



Empowered lives.  
Resilient nations.

24 October 2018

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Project:	03 National Consultants for the Study and Development of Financial Investment Schemes for wide-scale implementation of LED lighting projects for Public Lighting in Viet Nam
Description of the assignment:	03 national consultants including: <ul style="list-style-type: none"><li>- Team Leader (65 Working days)</li><li>- Financing Expert (35 Working days)</li><li>- Lighting Expert (45 Working days)</li></ul>
Period of assignment/services (if applicable):	From November 2018 to September 2019
Duty Station	Hanoi with domestic travel as required
Tender reference:	A-181006

1. Submissions should be sent by email to: [quach.thuy.ha@undp.org](mailto:quach.thuy.ha@undp.org) no later than:  
**Sunday 11 November 2018**

With subject line: A-181006 - Team Leader  
Or A-181006 - Financing Expert  
Or A-181006 – Lighting Expert

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 **30 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](mailto: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)
- [Letter to UNDP Confirming Interest and Availability](#) ..... (Annex IV)
- [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
- Signed Letter to UNDP Confirming Interest and Availability
- 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 **Vietnamese dong for National Consultant** 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

All three positions will be evaluated separately even proposals can be submitted in a team.

The technical component will be evaluated using the following criteria:

### For Team Leader

	Team Leader Consultant's experience/qualification related to the services	
1	At least a Bachelor degree in Engineering and/or Management or related fields, preferably a Masters or higher;	100
2	Knowledgeable, familiar, and have proven track record of work on institutional frameworks, policy development and financial mechanisms related to national and/or international energy efficiency (EE) projects;	250

<b>3</b>	Over 5 years of experience and skills in assessments and/or one or more aspects of implementation of Public Lighting projects such as design, installation and management;	300
<b>4</b>	Proven Experience in working as part of international consultant team or leading national consultancy teams for ODA projects;	100
<b>5</b>	Wide familiarity and experience of working with local authorities, business sector and banking sector in Viet Nam	150
<b>6</b>	Good English skills, especially writing and reporting skills;	100
<b>Total</b>		<b>1000</b>

### Financing Expert:

	<b>Financing Consultant's experience/qualification related to the services</b>	
<b>1</b>	At least a Bachelor Degree in business management (preferably specialised in financial management), economics or related areas, preferably with a Master's degree or higher;	100
<b>2</b>	Have minimum 5 years of experience and skills in institutional frameworks, financing schemes for public work projects, preferably involving Public-Private Partnerships (PPPs) in energy efficiency	300
<b>3</b>	Knowledge and familiar with financial investment schemes related to Public-Private Partnerships (PPPs) in energy efficiency	200
<b>4</b>	Work experience in the field of public lighting or financing public project is an advantage	150
<b>5</b>	Wide familiarity and experience of working with local authorities, business sector and banking sector in Viet Nam	150
<b>6</b>	Good English skills, especially writing and reporting skills;	100
<b>Total</b>		<b>1000</b>

### For Lighting Expert:

	<b>LED lighting Consultant's experience/qualification related to the services</b>	
<b>1</b>	At least a Bachelor degree in relevant disciplines of Engineering or Applied Science with Knowledge in Energy Efficiency public lighting systems	150
<b>2</b>	Have minimum 5 years of experience in one or more of the following: design, installation and management of Energy Efficiency public lighting systems in general, similar experience in LED public lighting is an advantage	400
<b>3</b>	Wide familiarity and similar experience of working with national agencies and local authorities in Viet Nam	200
<b>4</b>	Knowledge and experience in Public-Private Partnerships (PPPs) is an advantage.	150
<b>5</b>	Good English skills, especially writing and reporting skills;	100
<b>Total</b>		<b>1000</b>

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:

- Full medical examination and Statement of Fitness to work for consultants from and above 65 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 upon acceptance by UNDP of the deliverables specified the TOR.

