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28 November 2018

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	Technical support for implementation of 03 replication projects on non-fired bricks production.
Period of assignment/services (if applicable):	167 working days (January – December 2019)
Duty Station	Homebased, Ha Noi and travel to provinces as required
Tender reference:	3-181101

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
17.00 hrs., 05 December 2018 (Hanoi time)

With subject line: 3-181101 - NC for implementation of 03 replication projects on non-fired bricks production

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 **35 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)
- [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

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and 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 international consultant and national consultant will be evaluated and selected separately. The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1.1	Bachelor of Construction material, technology/construction facilities or NFB or related fields. PhD./Master Degrees of relevant fields will be preferred	200
1.2	At least 5 years of experience in design, purchase, installation and supervision of investment project in building materials/NFB production	300
1.3	Proven experiences in research, design or operation of NFB technology and equipment or building materials production technology	250
1.4	Experience in providing technical services for donor supported project is an advantage	150

1.5	English equivalent to C level	100
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:

- 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.

ID.	Description of Instalments	Percentage of Payment	Due date
1	Submission and Approval of survey report on selection of potential NFB production investors from provinces/ cities, including 3 selected NFB	10%	15 February 2019

	production investors		
2	Submission and approval of Report on NFB production technology and equipment line consultation for 03 selected projects including photos taken during the field missions	30%	15 April 2019
3	Submission and Approval of 03 feasibility study reports approved.	40%	15 August 2019
4	Submission and approval of M&E reports in English and Vietnamese and all related products under the contract	20%	15 October 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.

TERMS OF REFERENCE**TECHNICAL SUPPORT FOR IMPLEMENTATION OF 03 REPLICATION PROJECTS ON NON-FIRED BRICKS PRODUCTION**

Project Name	Promotion of Non Fired Brick Production and Utilization in Viet Nam
Name of Assignment	Technical support for implementation of 03 replication projects on non-fired bricks production
Recruiting type	Individual consultant
Duty location:	Homebased, Ha Noi and travel to provinces as required
Duration:	167 working days (January – December 2019)
Direct supervisor:	Project Manager, Building Material Specialist, UNDP

1. Background

On 29 August 2008, Decision No. 121/QĐ-TTg approving the “Master Plan on development of building materials up to 2020” was issued by the Prime Minister. Later on, this was replaced by Decision No. 1469/QĐ-TTg dated 22 August 2014 on “Master Plan on building materials development up to 2020 with vision to 2030”.

To motivate the development of Non-Fired Bricks (NFB), Decision No. 567/QĐ-TTg on NFB development program up to 2020 (Program 567) was issued by the Prime Minister on April 28, 2010. Major objectives of the program are as follows:

- Market share of NFB will increase by 20% - 25% by 2015 and 30% - 40% by 2020, respectively;
- Utilization of around 15-20 million tonnes of industrial waste (ash) from coal-fired power generation and other industries to produce non-fired building materials, saving around 1,000 hectares of agriculture land annually; and
- All traditional fired clay brick (FCB) making plants will be gradually replaced by NFB production facilities.

On 19 September 2014, the Prime Minister issued Decision No. 1686/QĐ-TTg on approval of Project Categories, funded by *United Nations Development Programme* (UNDP) and assigned the Ministry of Science and Technology as main in charge entity and the Ministry of Construction as co-implementing partner.

The objective of the Project is to reduce the annual growth rate of GHG emissions by displacing the use of fossil fuels and the usage of good quality soil for brick making through the increased production, sale and utilization of non-fired bricks (NFB) in Vietnam. This objective will be achieved by removing barriers to increase production and utilization of NFBs through 4 components:

- i) Policy support for NFB technology development.
- ii) Technical capacity building on NFB technology application and operation and use of NFB products
- iii) Sustainable financing support for NFB technology application

iv) NFB technology demonstration, investment and replication.

The Project will be implemented over a 5-year period and is expected to generate GHG emission reductions through the displacement of coal-fired clay brick kilns. Direct GHG reduction is estimated at 383 ktonnes CO₂. Indirect emission reduction is estimated at 13,409 ktonnes CO₂ that is cumulative for a 10-year period after the end of the Project.

One of core strategies of the project is to implement 03 demonstration projects on NFB on the purpose of reviewing, learning from experiences and replicating and transferring technology to 21 other replication projects.

Until present, 16 replication projects have been implemented, other 3 under implementation. This TOR is for the national expert to provide technical services for implementation of 03 additional replication projects on NFB production.

2. Objective of the Assignment

Objectives of the assignment are to (1) conduct a survey and select 03 potential NFB investors/producers who have plan to invest in new NFB production based on the PMU's project selection criteria and technology and equipment line selection criteria as well as to (2) assist the investors to select suppliers of NFB production technology and facilities.

3. Scope of work

3.1. To investigate on selection criteria of replication project and investor, selection criteria of technology and equipment lines as proposed by the PMU.

