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Date: 15 Aug 2017

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Expert in building SEC profile, EE benchmarking, M&V and EE labeling system
Project name:	00092225/ Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam (EECB)
Period of assignment/services (if applicable):	Estimated 50 work days (September 2017 – July 2018)
Tender reference:	1-170804

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **29 August 2017 (Hanoi time)**.

With subject line: (1-170804) International Expert in building SEC profile, EE benchmarking, M&V and EE labeling system

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.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female 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 (including name, title, email, telephone number, address...)

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 V.
- 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
1	Post Graduate degree (master's level, equivalent or higher) with knowledge in the field of energy, environment, engineering, architecture or construction; The academic requirements can be lowered/waived if possessing greater experience in this area	200
2	At least 10 years of practical experience on managing, implementing and monitoring energy efficiency policies and programs in the buildings. Relevant experience in the building sector will be an advantage	250
3	Technical expertise in Energy policy and audit, SEC building EE labeling and certification schemes, statistics, building design, construction and operations, and M&V systems	250
4	Wide familiarity with current best practices in energy-efficient labeling, SEC, benchmarking and certification schemes definition and implementation	100
5	Proven experience in preparation and writing of analytical and technical reports. Ability to supervise and manage multicultural teams	100
6	Relevant experience of Viet Nam or South East Asia countries is an advantage	50
7	English Fluency is a must with similar sample report submitted	50
	TOTAL	1000

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 (following UNDP form)
- International consultant whose work involves travel is required to complete the courses on Basic Security in the Field and Advanced Security in the Field and submit certificates to UNDP before contract issuance.

Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
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.

1. 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.

#	Deliverables	Percentage of Payment
1	An inception report for contract performance and an analysis report on existing data for the 3 climate zones and selected building typology (including draft SEC profiles)	20%
2	Draft report about SEC profiles (including consolidated energy data), Energy benchmarking system, and recommendations for implementation for consultation workshop	30%
3	Draft report about M&V schemes, EE labeling (for new and existing buildings and recommendations for implementation for consultation workshop	20%
4	All products under the contract including a final report consolidating SEC profiles, benchmarking system, Energy benchmarking system, M&V schemes, EE labeling (for new and existing buildings and recommendations integrating consultation workshop inputs	30%

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

2. Your proposals are received on the basis that you fully understand and accept these terms and conditions.

Annex I



TERMS OF REFERENCE (TOR)

Title: International Expert in building SEC profile, EE benchmarking, M&V and EE labeling system
Project ID and title: 00092225/ Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam (EECB)
Duration: Estimated 50 work days (September 2017 – July 2018)
Duty station: Hanoi and home-based
Reporting: UNDP Viet Nam and Project Management Unit/Ministry of Construction

1) GENERAL BACKGROUND

Ministry of Construction (MOC) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” (EECB) funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions and enterprises.

The Project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Viet Nam. Realization of this objective will be achieved through implementation of three components

- (1) Improvement and Enforcement of Energy Efficiency Building Code (EEBC);
- (2) Building Market Development Support Initiatives, and
- (3) Building energy efficient Technology Applications and Replications.

Each component comprises a number of complementary activities designed to remove barriers to the stringent enforcement of the revised EEBC, and to the greater uptake of building energy efficiency technologies, systems, and practices in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO₂e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO₂e

Defining Specific Energy Consumption (SEC) profiles, building energy benchmarking, Monitoring and Verification (M&V) and Energy Efficiency (EE) labelling systems are key to MOC’s strategy to promote EE in buildings. The main objectives are to strengthen EE code compliance, EE awareness and to create an enabling environment for market competition for EE building investment.

MOC and UNDP are looking for an International Expert in building SEC profiles, EE benchmarking, M&V system and EE labelling scheme.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to support MOC and UNDP to define buildings’ SEC profiles, EE benchmarking, Monitoring and Verification, and EE labelling systems for Commercial and High-rise residential buildings in North, Central and South Viet Nam.

3) SCOPE OF WORK

Within the contractual period, the International Expert shall lead and work closely with national consultants to undertake the following tasks:

3.1 SEC profile and Energy Benchmarking

- Existing data collection and analysis:

- Analyse existing data (280 buildings previously surveys by the VCEP – USAID funded project, IFC report 2012, ECC HN and HCMC previous data, etc.) in order to undergo a:
 - o Qualitative assessment of input parameters and confirmation of all relevant parameters to select for the survey works.
 - o Energy consumption breakdown analysis (AC, lighting, Hot water system, etc.) for all concerned typologies and for each climate zone
- Identify any potential correlation between Energy Consumption figures and climate zones and/or any other relevant parameter.