The payment milestones consist of:

No	Team leader	LE and FE	Payment	Indicative timeline
1	Submission of Reports 1 and 2	Submission of written inputs to Reports 1 to 2	30% of total contract value	30 January 2019
2	Submission of Reports 3, and 4	Submission of written inputs to Reports 3 and 4	40% of total payment	15 May 2019
3	Submission of all products under the contract including Report No. 5,6	Submission of all products under the contract including written comments on Report No. 5,6	30% of total payment	30 July 2019

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

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

## **ANNEX I**



*Empowered lives.  
Resilient nations.*

### **TERMS OF REFERENCE (TOR)**

<b>Title:</b>	<b>03 National Consultants for the Study and Development of Financial Investment Schemes for wide-scale implementation of LED lighting projects for Public Lighting in Viet Nam</b>
<b>Type of contract:</b>	<b>Individual contracts</b>
<b>Project ID and title:</b>	<b>00092227: Local Development and Promotion of LED Technologies for Advanced General Lighting in Viet Nam</b>
<b>Duration &amp; timing:</b>	<b>November 2018 to September 2019. 145 man days for all 3 consultants (Team Leader - 65, Financing Expert – 35, Lighting Expert – 45).</b>
<b>Duty station:</b>	<b>Hanoi with domestic travel as required</b>
<b>Reporting to:</b>	<b>Project Management Unit/VAST, UNDP</b>

#### **1) GENERAL BACKGROUND**

Viet Nam Academy of Science and Technology is implementing the Project “Local Development and Promotion of LED Technologies for Advanced General Lighting in Viet Nam” (abbreviated as “LED Project”), funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions.

The goal of the project is to reduce greenhouse gas (GHG) emissions by increasing the adoption of LED lighting products in Viet Nam. This objective will be achieved by removing gaps and barriers to increased production and use of LED products in Viet Nam.

The gaps and barriers include (i) lack of a developed regulatory regime for LED lamp production and sales in Viet Nam, which has led to inability of domestic lighting manufacturers to produce quality LED lighting products at competitive market prices and the flooding of the market with sub-standard LED lamps that are locally produced or imported.; (ii) lack of consumer confidence in locally manufactured LED lamps, some of which are improperly labelled to mislead consumers into believing they meet international standards; (iii) the high cost of imported LED lamps from manufacturers such as Philips and Osram, which are perceived to meet international standards. (iv) Weak publicly funded research and development (R&D) programmes for LED lighting products, which need to be more strongly linked with the work being done in the private-sector R&D centres and local manufacturers on advances made in LED lighting products and LED lamp fabrication. Stronger linkages could result in more useful LED lighting product development that meets new and adopted Vietnamese LED lamp standards and regulations and is more responsive to consumer needs;

(v) Lack of institutional focus on promoting LED lamps as a mainstream lighting device; (vi) lack of financial resources for installing LED lights in the public lighting sector, which is the area that has the greatest potential for electricity savings; (vii) higher cost for LED lamps, about 3 times more than a traditional lamp with the same features. In addition, the cost of electricity for public lighting in Viet Nam is very low and therefore the payback periods are long.

To remove these gaps and barriers, in the first two year of implementation (2016 and 2017), the project has focused on activities to strengthen the regulatory framework and on transferring skills, knowledge and technology for manufacturing. The project also has activities to demonstrate the cost-effectiveness of LED lights for indoor and outdoor lighting, which was initiated from the middle of 2017.

LED lighting has become the default option to replace and upgrade existing lighting system, resulting in considerable energy savings. Upgrading Public Lighting infrastructure also provides an opportunity for connecting street lights together in a computer-controlled network with a wide range of innovative capabilities that could further save energy and improve the performance and maintenance of the lighting system. Networked public lightings infrastructure could also be used to host the digital infrastructure and platform for future smart city and Internet of Thing (IoT) applications, as they come online, for example to improve law enforcement, environmental and weather monitoring, traffic optimisation, parking optimisation, natural disaster preparedness, and optimisation of municipal maintenance service delivery. Intelligent street lighting applications can also provide opportunities for additional revenue generation, for example by providing Wi-Fi access points, electric vehicle (EV) charging stations and digital signage for advertisers. Hence there is a changing perception of Public Lighting infrastructure from being an operational expense to being a networked asset with potential for additional revenue generation or for offsetting costs.

Lighting, including indoor and outdoor lighting in Viet Nam, accounts for more than 23% of the total national electricity consumption. In particular, the public lighting system has a high potential for energy saving. For example, Ha Noi currently consumes 57 million kWh of electricity annually for public lighting and the electricity cost accounts for 65% of the annual budget for maintenance of the lighting system; in Ho Chi Minh City (HCMC), the lighting system currently consumes more than 162 million kWh of electricity per year, of which public lighting accounts for about 90 million kWh per year. Most lamps currently used for public lighting in Ha Noi and HCMC as well as in the other cities are high pressure lamps (HPS) and Metal Halide (MH).

