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Date: **19 February 2014**

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE – re-advertised

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

Country:	Viet Nam
Description of the assignment:	01 National Consultant (Policy and Project Formulation) to support the project preparation
Project name:	00087826/PPG: Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Period of assignment:	Estimated 40 working days from February to December 2014

1. Submissions should be sent by email to: le.tuyet.sinh@undp.org no later than: **27 February 2014 (Hanoi time)**.

With subject line: **National consultant on Policy and Project Formulation-Project 00087826/PPG**

Submission received after that date or submission not in conformity with the requirements specified in this document will not be considered.

Note: Maximum size per email is **7 MB**.

Any request for clarification must be sent in writing, or by standard electronic communication to le.tuyet.sinh@undp.org. 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 interested consultants and

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) & [General Conditions](#) (Annex III)
- [Insurance Coverage Table](#) (Annex IV)

- [Vendor Form](#) (Annex V)
- [Guidelines for CV preparation](#) (Annex VI)
- [Format of financial proposal](#). (Annex VII)

3. Interested individual consultants must submit the following documents/information **(in PDF Format)** to demonstrate their qualifications:

- a. Technical component:
 - Letter of interest explaining why they are the most suitable for the work
 - Signed Curriculum vitae with contact details of 03 clients for whom you have rendered preferably the similar service
 - One writing/report sample
- b. Financial proposal **(with your signature)**:
 - The financial proposal shall specify a total lump sum amount in **VND** including consultancy fees and all associated costs etc. – see format of financial offer in Annex VII.
 - 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 VND at UN Exchange Rate at the submission deadline.

Please note: Any individual employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant(s)' experiences/qualification related to the services		
1	Postgraduate degree with knowledge in energy efficiency, civil engineering, or architecture or relevant fields;	200
2	Strong understanding and experience in building sector and/or energy efficiency	200
3	Sound knowledge of building sector related policies in Viet Nam, energy efficiency policies framework and EE measures, technology and solutions in building sector	250
4	Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage	100
5	Good knowledge and understanding of key stakeholders involving in energy efficiency in building sector Viet Nam; with ability and experience to work with government officials, building developers;	150
6	Good skill in English and Vietnamese and demonstrated command of writing professional reports in English with evidence by	100

	submission of sample reports	
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).

Technically qualified consultants may be selected for an interview before financial evaluation.

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%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

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
- Release letter in case the selected consultant is government official.

Annex I

TERMS OF REFERENCE (TOR)

National Consultant of Energy Efficiency Policy and Project Formulation to support the Formulation of Full-sized Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam”

Title:	One National Consultant to support the project preparation of “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” project
Project ID and title:	00087826/PPG: Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration:	February – December 2014
Duty station:	Home-based, Hanoi and local travel to the field if needed
Reporting:	UNDP Viet Nam and Ministry of Construction

1. BACKGROUND

The Government of Viet Nam, represented by the Ministry of Construction (MOC) received a project preparation grant from the Global Environment Facility (GEF) for development of a full-sized project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” (EECB). The full-sized project aims at improved energy utilization performance of commercial and high-rise residential buildings in Ho Chi Minh and Hanoi.

The main outputs of this project preparation grant from the GEF are:

1. UNDP Project Document (ProDoc)
2. GEF CEO Endorsement Request with completed relevant GEF Tracking Tools
3. Detailed Project Outline (DPO) in accordance with the government’s guidelines

The ProDoc must include at the minimum the following key indicative sections:

- Situation Analysis (including sections on context and global significance, barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, business-with-GEF-analysis)
- Strategy (including sections on project rationale for GEF assistance and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability)
- Management Arrangements
- Monitoring framework and evaluation plan and associated budgets
- Incremental Cost Analysis (including summary of costs, additional cost matrix)
- Project Results Framework
- Total Budget and Work-plan, including First Year Work-plan (GEF and co-financing)
- Project Organigram
- Project timetable
- Terms of Reference for Project staff (project management unit staff, international and national consultants) and main sub-contracts
- Stakeholder involvement Plan
- Confirmed co-financing letters
- Annexes and additional information (i.e. Implementation Arrangement, Baseline data and annual targets, energy consumption and CO₂ emission calculation methodology)

To prepare the full-sized project documents, UNDP Viet Nam and MOC are recruiting a project preparation team consisting of an international consultant/team leader and two national consultants.

