qualification:**
 - 7 years of working experience related to MRV/transparency of climate change mitigation, incl. familiarity with MRV procedures under UNFCCC;
 - 5 projects within the last 5 years related to GHG inventories and developing sector-wide MRV systems;
 - 5 projects within the last 3 years on developing MRV systems for NAMAs / CDM / mitigation activities, incl. baseline and mitigation scenario development.
- c) **Regional experience / knowledge of countries:**
 - Working experience in South East Asia.
- d) **Language skills:**
 - Fluency in both written and spoken English.

3.4 Pool of International Climate Finance Experts (up to two STEs)

For up to 130 expert days:

- a) **General qualification:**
 - Master's degree in Economics, MBA, Environmental Management or related;
 - 5 years of professional experience in working in development cooperation.
- b) **Specific qualification:**
 - 5 years of working experience related to climate finance, incl. familiarity with the international climate finance architecture;

- 5 projects within the last 3 years on designing, formulating, drafting and/or implementing climate finance instruments and/or developing national climate financing strategies;
- Experience in mainstreaming climate change into national budgets.
- c) Regional experience / knowledge of countries:**
 - Working experience in South East Asia.
- d) Language skills:**
 - Fluency in both written and spoken English.

3.5 One International Senior Expert for Transportation

For up to 75 expert days:

- a) General qualification:**
 - Master's degree in (Environmental) Engineering, Transportation Management, or related;
 - 5 years of professional experience in working in development cooperation.
- b) Specific qualification:**
 - 10 years of working experience related to developing/implementing transport projects;
 - 7 years of working experience related to policy advice on transportation;
 - 5 projects within the last 3 years on sustainable means of transport, e.g. for NAMA development or similar mitigation actions.
- c) Regional experience / knowledge of countries:**
 - Working experience in South East Asia.
- d) Language skills:**
 - Fluency in both written and spoken English.

3.6 One International Senior Expert for Agriculture

For up to 75 expert days:

- a) General qualification:**
 - Master's degree in Agriculture, Agricultural Sciences, or related;
 - 5 years of professional experience in working in development cooperation.
- b) Specific qualification:**
 - 10 years of working experience related to developing/implementing agriculture projects;
 - 7 years of working experience related to policy advice on agriculture;
 - 5 projects within the last 3 years on sustainable agriculture policies/strategies, e.g. for NAMA development or similar mitigation actions.
- c) Regional experience / knowledge of countries:**
 - Working experience in South East Asia.
- d) Language skills:**
 - Fluency in both written and spoken English.

3.7 One International Senior Expert for the Building Sector

For up to 75 expert days:

- a) General qualification:**
 - Master's degree in Engineering, Construction, or related;
 - 5 years of professional experience in working in development cooperation.

b) Specific qualification:

- 10 years of working experience related to developing/implementing projects on energy-efficiency in buildings;
- 7 years of working experience related to policy advice in the building sector;
- 5 projects within the last 3 years on sustainable buildings, in particular energy efficiency, policies/strategies, e.g. for NAMA development or similar mitigation actions.

c) Regional experience / knowledge of countries:

- Working experience in South East Asia.

d) Language skills:

- Fluency in both written and spoken English.

4 Further provisions

4.1 Communication and media

Publication and contacts to media (press, radio, TV, etc.) have to be communicated to and authorised by GIZ.

Studies, presentations and other documents prepared within this contract have to consider layout requirements and need to be equipped with required logos as instructed by GIZ in each case. External use requires prior authorization by GIZ. Typically, deliverables will be submitted to GIZ digitally. Differing instructions might be given by GIZ on a case by case basis.

4.2 Process for assignment of short-term experts

A designated GIZ project manager will be the main counterpart to the contractor. The GIZ project manager will supervise the services of the contractor and will review and accept all deliverables. At the discretion of the GIZ project manager, additional GIZ staff may also review and comment the deliverables.

GIZ will provide the contractor with all relevant background documents. GIZ will also ensure the necessary partner country cooperation for this assignment. This also includes establishing of relevant contacts and communication protocols with the political partner. Any missions to Viet Nam as well as any meetings with MONRE or sector ministries shall be coordinated with GIZ in advance.

Any national experts will be directly contracted and managed by GIZ. In some cases, the need to collaborate with national consultants has been pointed out explicitly in the above list (see section 2.3) of tasks to indicate tasks which are carried out in particularly close cooperation with them. Notwithstanding, cooperation is required in all other tasks as well.

All deliverables shall be prepared in English language only.

Within one month after contract signature an inception meeting between the contractor and GIZ shall be organised (in person or virtually), where the advisory methodology, the work plan and any other operational details shall be discussed and agreed. The results of the inception meeting shall be documented in an inception report. Furthermore, the contractor is expected to prepare concise 6-monthly progress reports (format to be agreed during the inception meeting).

The assignment of international STEs will follow the procedure described below. The approach might be changed by GIZ during the contracting period.

1. GIZ will provide a standardized request document for individual assignment (“Template for service request”, Annex 1) including a description of the objective, the tasks, timeframe, number of expert days, deliverables, cost estimation, the preferred qualification of expert(s) from the pool. For larger assignments GIZ will prepare separate ToR in addition to the standardized request document to specify the task in more detail (usually in dialogue between GIZ and the contractor).
2. The Team Leader will propose one or more experts for the assignment including a suggestion for role and level involvement of the Team Leader, and confirm the proposal made by GIZ.
3. GIZ may request a modification to the simplified offer, if needed.
4. The assigned short-term expert(s) will prepare a detailed working schedule within a period of 1 week after her/his appointment and submit it to GIZ for further discussion.
5. A designated short-term expert will directly report to GIZ under the assignment. The Team Leader will be responsible for quality control.
6. All products under the assignment will go through at least one round of comments (for larger reports or similar products, there will be two feedback loops).
7. All deliverables (including mission reports) from the individual assignments as well as plans for follow-up are to be submitted to GIZ latest 2 weeks after the end of the assignment or as agreed otherwise. Interim reporting/updates might be requested by GIZ during ongoing assignments.
8. GIZ confirms the successful completion of the services requested.