To reduce operational cost, the global trend is to use LEDs to replace HPS and MH in public lighting. As an example, by replacing the entire public lighting system of Ho Chi Minh city with LED lamps of 65-200W, potential saving of over 55 million kWh per year can be achieved, equivalent to about VND 88 billion per year, and 31 tons of CO<sub>2</sub>eq reduction per year. In addition, the cost of maintenance can be significantly reduced.

Meanwhile, in Viet Nam, high pressure lamps are still used widely and the actual use of LED lighting products in Public Lighting is very limited, accounting for only about 5% of Public Lighting products.

Ha Noi, HCMC, Ha Long People's Committee and few other local governments have recently approved the policy for implementation of energy savings during 2016-2020, and have investment programmes to renovate, replace the existing public lighting systems (HPS, MH) by LED lamps during this period. Although the Ha Noi and HCMC People's Committees have decided to use LED in public lighting, they face challenges in implementation and under business as usual it might take a few decades for both cities for implementation and to achieve the benefits that LED technology brings.

A challenge to develop and implement such LED public lighting projects in Viet Nam is the limited availability of Public Finance, and hence there could be a significant role for the private sector in these types of projects. The private sector would also be more capable to handle the risks involved in a project involving a new and evolving technology like LED lighting. An example of involving the private sector is the decision of Ha Noi, HCMC and Ha Long city to implement LED lighting in public lighting through the ESCO model, though Viet Nam does not have much experience in this modality and there are many challenges in implementing it. Hence, there is a need for more clear guidance on how to finance and implement LED investment projects in Public Lighting in Viet Nam.

Therefore, VAST and UNDP are looking for a team of 03 National Consultants for a study to identify financing options for wide-scale implementation of LED lighting projects for Public Lighting in Viet Nam. This includes the Team Leader (TL), Financing Expert (FE), and the Lighting Expert (LE)

## **2) OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to identify the most suitable financial mechanism and the procurement and contractual modality for implementation of LED lighting projects for Public Lighting in Viet Nam.

## **3) SCOPE OF WORK**

The Team of 03 National Consultants will share responsibility for the following tasks and activities:

### **3.1. General Tasks:**

- Prepare the inception report for whole contract duration, containing the methodology and the work plan);
- Study and understand the feasibility of LED lighting in urban areas in Viet Nam, summarise information related to international and national experience with financial

investment schemes for energy efficiency projects in lighting as well as all revenue generation and cost sharing options, in an effort to understand its feasibility in urban areas in Viet Nam. This will include

- Financial investment schemes for energy efficiency projects, including public lighting in general and LED public lighting in particular. This study should take into account various forms of private and public financing options, risk sharing or risk transfer mechanisms and Public-Private Partnership (PPP) modalities, and their hybrids, such as: self-financing, debt, equity, dedicated credit lines, revolving funds, utility Demand Side Management (DSM) programmes, Climate/Carbon Finance, Green Bonds, Municipal Bonds, Social Impact Funds, Citizens Financing (community energy financing, crowd funding), Loan Guarantee, Risk Guarantee, Energy Saving Insurance, Cooperative Procurement, Energy Performance Contracts, Leasing of lighting assets, Lighting as a Service (LaaS) business model, and The financial investment schemes related to the Public-private partnerships Contracting (PPPs) modalities such as including: Build-Operate-Transfer Contracting (BOT), Build-Transfer-Operate Contracting (BTO), Build-Transfer Contracting (BT), Build-Own-Operate Contracting (BOO), Build-Transfer-Lease Contracting (BTL), Build-Lease-Transfer Contracting (BLT), Operation-Management Contracting (O&M), Performance-Based Contract (PBC), Private Finance Initiatives (PFI) etc. and so on;;
- The use of Public Lighting infrastructure for non-lighting applications for additional revenue generation opportunities such as by providing Wi-Fi access points, electric vehicle (EV) charging stations and digital signage for advertisers;
- Potential for cost sharing or revenue generation using Public Lighting infrastructure for non-lighting, IoT based applications as part of a move towards smart city operations;
- Survey and study in the following city/town categories: (i) all centrally controlled cities, (ii) at least 05 selected provincial cities where there are some LED lighting projects invested and implemented by local governments/municipalities, foreign & local investors, lighting service providers. The studies include the following
  - The LE will conduct a survey and provide relevant details of past, on-going and planned LED replacement/upgrading lighting projects in Public Lighting. At a minimum, the details should include the location, the year of installation, scale of the project, the initial investment, the application, all relevant technical details, and the stakeholders involved and their roles
  - For each of the LED project identified by the LE, the FE will collect information on and analyse the financing mechanism used, the amount of financing, the terms and conditions of financing, and the procurement and contractual mechanism used, and their performance (performance criteria to be agreed with the PMU);
- Based on the surveys mentioned above, the TL will discuss with the LE and FE and provide findings and recommendations for the following questions: (i) what investment schemes are most suitable and applicable for LED public lighting in (a) Ha Noi or HCMC and (b) a middle-size city such as Hai Phong or Ha long City or any other Provincial City in Viet Nam, and why?; (ii) what barriers



