# REQUEST FOR PROPOSAL TERMS OF REFERENCE

## Procurement No: **RFP-P-2015-217**

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Project Title: Request for Proposal (RFP) for Viet Nam Urban Green Growth Action Project for GGGI.

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# Terms of Reference

## Background

### GGGI’s Mission and Approach

The Global Green Growth Institute (GGGI) is dedicated to supporting the creation and diffusion of a new model of economic growth, known as “green growth”. The green growth approach integrates economic aims such as poverty reduction, job creation and social development with environmental goals such as sustainability and energy security.

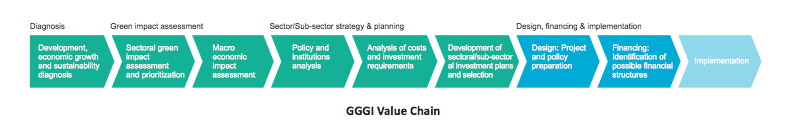
GGGI’s activities centre on three main aims:

1. Provide analytical and institutional support to developing countries that wish to develop green growth strategies which are well-aligned with and integrated into other national economic goals;
2. Promote the development of a new green growth paradigm by conducting research into various aspects of green growth theory and practice, and;
3. Disseminate the results of this research and practical experience to a wide range of audiences and in particular to support the efforts of emerging and developing countries to collectively leapfrog the resource-intensive and environmentally unsustainable model of industrialization and economic development pioneered by advanced economies in an earlier era

In support of emerging and developing countries efforts to develop rigorous green growth economic development strategies, GGGI has refined a delivery model that is heavily focused on in-country delivery while ensuring the existence of a firm feedback loop between in-country experience and analysis and global products and services.

GGGI’s hands-on, country work is carried out by our Green Growth Planning & Implementation (GGP&I) division. Our experts are embedded within partner governments as trusted advisors to explore green growth opportunities in line with the country’s development goals.

GGGI conducts macro-economic and sectoral analyses to identify green growth opportunities in a given country as well as establish trust with government counterparts and other partners in-country. Next, based on the analysis, we offer a comprehensive set of services based on our value chain. Lastly, we assist with the implementation of our services and developing finance mechanisms to ensure their delivery.



GGGI’s approach is both flexible and tailored to local needs. GGGI is able to work at national, state, and city levels to develop strategies and convert them into implementable actions that reconcile short-term development needs with a long-term vision.

### Project Background and Objectives

In 2012, the GGGI’s Viet Nam Green Growth Planning and Implementation project was initiated to support the Government of Viet Nam in the development and implementation of Viet Nam’s green growth strategies and action plans.

The early focus of the project centered on supporting the development and launch of Viet Nam’s ‘National Strategy on Green Growth for the period 2011- 2020 with vision to 2050 (VGGS)’. GGGI conducted a comprehensive review of the draft VGGS and gave specific inputs on an array of sectors as well as on VGGS implementation strategies. Leveraging viable green growth investment opportunities was identified as a key element of successful VGGS implementation. In this regard, GGGI partnered with Ministry of PIanning and Investment to develop the customized Investment Guideline for Green Growth in Viet Nam. The Investment Guideline is designed to help with the implementation of the VGGS by providing a methodology for screening and prioritizing investment opportunities as well as mobilizing public and private finance.

GGGI is now beginning to support the development of green cities through activities aiming to mainstream green growth in government bodies responsible for urban planning. The Ministry of Construction of Viet Nam, a leading government agency in the field of urban planning in Viet Nam, has identified the following five areas of activities that are critical for implementing the National Green Growth Action Plan (Decision 403/QD-TTg) in the urban sector:

* Development of Urban Green Growth Strategic Framework and Roadmap
* Identification of Urban Green Growth Monitoring and Implementation Indicators
* Preparation of Urban Green Growth Guidelines and Best Practices and Analysis
* Training and Capacity Building
* Prioritized E2+Equity Investments

Titled Viet Nam’s Urban Green Growth Action (“Project”), the Project aims to develop a national-level Urban Green Growth Strategy. Specifically, it aims to assist the implementation of the National Green Growth Strategy (Decision 1393/QD-TTg) and specific tasks assigned to Ministry of Construction of Viet Nam in the context of the National Green Growth Action Plan by developing a clear green growth city index, conducting a *status quo* assessment of urban green growth policies and activities, and executing capacity building trainings for the government officials of the Ministry of Construction in Viet Nam.

In detail, the Project shall be underpinned by:

1. Identified green growth index/indicators for cities which conform to international standards while customized for the Viet Namese socio-economic context;
2. A comprehensive national and sub-national level assessment of urban green growth activities. This will be accompanied by the identification, prioritization, and assessment of cities which require city-level green growth action plans and roadmap;
3. An enhanced capacity of government officials within the Ministry of Construction and other line ministries as necessary, in coordinating various efforts to implement a city-level green growth strategy and roadmap and the National Green Growth Strategy and Action Plan, including developing appropriate processes and outcome indicators

The Project will be managed and implemented by GGGI, in partnership with the Ministry of Construction (MOC), the project counterpart. It is expected that MOC will provide coordination support and liaison with relevant government agencies and development partners, and provide technical inputs to the Project, if necessary.

