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Date: 25 June 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 international technical specialist on energy efficiency in buildings demonstration
Period of assignment/services (if applicable):	Estimated 76 work days (July 2018 – February 2019) with possible extension until 2020 upon requirement, availability of funding and satisfaction of performance
Duty Station:	Homebased and Hanoi
Tender reference:	A-180603

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1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:
5pm, 5 July 2018 (Hanoi time).

With subject line: (A-180603) – 01 Intl Tech specialist on energy efficiency in buildings demonstration

Submission received after that date or submission not in conformity with the requirements specified in 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		
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;	150
2	At least 10 years of practical experience on managing, implementing and monitoring energy efficiency policies and programs. Relevant experience in the building sector will be an advantage	250
3	Technical expertise in building science, design and construction, thermal engineering, energy efficiency, energy performance modeling and M&V in buildings	200
4	Wide familiarity with current best practices in energy-efficient building design, construction follow-up, energy audit with regard to both heating and cooling as well as other relevant issues	150
5	Proven experiences in management and implementation of donor-funded projects on energy efficiency in buildings	150
6	Relevant experience of Viet Nam or South East Asia countries is an advantage	50
7	Strong skill of English is a must with proof of 1-2 writing samples. Experience in preparation and writing of analytical reports, articles and published works	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.

6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

The payments will be made on quarterly basis based on submission and approval of (i) a claim sheet following template in Annex 1 and (ii) associated products which are delivered in the concerning period. Tentatively, it could be divided into 3 installments as below:

First payment will be made upon submission and approval of a claim sheet and associated products during the reporting period, by 30 September 2018

Second payment will be made upon submission and approval of a claim sheet and associated products during the reporting period, by 30 December 2018

Last payment will be made upon submission and approval of a claim sheet and associated products during the reporting period, by 28 February 2019.

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



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Annex I

TERMS OF REFERENCE

Title:	01 international technical specialist on energy efficiency in buildings demonstration
Project ID and title:	00092225/ Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam (EECB)
Duration:	Estimated 76 work days (July 2018 – February 2019) with possible extension until 2020 upon requirement, availability of funding and satisfaction of performance
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

The demonstration building component (component 3) is set to provide a major contribution to the project objectives, especially quantitative goals as indicated above. At that stage, the project has identified and has started work on 8 buildings (5 new buildings and 3 existing ones) out of the 16 targeted ones.

MOC and UNDP are looking for 01 international technical specialist on energy efficiency in buildings to lead the on-going implementation of the demonstration of EE in 8 identified buildings.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to lead and ensure quality delivery of the demonstration of energy efficiency in 8 identified buildings.

3) SCOPE OF WORK

Within the contractual period, the international technical specialist shall work closely with and provide guidance and support to the national consulting team engaged by the project to deliver following main tasks:

3.1. Lead, provide advice, provide support and be responsible for the on-going implementation of demonstration activities of 5 new buildings identified project (58 days)

- Provide advice, inputs, and necessary support to national consultants team to ensure progress and technical quality of 5 new buildings design and/or construction analysis (Coninco office Building, Nam Cuong residential building, CapitaLand Feliz En Vista building, Golden Lotus Office building, New Admin and Educational Building (College of Urban Works Construction). Note: scope of work might differ from one project to another, depending on their development stage. Specific tasks correspond to the specific outputs as mentioned below
 - Progress reports reviewed (including meetings with developers: Nam Cuong, trip to HCMC, Yen Vien ceremony/UNDP speech substance (5 days) Updated final compliance check reports reviewed (2d/building) for design phase (10 days)
 - Energy modelling and financial analysis reports reviewed (3d/building) (15 days)
 - Marketing Dissemination (1d/bldg). All materials regarding the demo projects supported (5 days)
 - M&V defined for 5 buildings (1d/building) (5 days)
 - M&V Systems- 5 bids assessment (5 days)
 - EEC plan for 5 years completed (2d/ building) (10 days)
 - National Consultants progress reports reviewed (3 reports x1d)- (3 days)

3.2. Lead, provide advise and technical support to national consultants and be responsible for the on-going implementation of demonstration activities of energy efficiency measures in 3 existing buildings identified by the project (18 days)

- Somerset retrofitting work implementation follow up and report (2 days)
- Melia retrofitting works implementation (2 days)
- Nam Linh audit implementation and report (2 days)
- M&V system defined for Somerset (1 day)
- M&V system defined for Nam Linh (1 day)
- M&V system installation supervision (1d/building - Somerset) (1 day)
- M&V Systems- 03 bids assessment (03 days)
- EEC plan defined for the next 5 years (2day/building for 3 old existing, 6 days)

Methodology: During the implementation of the assignment, the international Technical Specialist on energy efficiency in buildings demonstration shall work closely with the project manager, national technical specialists, provide strategic advice to PMU and alert PMU timely arising risks that might delay the projects progress with prioritized solution(s) proposed for PMU's decision. S/he shall work closely with the international technical specialist on energy efficiency in existing buildings to ensure a consistent approach for buildings. He/she shall take responsibility in quality and progress management of relevant national based on their TORs by providing timely technical support to national consultants, and suggesting optimal options for decision of PMU and UNDP when needed in order to ensure timely and quality delivery of his products.