prevent the wide-spread application of the selected investment schemes for energy efficient public lighting in general, and LED replacement/upgradation in particular for public lighting in Viet Nam?; (iii) How can we overcome these barriers?;

- Develop 2 separate preliminary proposals for the 02 pilot LED public lighting projects, including financial investment schemes applicable and realizable to mobilize funds. For this purpose, the TL will use inputs from the LE and FE and directly work with stakeholders such as Ha Noi or HCMC municipalities & Ha Long or any other Provincial Government/Municipality, foreign & local investors/financier/banks and lighting service providers. The pilot projects will be implemented in (i) Ha Noi or HCMC and (ii) a middle-size city such as Ha long City or any other Provincial City. The TL will use the service of the LE and FE for collecting data and for the technical and financial design and evaluation of the pilot projects;
- Assist PMU to organize 2 separate consultation workshops with relevant stakeholders to get comments on the 2 drafted proposals.
- In consultation with the PMU and all stakeholders, the TL will select the best scheme for each city and finalize the 2 preliminary proposals
- Work with stakeholders to prepare a detailed proposal for the 2 pilot projects, including identifying partners (both private companies and other potential funding partners) for financing and implementation of the 02 LED public lighting pilot projects, and getting preliminary agreements and approval of their roles and involvement.
- The TL, with the support of the LE and FE, will assist the cities and identified investors and related contractors to develop and implement the 02 pilot LED public lighting pilot projects in (i) Hanoi or HCMC and (ii) a middle-size city such as Ha long city or any other provincial city.;
- The TL, with support from the LE and FE, will evaluate and analyse the implementation results of the 02 pilot projects, including the energy savings, GHG emission reduction, cost-benefits, the potential for private financing and the best procurement and contractual modality to enable it. The TL will prepare a summary report which will describe the results of assisting various stakeholders and the evaluation and analysis of the implementation results of 02 pilot projects
- The TL will assist the PMU to organize workshops and other communication activities for introducing and disseminating the results of the implementation of the 02 pilot projects.
- Based on the results of LED public lighting pilot projects implementation, the TL will assist the identified investors and related contractors in finalizing 02 full LED public lighting project proposals to be submitted by the stakeholders for approval by Hanoi or Ho Chi Minh municipality and Ha Long or any other government/municipality. ; and
- The TL will prepare the final report on the results of implementing the assignment, with inputs from the LE and FE including the results of the support provided to PMU to organize workshops and for communication and the results of related activities for identifying and supporting the investors and contractors to implement a LED public lighting project incorporating the guidance from this assignment

### **3.2. Specific Tasks:**

#### **Team Leader:**

The TL will author all the reports, with substantive support from the FE and LE. The TL will coordinate and advise on the inputs from the FE and the LE, will review and verify their outputs and advise them on any additional work that needs to be done and on the design of any questionnaires used. The TL will be responsible for the recommendations and conclusions and also will cover all substantive issues (including data collection and analysis) related to this assignment, that are not adequately covered by the FE and LE. The specific activities are as follows:

#### **Financing Expert (FE)**

The FE is to support the TL in preparing Reports through providing inputs relevant to financing parts and all activities that lead to it. The FE will carry out this support through data collection, assessments, analysis and by providing recommendations, especially on the financing, financial performance evaluation and Public-Private Partnership aspects of this assignment. The FE will also help to identify relevant cities/towns/jurisdictions for the pilot projects and for the full project implementation and relevant stakeholders and partners. Data collection will be carried out in consultation with the TL, and the data will be shared with the TL in a timely manner and in a format that is mutually agreed with the TL. Based on reviews and advice by the TL, further data might need to be collected. For the data collection, the FE will have to design questionnaires, in consultation with the TL.