- Definition of survey scope, follow up of performance and survey data analysis

- Provide guidance to National Experts and involved firms as regards building survey preparation and implementations including shortlisting and categorization and assess proposed lists of buildings to be surveyed (by firms) to ensure relevant statistical data for each building type and region.
- Define building survey procedure and other necessary associated documentation per building typology (audit report template, data recording sheets, etc.)
- Review, analyse and comment all provided survey data sheets.

- Study and analysis of existing building SEC profiles and Energy benchmarking, systems worldwide.

The International Expert shall undertake the following desktop surveys to:

- Investigate existing building SEC profiles, Energy benchmarking systems (in the region and in developed countries), detailing which indicators are used, how they are calculated, their format, their function within global national strategy and policies, etc.
- Investigate related management and supervision systems for SEC profile, Energy benchmarking (organisation in place, allocated human resources (qualitative and quantitative), update procedure, database system, communication strategy, etc.)
- Summarize pros and cons, barriers and obstacles to the development of each relevant systems
- Provide final recommendations for the establishment of SEC profiles and Energy benchmarking system in Vietnam (including management, technical and administrative frameworks).

- Consolidation of desktop and buildings survey data to produce a draft report, input and review presentation materials for the consultation workshop.

The International expert shall consolidate data and perform a final analysis to produce a draft report, and review associated presentation documents for the related consultation workshop. This work should include the following tasks:

- Consolidate all building energy consumption data (previously existing ones with newly collected ones).
- Update energy consumption breakdown for all building types and for each climate zone.
- Calculate Specific Energy Consumption profiles for every building type and climate zone.
- Assess about related GHG emissions for all SEC profiles
- Identify any potential correlation in between Energy Consumption calculated figures and climate zones and any other relevant parameter.
- Propose building energy SEC profiles and Energy Benchmarking system and their respective implementation plan for Vietnam.

- Production of final recommendations for SEC profiles and Energy Benchmarking system.

Following received comments and feedback from the consultation workshop, the international expert shall integrate them to produce a final report including updated recommendations for SEC profiles and EE benchmarks and provide implementation plans.

3.2 Monitoring and Verification and EE labeling systems

- Study and analysis of building Monitoring and Verification, and EE labelling (for new and existing buildings) systems worldwide.

The International Expert shall undertake the following desktop surveys to:

- Investigate existing building Monitoring and Verification and EE labelling (for new and existing building) systems (in the region and in developed countries), detailing which indicators are used, how they are calculated, their format, their function within global national strategy and policies, etc.
- Investigate related management and supervision systems for M&V and EE labelling schemes (organisation in place, allocated human resources (qualitative and quantitative), update procedure, database system, communication strategy, etc.)
- Summarize pros and cons, barriers and obstacles to the development of each relevant systems
- Provide final recommendations for the establishment of M&V and EE labelling systems in Vietnam (including management, technical and administrative frameworks).

- Production of a draft report about M&V and EE labeling systems following the above structure, and review presentation materials for the consultation workshop.

The International expert shall produce a draft report, and review associated presentation documents for the related consultation workshop. This report should include the following elements (but not limited to):

- M&V and EE labelling systems (for existing and new) principles
- Management and supervision systems
- Assess about related GHG emissions for all SEC profiles (organisation in place, allocated human resources (qualitative and quantitative), update procedure, database system, communication strategy, etc.)
- Propose building EE labelling (for new and existing building) systems and respective implementation plans for Vietnam.
- Upgrade and finalize the systems and respective implementation plans based on inputs from, the testing.

- Production of final recommendations for M&V and EE labeling systems.

Following received comments and feedback from the consultation workshop, the international expert shall integrate them to produce a final report including updated recommendations for M&V scheme and EE labeling systems and provide implementation plans.

Methodology:

Beside carrying out desktop studies, the International expert on SEC profiles, EE benchmarking, M&V scheme and EE labeling shall guide, lead and coordinate his work with:

- the national expert in SEC profile and Energy benchmarking
- the national expert in M&V system and EE labeling,
- Appointed firms in charge of implementing building surveys in the North, Center and South of Vietnam.

The International Expert shall develop and follow up work plans of all national experts/firms.