4) DURATION OF ASSIGNMENT

Duration: Estimated 76 work days from July 2018 – February 2019, with possible extension until 2020 upon requirement, availability of funding and satisfaction of performance.

Detailed tasks, expected outputs and correspondingly estimated man-days that arise beyond the TOR and after February 2019 will be defined based on specific needs and agreed upon prior to the extension of the contract.

Duty station: Home based and Hanoi and travel to provinces. The technical specialist is expected to have 30 working days for three missions to Hanoi/Viet Nam. Travel to provinces outside Hanoi (if any) during the missions will be covered by the project budget by PMU or UNDP based on UNDP policy.

5) FINAL PRODUCTS

1. A work-plan detailing the schedule and expected products under the assignment
2. Mission reports and quarterly brief report listing activities and products delivered during the reporting period with all associated products corresponding the scope of work as mentioned in the section 3.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The international technical specialist will implement his/her functions and report to the UNDP Head of Climate Change and Environment and EECB Project's National Project Director (NPD) through UNDP programme officer and the project manager (or the one appointed by NPD). For day-to-day work, s/he shall work closely with national consultants team engaged by the project, the project manager and project technical specialist. The expert works in close collaboration with the programme staff at the UNDP Country Office, PMU and national counterparts for ensuring knowledge sharing and the highest possible quality of expected products.

The international technical specialist 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 during the mission, methodologies and schedules to achieve the targets, etc. A template will be provided to the incumbent for reference after the contract is signed.

7) 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. Relevant experience in the building sector will be an advantage.
- Technical expertise in building science, design and construction, thermal engineering, energy efficiency, energy performance modeling and M&V in buildings;
- Wide familiarity with current best practices in energy-efficient building design, construction follow-up, energy audit, with regard to both heating and cooling as well as other relevant issues
- Proven experiences in management and implementation of donor-funded projects on energy efficiency in buildings.
- Proved experience in preparation and writing of analytical reports, articles and published works.
- Relevant experience of Viet Nam or South East Asia countries is an advantage.
- Strong skills of English is a must.

8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Admin support: PMU will support in arrangement of domestic working schedules and with relevant individuals/state agencies and local travel. Translation and interpretation support will also be provided by PMU;

Reference Documents

PMU will provide administrative support including (i) a work station (desk and internet access) at the project office during the mission, (ii) interpretation in the meetings, (iii) relevant documents/materials and reports in English, and (iv) logistic support.

Soft copies of the approved Project Detailed Outlines, project documents and inception reports and relevant reports will be made available to the expert upon commencement of the assignment.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

The payments will be made on quarterly basis based on submission and approval of (i) a claim sheet following template in Annex 1 and (ii) associated products which are delivered in the concerning period. Tentatively, it could be divided into 3 installments as below:

First payment will be made upon submission and approval of a claim sheet and associated products during the reporting period, by 30 September 2018

Second payment will be made upon submission and approval of a claim sheet and associated products during the reporting period, by 30 December 2018

Last payment will be made upon submission and approval of a claim sheet and associated products during the reporting period, by 28 February 2019.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☐ NONE
FULL-TIME

☐ PARTIAL

☒ INTERMITTENT

☐

Appendix 1 to TOR: Template for Claim Sheet

INDIVIDUAL CONTRACTOR (IC) TIME SHEET

Period starting:		Period ending:	
Contractor's name:		Title:	
UNDP Supervisor:		Contract #:	

Date/day	Total hours/days	Services performed	Reference docs

Signature of consultant: _____

Date: _____

Signature of supervisor: _____

Date: _____

EVALUATION CRITERIA WITH ASSIGNED SCORES
International Consultant

Consultant(s)' experiences/qualification related to the services		
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;	150
2	At least 10 years of practical experience on managing, implementing and monitoring energy efficiency policies and programs. Relevant experience in the building sector will be an advantage	250
3	Technical expertise in building science, design and construction, thermal engineering, energy efficiency, energy performance modeling and M&V in buildings	200
4	Wide familiarity with current best practices in energy-efficient building design, construction follow-up, energy audit with regard to both heating and cooling as well as other relevant issues	150
5	Proven experiences in management and implementation of donor-funded projects on energy efficiency in buildings	150
6	Relevant experience of Viet Nam or South East Asia countries is an advantage	50
7	Strong skill of English is a must with proof of 1-2 writing samples. Experience in preparation and writing of analytical reports, articles and published works	50
Total		1000

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