#### **Lighting expert**

The LE is to support the TL in providing written inputs to TL in preparing all reports, and all activities that lead to it. The LE will carry out this support through data collection, assessments, technical design, analysis and by providing recommendations, especially on the lighting technology, lighting application, lighting performance and public lighting service related aspects of this assignment. The LE will also help to identify relevant cities/towns/jurisdictions for the pilot projects and for the full project implementation and relevant stakeholders and partners. Data collection will be carried out in consultation with the TL, and the data will be shared with the TL in a timely manner and in a format, that is mutually agreed with the TL. Based on reviews and advice by the TL, further data might need to be collected. For the data collection, the LE will have to design questionnaires, in consultation with the TL.

**Methodology:** The selected team of consultants will work closely among one another as a team and propose and discuss the approach in undertaking the assignment with PMU, PO, the International Adviser and relevant key partners of potential public-private partnerships. The approach should include, among others: i) desktop review of the project documents and related information; ii) meeting and interviewing key partners of potential public-private partnerships, including international and national experts/consultants/organisations, related agencies of central & local governments/municipalities, etc.

#### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

- **Duration and Timing:**

Duration is from November 2018 – September 2019

In terms of effort required, Team Leader: 65 man-days, Financing Expert: 35 man-days, Lighting Expert: 45 man-days

- **Location:** Home based and Hanoi and travel to Ho Chi Minh, Ha long City and other provincial Cities. Travel to provinces (if any) will be covered by the project based on UN-EU cost norm.

#### 5) PRODUCTS TO BE SUBMITTED

The consultants will deliver the followings:

No	Team leader	Team member (LE and FE)	Indicative timeline
1	<b>Report 1:</b> Inception report for the whole contract duration to be submitted and discussed with the PMU/VAST, UNDP. The inception report should contain at least the following items: (i) The methodology proposed for undertaking the assignment; (ii) A detailed work-plan with proposed step-wise method including planned travel; (iii) DSA and travel cost corresponding to travel plan;	Written inputs to the inception report that are respective to the scope of tasks by the LE and FE.	02 weeks upon signing of the contract
2	<b>Report 2:</b> Report on the study on international and national experiences with: financial investment schemes for energy efficient projects including public lighting in general and LED public lighting, in particular; and use of Public Lighting infrastructure for non-lighting applications for additional revenue generation opportunities and for cost sharing; and The study of the present status, performance and barriers of financing schemes for LED Public Lighting projects in Viet Nam. The study should be conducted in the following city/town categories: (i) all centrally controlled cities, (ii) at least 05 selected provincial cities where there are some LED lighting projects invested and implemented by local governments/ municipalities, foreign & local	Written inputs to the Report 2 that are respective to the scope of tasks by the LE and FE.	15 December 2018

No	Team leader	Team member (LE and FE)	Indicative timeline
	investors, lighting service providers		
3	<b>Report 3:</b> (i) Preliminary Proposal on financing schemes for developing and implementing 01 pilot LED replacement/upgrading public lighting projects in Hanoi or Ho Chi Minh City; (ii) Results of consultation workshop with relevant stakeholders to get comments on the recommended drafted financial investment schemes; and (iii) Finalized preliminary proposal on 01 pilot LED replacement/upgrading public lighting projects in a large city and iv) Results of working with the public-private partnerships, such as relevant private companies, ESCO, and Hanoi or Ho Chi Minh municipalities.	Written inputs to the Report 3 that are respective to the scope of tasks by the LE and FE.	30 April 2019
4	<b>Report 4:</b> Preliminary Proposal on financing schemes for developing and implementing 01 pilot LED Public Lighting project in Ha Long City or Hai Phong or any other Provincial City; (ii) Results of consultation workshop with relevant stakeholders to get comments on the recommended drafted financial investment schemes; and (iii) Finalize the preliminary proposal on 01 pilot LED replacement/upgrading public lighting projects in a middle-size city and iv) Results of working with the public-private partnerships, Ha Long or Hai Phong or any other provincial government/municipality, foreign & local investors/financier/banks and lighting service providers to introduce the recommended schemes and to identify partners providing funds for investment of a LED replacement/upgrading public lighting pilot projects and multiplication	Written inputs to the Report 4 that are respective to the scope of tasks by the LE and FE	30 April 2019
5	<b>Report 5:</b> Results of (i) Assisting identified investors and related contractors to develop and implement 02 LED public lighting pilot projects; ii) Evaluation and analysis of the implementation results of the 02 pilot projects, especially to find out how to involve private	Written comments on the Report No. 5	30 July 2019