4) EXPECTED DELIVERABLES

#	Deliverables	Time of Final Submission*	Note
1	A draft inception report for contract performance	2 weeks before the first mission	1 report
2	An inception report for contract performance	5 workdays after the first mission	
3	Analysis report about existing data for the 3 climate zones and selected building typology (including draft SEC profile) and Comprehensive workplan for survey teams (including all necessary documentation to use)	4 weeks after the first product	1 report
4	Draft report about SEC profiles (including consolidated energy data), Energy benchmarking system	At least 2 weeks before the consultation workshop	1 report
5	A final report consolidating SEC profiles, benchmarking system, Energy benchmarking system and recommendations integrating consultation	2 weeks after the consultation workshop	2 weeks after the consultation workshop

	workshop inputs		
6	Draft report about M&V schemes, EE labeling (for new and existing buildings and recommendations for implementation for consultation workshop	At least 2 weeks before the consultation workshop	1 report
7	A final report about M&V schemes, EE labeling (for new and existing buildings and recommendations integrating consultation workshop inputs	2 weeks after the consultation workshop	2 weeks after the consultation workshop
8	A final report including all notes of consultation meetings during the missions	2 weeks after the after the last consultation workshop	1 report

5) DURATION OF ASSIGNMENT

Duration: Estimated 50 work days from September 2017 – July 2018

Duty station: Hanoi and Home based. The expert is expected to provide 20 man-days in-country service with 03 international return flights to Viet Nam and 30 man-days as home-based.

Accommodation, international travel costs and international airport taxi are covered in the contract value. Local travel outside Hanoi (if any) will be covered by the project management unit (PMU). Detailed schedule of each mission shall be developed by consultant based on prior discussion and agreement with UNDP and PMU prior to each mission.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Post Graduate degree (master's level, equivalent or higher) with knowledge in the field of energy, environment, engineering, architecture or construction; The academic requirements can be lowered/waived if possessing greater experience in this area
- At least 10 years of practical experience on managing, implementing and monitoring energy efficiency policies and programs in the buildings. Relevant experience in the building sector will be an advantage.
- Technical expertise in Energy policy and audit, SEC, building EE labeling and certification schemes, statistics, building design, construction and operations, and M&V systems;
- Wide familiarity with current best practices in SEC, benchmarking, energy-efficient labeling and certification schemes definition and implementation
- Proven experience in preparation and writing of analytical and technical reports.
- Ability to supervise and manage multicultural teams
- Relevant experience of Viet Nam or South East Asia countries is an advantage.
- English Fluency is a must with similar sample report submitted.

7) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Admin support: PMU will support the international expert in arrangement of domestic working schedule and with relevant individuals/state agencies and local travel; supporting in hotel and meeting room reservation if requested.

Translation and interpretation support will also be provided by PMU and by National expert/ firms.

8) PROVISION OF MONITORING AND PROGRESS CONTROLS

The international expert will implement his/her functions under the guidance of UNDP Head of Sustainable Development Cluster and EECB Project's National Project Director (NPD). For day-to-day work, s/he shall work closely with the program officer in charge and project manager. The expert works in close collaboration with the PMU staff, international technical advisor and UNDP programme officer for ensuring knowledge sharing and the highest possible quality of expected products.

The expert shall develop a mission workplan and submit to PMU and UNDP for approval at least 2 weeks prior to each visit. This will include required deliverables by the project, expected outcomes of the mission and number of work days required by the consultant to deliver these deliverables, working schedule, PMU and/ or UNDP's support needed.

Before the end of each mission, the expert shall briefly report to UNDP and PMU on the mission results and next steps in written form.

To be submitted no later than 05 days after each mission, a mission report is required to summarize mission results and recommend next steps, especially her/ his assignments when home-based. Templates of these mission workplans and reports will be provided after the expert is contracted.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

#	Deliverables	Percentage of Payment	Note
1	An inception report for contract performance and an analysis report on existing data for the 3 climate zones and selected building typology (including draft SEC profiles)	20%	1 report
2	Draft report about SEC profiles (including consolidated energy data), Energy benchmarking system, and recommendations for implementation for consultation workshop	30%	1 report
3	Draft report about M&V schemes, EE labeling (for new and existing buildings and recommendations for implementation for consultation workshop	20%	1 report
4	All products under the contract including a final report consolidating SEC profiles, benchmarking system, Energy benchmarking system, M&V schemes, EE labeling (for new and existing buildings and recommendations integrating consultation workshop inputs	30%	1 report

Note: all products shall be approved by PMU and UNDP before processing payment.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☐ NONE
 ☐ PARTIAL
 ☒ INTERMITTENT
 ☐ FULL-TIME

Annex IV

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 V

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:

No.	Description	Quantity	Unit rate (USD)	Total
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).....			
	TOTAL			

** 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