5 Your offer

5.1 Technical Proposal

Contrary to GIZ’s Bidding Conditions, the **technical offer** should not exceed **35 pages without CVs of the proposed experts and annexes**. The **CVs of the experts** should refer to the relevant experiences for assignment and should not exceed **4 pages each**.

The structure of chapters of the technical offers should reflect the structure of the technical assessment grid in order to facilitate assessment. The language of the technical proposal shall be in English.

The proposed personnel must be available from the beginning of the envisaged start date of the contract. The offer should illustrate how the qualifications of the proposed personnel complement each other in order to ensure the availability of the requested competences.

5.1.1 Strategy

The technical proposal should include a concept reflecting how the team of experts is planning to work together to ensure high quality, efficient support to the Vietnamese counterparts. Among other things, the concept shall demonstrate how backstopping to MONRE and other Vietnamese partners will be carried out. It needs to highlight roles and responsibilities within the team of experts, including its steering structure and management services provided (monitoring, controlling, knowledge management, project administration, technical support, etc.).

5.1.2 Technical Know-How and Implementation Methods

The technical proposal should demonstrate familiarity with methodologies and approaches on trainings and stakeholder consultations. In particular, it should address the following:

- Training on NDCs and the implementation of the Paris Agreement;
- Training on UNFCCC negotiation, e.g. current trends and topics;
- Stakeholder consultation and workshop in the context of NAMA development, e.g. bringing together several line ministries and other relevant stakeholders.

5.1.3 Regional Know-How and Contacts

The proposal should demonstrate familiarity with circumstances in Viet Nam, e.g. by proposing suitable sectors for the task of mainstreaming climate change into existing legislation or by suggesting improvements in the institutional structure governing climate change response in Viet Nam.

5.2 Financial Proposal

Please note:

A total number of up to 1,290 expert days (excluding the flexibility reserve, see section 5.2.2) are requested to be tendered.

5.2.1 Expert days

For reasons of comparability of offers, it is of utmost importance for the bidder to offer the exact number of maximum expert-days as requested in these ToR (a total of **1,290 expert days**, with an a distribution per Team Leader / Pool of STEs / STEs outlined in section 3).

5.2.2 Flexible remuneration item

Please include a budget equivalent to **EUR 60,000** (daily rate for the Team Leader, and average daily rate of the pools and STEs, following the same distribution of staff as above in section 3) as flexible remuneration item in your financial offer. This reserve may be necessary to react to unforeseen changes or requests from the partners. The flexible remuneration may be used only in coordination with and on request of GIZ Viet Nam in accordance with article 5.18 of the general terms and conditions.

5.2.3 Travel costs

Of the total of 1,290 expert days, approximately 10% will be used for expert days in Viet Nam (the exact number and duration of the missions to Viet Nam will be determined at a later stage).

However it is currently not possible to exactly determine how many trips will be needed within the scope of the tendered contract, please include a **fixed budget of EUR 90,000.00** for travel expenses in your offer (equivalent to 35 average trips of approximately EUR 2,500.00).

Reimbursement will be made according to the following lump sums:

International/ long haul flights (return)	EUR 1,500.00
Daily allowance (24h):	EUR 38.00
Accommodation allowance:	EUR 86.00
Travel days	1 per trip (i.e. 0.5 day per outbound, 0.5 day per return flight)

Any additional travel costs (e.g. taxi, bus, metro, parking, visa, etc.) are included in the lump sums above.

5.2.4 Items of equipment

No purchase of equipment or is foreseen within the contract with the contractor.

5.2.5 Expendable goods

No purchase of expendable goods is foreseen as part of the contract with the contractor.

5.2.6 National personnel

As mentioned above, national consultants (where needed) will be hired directly by GIZ. The bidder is therefore not requested to include national experts in their pool of experts. Good working relations and cooperation between the bidder and the national consultants is expected.

6 Options and Follow-up Contracts

It is possible that the assignment described in these ToR is broadened during the period of implementation of the consultancy contract. In this case, the input of the existing experts / expert pools may be increased and additional expert pools may be added. A contract supplement may be offered.

A follow-up contract to the contract resulting of this tender is possible. Depending on the mandate and volume of available funding, Additional services may be required. In this case, GIZ reserves the right to award contracts for additional services of this type of up to about 1 million EUR within the framework of the basic project described in the terms of reference to the successful company in this procedure.

The price adjustment pursuant to section 5.25 of the General Terms and Conditions of Contract shall be determined by the mean collectively agreed salary increases under GIZ's collective bargaining agreement during the term of this contract.

Annex 1. Template for service request within contract no. ...

Draft template for service request (might be amended / specified during implementation).

Short description of requested services	
Objective	
Time	Number of days, time frame
Consultant	
Responsible GIZ advisor	
Key results/deliverables and deadlines	<ol style="list-style-type: none"> 1. xxx 2. xxx
Tasks	
Budget items – for controlling purposes only –	<ul style="list-style-type: none"> • [name]: x expert days, using timesheets (on an half-hourly basis) • Travel costs for xx experts travelling to xxx, based on the following lump sums: <ul style="list-style-type: none"> ○ EUR xxx for X flights ○ EUR xxx per day for accommodation for X days ○ EUR xxx per diems for X days
Comments	(optional) This request is based on the terms of reference xxx Implementation in cooperation with the project xxx