No	Team leader	Team member (LE and FE)	Indicative timeline
	financing, and also what is the best procurement and contractual modality to enable it; (iii) Results of assisting PMU to organize workshops and other communication activities for introducing and disseminating the results of the implementation of the 02 pilot projects ; and (ii) Results of assistance provided to the identified investors and related contractors in developing 02 full LED public lighting project proposals to be submitted by the stakeholders for approval by Hanoi or Ho Chi Minh municipality and Ha Long or any other government/municipality. (there will be at least 02 new replication projects);		
6	<p><b>Report 6:</b> Final report on the assignment implementation results. The final report should contain, but may not limit, to the following key elements:</p> <ul style="list-style-type: none"> <li>• Introduction/Executive Summary: the detailed purpose, description of the key results, findings and recommendations.</li> <li>• Implementation methodologies.</li> <li>• The results of implementation: including all results obtained from the implementation of the “Scope of Work”.</li> <li>• Conclusions and recommendations.</li> <li>• Annexes: including minutes of the meetings/interviews, minutes of the consultation workshops.</li> <li>• References.</li> </ul>	Written comments on the final report (Report 6)	30 July 2019

All reports must be written in excellent English and Vietnamese, well formatted and will be submitted to PMU/HTD-VAST, UNDP for approval.

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The selected consultants will perform tasks as required under the direct supervision of the National Project Director. The consultants are required to regularly report to Management Unit (PMU)/HTD-VAST on the progress of the work. After the signing of the contract, the selected consultant, PMU and UNDP will agree on the mechanism and actual timeline of the reporting requirement. Upon that the consultants will develop a detailed work plan which must be agreed between (PMU)/HTD-VAST, UNDP.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

Minimum qualifications and experience of the Consultants are as follows:

### **7.1 Team Leader:**

- a) Degree in Engineering and/or Management or related fields, preferably a Masters or higher;
- b) Knowledgeable, familiar, and have proven track record of work on institutional frameworks, policy development and financial mechanisms related to national and international energy efficiency (EE) projects;
- c) Have over 5 years of experience and skills in assessments and/or one or more aspects of implementation of Public Lighting projects such as design, procurement, installation and management;
- d) Proven Experience in working as part of international consultant team or leading and national consultancy teams for, including GEF/UNDP or other ODA projects; ;
- e) Wide familiarity and experience of working with local authorities, business sector and banking sector in Viet Nam
- f) Fluency in English, both spoken and written.

### **7.2 Financing Expert:**

- a) Degree in business management (preferably specialised in financial management), economics or related areas, preferably with a Master's degree or higher;
- b) Knowledge and familiar with financial investment schemes related to Public-Private Partnerships (PPPs) in energy efficiency;
- c) Have minimum 5 years of experience and skills in institutional frameworks, financing schemes for public work projects, preferably involving Public-Private Partnerships (PPPs) in energy efficiency;
- d) Work experience in the field of public lighting or financing public project is an advantage
- e) Wide familiarity and experience of working with local authorities, business sector and banking sector in Viet Nam
- a) Fluency in English, both spoken and written.

### **7.3 Lighting Expert:**

- a) At least a Bachelor degree in relevant disciplines of Engineering or Applied Science with Knowledge in Energy Efficiency public lighting systems;

- b) Have minimum 5 years of experience in one or more of the following: design, procurement, installation, and management of Energy Efficiency public lighting systems, similar experience in LED public lighting is an advantage;
- c) Knowledge and experience in Public-Private Partnerships (PPPs) is an advantage.
- g) Wide familiarity and similar experience of working with national agencies and local authorities in Viet Nam
- d) Fluency in English, both spoken and written.