## Proposed Activities and Scope of Work

### This TOR represents Phase I of the project, Phase II will focus on the development of a National Level Urban Green Growth Strategy and will be tendered in Q4 2015 to begin in January 2016.

### Proposed Activities for the Overall Project

The project has three major components as follows:

Component 1: Green City Index development

Component 2: *Status quo* assessment of Urban Green Growth action in Viet Nam

Component 3: Capacity Building Training

The Consultant shall be responsible for implementing *Components 1, 2, and 3.* The detailed scope of work including project outputs to be produced is explained below.

***Component 1: Green City Index for Viet Nam***

The key rationale for developing green growth city index/indicators is the need to provide evidence for target setting, policy formulation, monitoring, and assessing the impacts of urban green growth policies. Developing a framework to measure green growth progress in cities is far from simple, given the available data sources, capacities and level of efforts of the different provincial authorities. However, in order to implement the National Green Growth Strategy and Action Plan, green growth Indicators for cities need to be identified and developed by tailoring global best practices to the national context in Viet Nam. Developed indicators are expected to be tested in priority cities and, ultimately, serve as a guideline for monitoring and measuring the level of improvement in achieving urban green growth in Viet Nam. The results of this component will provide a solid foundation for developing a National-level Green Growth City Strategic Framework to be delivered in 2016 as part of the Phase II work to develop a National Level Urban Green Growth Strategy.

***Component 2: Status-quo Assessment of Urban Green Growth Action in Viet Nam***

This project component aims to review past and current activities on urban green growth in the national and sub-national levels of Viet Nam, identify priority cities/towns, and conduct the *status-quo* assessment of the selected cities in the context of the National Green Growth Action Plan. Also, it needs to comprehensively review activities in urban green growth with bilateral and multilateral counterparts to the Government of Viet Nam (e.g. JICA, USAID, KOICA, WB, ADB, UN-HABITAT, GIZ, UNDP, etc.) to be able to find a niche area for GGGI. The assessment report is expected to include, but not limited to: a) comprehensive analysis of urban green growth policy and activities under the framework of the National Urban Development Plan and Green Growth Action Plan, b) high-level needs assessment and comprehensive analysis of city-level green growth activities in Viet Nam; c) identification of priority activities that GGGI can intervene through the Viet Nam country program; d) mission trips to pilot cities/towns; e) detailed assessment of selected cities and possible intervention areas; f) identification of key stakeholders including government departments, bilateral and multilateral donors/agencies, academic institutions, and private sectors in the selected cities, and g) recommendations for the next steps.

***Component 3: Capacity Building Training for Government Officials***

Based on, or, in parallel with *Component 1* and *Component 2*, the project will develop a capacity building program. The delivery method might include lectures, seminars, or workshops depending on the needs and appropriateness of target groups and modules to be developed, mostly for the government officials in the Ministry of Construction. It is expected that capacity building thematic topics include but are not limited to: the National Green Growth Strategy and Action Plan in Viet Nam, green growth indictors, best practices of urban green growth strategy and activities, and others. The capacity building topics will be discussed and confirmed in a series of consultations between GGGI and the Urban Development Agency of the Ministry of Construction in Viet Nam.

### Scope of Work

The required services and supports under this TOR are described below:

1. **Green City Index for Viet Nam**
   1. Key Contents

The Consultant shall identify and develop key green growth city indicators to be reviewed by the Ministry of Construction in Viet Nam, while conducting comprehensive benchmark analysis of global best practices in developing city-level green growth indicators.

* 1. Detailed Description of Activities

This project component aims to carry out a diagnostic assessment of current international best practices to identify and confirm the most appropriate city development indicators to be applied to the national context of Viet Nam.

The Consultant shall perform the activities including, but not limited to:

* Reviewing and assessing current international best practices in green city indicators (both process and outcome indicators)
* Reviewing any existing and available indicators and data sources in Viet Nam in the (to be) selected sectors and assessing robustness and relevance to green growth
* Proposing a set of urban green growth indictors tailored to Viet Nam
* Convening at least three consultative workshops with national and sub-national stakeholders and experts (GGGI will fund the cost of the workshops (facilities, government participants travel, etc.) except the consultants time and travel).

1. ***Status-quo* Assessment of Urban Green Growth Action in Viet Nam**
   1. Key Contents

This component has two major areas of research: a) comprehensive overview of Viet Nam’s ongoing efforts in urban green growth and b) detailed assessment of pilot cities (maximum three) to be selected.