3.2. To coordinate with Department of Construction of provinces to survey and assess potential investors and select out 03 investors who has enough conditions and financial capabilities to get access to preferential loan from the Viet Nam Environment Protection Fund (VEPF) to implement the project.

3.3. To consider and update current status of potential project site options in order to establish a database of the selected replication project site. Some specific data are required as follows: availability of raw materials and energy, consumer market, human resources, environmental assessment, local policies, etc.

3.4. To advise on the selection of technology and equipment lines to meet the requirements on products model and quality and the investor's financial capability.

3.5. To develop 03 feasibility reports and submitting for approval. The feasibility report is in the form as defined in the Investment Law 2014.

3.6. To monitor and evaluate the project execution including project progress, production line capacity, production and business efficiency, energy savings and greenhouse gas emission reduction; To identify all barriers as well as to provide lessons learned to apply to other replication projects.

Approach and Methodology

The consultant shall thoroughly understand the project's objectives, project implementation strategy, the criteria for selecting the sites, the technology level of demonstration projects/ replication project as well as the PMU's requirements on the implementation of 03 replication projects of NFB as basis in order to have measures to implement 03 replication project scientifically and effectively.

The consultant shall be responsible to engage other technical experts to team up with him/her to fulfil the tasks as required. He/she shall coordinate with the PMU and Department of Construction of Provinces to survey and select the most feasible investor to implement the replication project. Simultaneously, the consultant should also approach equipment/technology suppliers in Vietnam to convince them to participate in supplying NFB manufacturing equipment for replication projects.

The consultant shall closely coordinate with key partners such as the PMU, the investors, NFB equipment suppliers to have solutions to any problems arising during implementation process.

4. Duration of assignment, duty station and Expected places of travel

Duration: Estimated 167 man-day during January - December 2019

Duty Station: Home-based and Ha Noi. In case of travel to the field/provinces (if required), separate travel arrangement including DSA will be made by PMU or UNDP based on the UN-EU cost norm.

5. Deliverables

5.1. Survey report on NFB potential investors in provinces and selection of 03 committed NFB investors.

5.2. Report on technology and equipment line selecting consultancy for 3 replication projects including photos taken during the field missions.

5.3. 03 reports on feasibility study of the NFB production projects approved

5.4. 03 M&E reports including energy efficiency (toe) and greenhouse gas emissions reduction (tonnes of CO₂). The reports should also specify the barriers and lessons learnt towards the effective and successful establishment of NFB investment projects. This report will be in Vietnamese and English.

Below is indicative timeline which will be finalized at the commencement of the assignment.

No.	Deliverables	Duration
1	A survey report on selection of potential NFB production investors from provinces/ cities, including 3 selected NFB production investors.	1/2019
2	Report on NFB production technology and equipment line consultation for 03 selected projects including photos taken during the field missions.	3/2019
3	03 feasibility study reports approved. The feasibility report is in the form as defined in the Investment Law 2014.	7/2019
4	03 M&E reports including energy efficiency (toe) and greenhouse gas emissions reduction (tonne CO ₂). The reports should also specify the barriers and lessons learnt towards the effective and successful establishment of NFB investment projects. This report will be in Vietnamese and English.	9/2019

6. Provision of monitoring and Progress Control

The selected consultant shall report to National Project Director/Project Manager and UNDP through the Project National building material specialist. The expert shall work in close collaboration with PMU staff in order to ensure best knowledge sharing and highest quality of products.

A monitoring and progress control will be agreed with the expert and will be included in the work-plan, stating clear deadlines and verification activities

7. Admin support and reference document

Relevant documents including training documents and technical reports will be provided upon signing of the contract. In consultation with PMU, the consultant shall be responsible for identifying and

engagement of qualified expert to support him to undertake the assignment. The consultant shall ensure regular consultations with the Project Management Unit during implementation of the task.

8. Qualification and experience requirements

- Bachelor of Construction material, technology/construction facilities or NFB or related fields. PhD./Master Degrees of relevant fields will be preferred;
- At least 5 years of experience in design, purchase, installation and supervision of investment project in building materials/NFB production;
- Proven experiences in research, design or operation of NFB technology and equipment or building materials production technology;
- Experience in providing technical services for donor supported project is an advantage
- English equivalent to C level.

9. Payment terms

ID.	Description of Instalments	Percentage of Payment	Due date
5	Submission and Approval of survey report on selection of potential NFB production investors from provinces/ cities, including 3 selected NFB production investors	10%	15 February 2019
6	Submission and approval of Report on NFB production technology and equipment line consultation for 03 selected projects including photos taken during the field missions	30%	15 April 2019
7	Submission and Approval of 03 feasibility study reports approved.	40%	15 August 2019
8	Submission and approval of M&E reports in English and Vietnamese and all related products under the contract	20%	15 October 2019

10. Consultant presence required on duty station/UNDP Premise

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

ANNEX IV

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

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofVND (for National Consultant) and USD (for International Consultant)

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).....			
	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

(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).