## **8) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

Project Management Unit (PMU)/HTD-VAST will assist the selected consultant with administrative support related to, but not necessarily limited to:

- To assist with acquiring official letters in case of visits or conducting interviews with official partners
- To organize necessary consultative meeting(s)

## **9) REVIEW TIME REQUIRED AND PAYMENT TERMS**

The following payments will be paid upon submission and approval of the draft and final reports according to the timeline as follows:

No	Team leader	LE and FE	Payment	Indicative timeline
1	Submission of Reports 1 and 2	Submission of written inputs to Reports 1 to 2	30% of total contract value	30 January 2019
2	Submission of Reports 3, and 4	Submission of written inputs to Reports 3 and 4	40% of total payment	15 May 2019
3	Submission of all products under the contract including Report No. 5,6	Submission of all products under the contract including written comments on Report No. 5,6	30% of total payment	30 July 2019

## **10) CONSULTANTS PRESENCE REQUIRED ON DUTY STATION/PMU/HTD-VAST PREMISES**

☒ NONE      ☐ PARTIAL      ☐ INTERMITTENT      ☐ FULL-TIME

### EVALUATION CRITERIA WITH ASSIGNED SCORES

(additional interview will be carried out if necessary, either directly or through telephone/Skype )

For Team Leader

	Team Leader Consultant's experience/qualification related to the services	
1	At least a Bachelor degree in Engineering and/or Management or related fields, preferably a Masters or higher;	100
2	Knowledgeable, familiar, and have proven track record of work on institutional frameworks, policy development and financial mechanisms related to national and/or international energy efficiency (EE) projects;	250
3	Over 5 years of experience and skills in assessments and/or one or more aspects of implementation of Public Lighting projects such as design, installation and management;	300
4	Proven Experience in working as part of international consultant team or leading national consultancy teams for ODA projects;	100
5	Wide familiarity and experience of working with local authorities, business sector and banking sector in Viet Nam	150
6	Good English skills, especially writing and reporting skills;	100
<b>Total</b>		<b>1000</b>

**Financing Expert:**

	Financing Consultant's experience/qualification related to the services	
1	At least a Bachelor Degree in business management (preferably specialised in financial management), economics or related areas, preferably with a Master's degree or higher;	100
2	Have minimum 5 years of experience and skills in institutional frameworks, financing schemes for public work projects, preferably involving Public-Private Partnerships (PPPs) in energy efficiency	300
3	Knowledge and familiar with financial investment schemes related to Public-Private Partnerships (PPPs) in energy efficiency	200
4	Work experience in the field of public lighting or financing public project is an advantage	150
5	Wide familiarity and experience of working with local authorities, business sector and banking sector in Viet Nam	150
6	Good English skills, especially writing and reporting skills;	100
<b>Total</b>		<b>1000</b>



**For Lighting Expert:**

	<b>LED lighting Consultant's experience/qualification related to the services</b>	
<b>1</b>	At least a Bachelor degree in relevant disciplines of Engineering or Applied Science with Knowledge in Energy Efficiency public lighting systems	150
<b>2</b>	Have minimum 5 years of experience in one or more of the following: design, installation and management of Energy Efficiency public lighting systems in general, similar experience in LED public lighting is an advantage	400
<b>3</b>	Wide familiarity and similar experience of working with national agencies and local authorities in Viet Nam	200
<b>4</b>	Knowledge and experience in Public-Private Partnerships (PPPs) is an advantage.	150
<b>5</b>	Good English skills, especially writing and reporting skills;	100
<b>Total</b>		<b>1000</b>

## **ANNEX IV**

Consultants submit in a team are required to submit **separate Letter to UNDP confirming Interest and Availability** below:

### **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*

United Nations Development Programme

*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
  - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
  - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization


P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

---

**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

## **GUIDELINES FOR CV PREPARATION**

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.

## Annex V

Consultants submit in a team are required to submit separate financial offer.

### **FINANCIAL OFFER**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of .....VND

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 (VND)	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 65 years of age and involve travel – (required before issuing contract).			
2.5	Others (pls. specify).....			
	<b>TOTAL</b>			

*\* Individual Consultants/Contractors who are over 65 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

*(The costs should only cover the requirements identified in the Terms of Reference (TOR)  
Travel expenses are not required if the consultant will be working from home).*