* 1. Detailed Description of Activities

The Consultant shall perform a comprehensive analysis of urban green growth initiatives in Viet Nam and detailed review of *status quo* of pilot cities to be selected. Specific activities for this report include, but are not limited to:

* + Conducting a desk review and analysis on nation-wide urban green growth policies and initiatives in the context of the National Urban Development Plan and Green Growth Action Plan
  + Developing a database of reference materials on green cities
  + Scanning past, current, and future bilateral and multilateral donor interventions in the area of urban green growth
  + Taking mission trips to pilot cities/towns to be recommended by the stakeholder government
  + Conducting the *status-quo* assessment and identifying priority areas of work at selected cities on their urban green growth activities under the framework of the National Green Growth Action Plan

1. **Capacity Building Training**
   1. Key Contents

The Capacity building training activities will combine a) module development and b) a series of seminars/workshops. Government officials would benefit from this training as it includes a wide range of policy measures, implementation strategy, best practices, etc. pertinent to greening relevant sectors constituting economy of cities, , thereby providing a clear picture of how sectorial urban green growth would be made in the context of Viet Nam.

* 1. Detailed Description of Activities

The Consultant must prepare a number of modules that feed into capacity building trainings to be designed for government officials in the Ministry of Construction to accelerate city-level green growth policies and actions. Specific contents of the modules include, but are not limited to, as described below:

* Green economy and green growth definitions and rationale
* Green growth policies and strategies (international and Viet Nam-specific)
* Green growth indicators (scope to be confirmed with the government)
* Best practices of urban green growth policy and its implementation, etc.

The Consultant shall share technical knowledge and experience as a result of this project at capacity building activities. Also, the Consultant shall coordinate closely with GGGI staff in all matters involving stakeholder engagement.

The Consultant shall support GGGI in organising and focus discussions and/or meetings with local stakeholders as deemed necessary by GGGI.

* Convene three capacity building workshops with governmental officials of the Ministry of Construction
* Invite relevant green growth experts fitting to agenda of capacity building training programs

## Deliverables

The expected outputs of this project are as follows (however, the Consultantmay be required to produce additional output(s) as deemed reasonably necessary by GGGI):

The Consultant shall report to GGGI’s Country Representative of Viet Nam or other designated staff. Every month the Consultant must submit a brief and concise monthly progress report to GGGI. The report must provide information on progress of each deliverable, their challenges and proposed solutions, and a plan for next month. The expected outputs of this project are as follows (however, the Consultant may be required to produce additional output(s) as deemed reasonably necessary by GGGI):

* **Green City Index Report** with at least three best practices of indicators and a proposed set of indicators tailored to Viet Nam with mentioning a clear data source
* **Urban Green Growth Status-quo Assessment Report** of pilot cities
* **Capacity Building Report** with training modules

All reports must be in English, in accordance with GGGI’s formatting requirements, and submitted in hard copy and compact disk formats along with complete sets of raw data, research materials, and interview notes.

1. **Time Table and Reporting Arrangements**

### Time Table

This project is expected to be completed within 180 calendar days (though not later than December 2015), hereinafter ‘days’, after contract award with a tentative timetable as follows:

* **Green City Index Report**
  + Draft Mid-term Report – Within 90 days after contract award
  + Draft Report – Within 130 days after contract award
  + Final – Within 160 days after contract award
* **Status-quo Assessment Report of Urban Green Growth Action in Vietnam**
  + Draft Report – Within 60 days after contract award
  + Final – Within 90 days after contract award
* **Capacity Building Report**
  + Draft Report – Within 120 days after contract award
  + Final – Within 150 days after contract award

### Reporting Arrangements

The Consultant’s work progress will be monitored primarily through brief and concise monthly progress reports and periodic review meetings, the precise schedule of which is to be determined based on consultation with the Contractor. Upon GGGI’s request, the Contractor is also expected to produce a formal progress report for GGGI’s management committee that includes: an overview of the project, a narrative description of project activities, detailed information on project objectives and milestones, actual achievements made against the timeline initially set, etc.

## Suggested methodology

The Tenderer should suggest a methodology for this requirement, in Technical Form A.

## Competence requirements and allocation

Competencies of the Firm:

* Experience working with the Vietnamese government;
* Experience in the areas of sustainable development, green growth, green economy, etc.;
* Proven record in developing aggregate index for the aforementioned areas

Competencies of the proposed personnel:

* Bachelor’s degree;
* At least 5 years experiences in sustainable development, green growth, green economy, etc.;
* Experience in developing index and capacity building activities is a must.

Firms should outline clearly those team members based in Vietnam for the project and those who will travel. For those who are based outside of Vietnam, please indicate how often they will be in country during the project.

It is preferred that firms have the project manager based full time in country for the duration of the project. Further partnerships with local experts or institutions are encouraged.