- The international consultant/team leader will be in charge of leading the team and finalizing the required documents
- National consultant No. 1 (Energy Efficiency Policy and Project Formulation Expert) is responsible for working on policy analysis, stakeholder analysis and co-financing to support energy efficiency in building sector, and providing inputs to the development of the required documents
- National consultant No. 2 (Building Energy Efficiency Expert) is responsible for survey and selection of demonstration sites for project intervention, and providing inputs to the development of the required documents

This TOR is designed for National Consultant No. 1 on Energy Efficiency Policy and Project Formulation Expert.

2. OBJECTIVES OF THE ASSIGNMENT

The assignment is to undertake relevant review and analyses to provide inputs for the development of a full-sized UNDP Project Document and a GEF CEO Endorsement Request.

3. SCOPE OF WORK

Under the overall guidance of the Head of the Sustainable Development Unit of UNDP Viet Nam, the Director of the Department of Science and Technology of MOC, and the International Consultant/Team leader, the National Consultant will be responsible for implementing the following key tasks:

General tasks

- Work with the international consultant/team leader and the other national consultant to draw up a detailed work plan, including defining scope, specific tasks and expected outputs delivered by each national consultant;
- Seek advice and guidance from the international consultant/team leader from the start-up phase and during the process to ensure quality of the expected outputs;
- Provide related written inputs to support the international consultant/team leader in drafting and finalizing the required documents, which includes:
 - Provide baseline data and information of energy efficiency in building sector with focus on commercial and high-rise residential buildings
 - Identify the relevant activities or group of activities to be carried out to realize the objectives based on the specified project goal, purpose, outcomes in the Log-frame analysis,
 - Determine and design the technical assistance required for all outputs and activities;
 - Identify success indicators for each output and specify means of verification;
 - Estimate the financial requirements for each measure and the corresponding implementation schedules;
 - Identify and address any opportunities/risks identified during an environmental and social screening of the project proposal;
 - Provide assistance to MoC in coordinating with potential project partners to review the draft ProDoc and consolidate their comments accordingly;
 - Provide written responses to UNDP and GEF comments on the draft documents and accordingly additional information/data if required.

Specific tasks:

3.1. Analysis of EC&EE Policy and regulation in building sector

- Review all existing policies/plans/programmes/initiatives on energy conservation and energy efficiency (EC&EE) and analyse those that are related and relevant to EC&EE technology applications and management in the building sector in Viet Nam;
- Assess relevant energy policies that are in line with the development, environment and economic policies/plans/programmes of the Government;
- Analyze, prioritize and elaborate in detail all the significant barriers and gaps, which are hindering the widespread implementation of EC&EE practices and technology applications in the buildings sector in Viet Nam;
- Determine the inter-relationships (cause and effect) of the identified barriers through a logical framework analysis;
- Identify means/measures for overcoming the barriers and requirements needed for development and implementation of EC&EE in building sector;
- Propose a policy development programme, including establishment of appropriate policy framework and suitable financial support mechanism for promotion and implementation of EC&EE in building sector;
- Identify requirements needed for implementation of national scale EE building code compliance, including capacity building programmes for the relevant government agencies and stakeholders in policy formulation, co-ordination and implementation,
- Analyze and highlight the potential impact of the project in dealing with the issue of market transformation towards energy efficient equipment/appliances that can be used in high-rise residential and commercial buildings in Viet Nam

3.2. Update of the baseline of energy efficiency in commercial and high-rise residential building

- Update the baseline on energy efficiency in commercial and high-rise residential buildings in Viet Nam with summary of lessons learned from past and ongoing development programs of the government that are related to energy efficiency in building sector;
- Identify and negotiate partnerships with on-going projects/initiatives to build synergies.

3.3. Stakeholders' analysis and implementation arrangement

- Identify relevant and potential project partners and analyse their present and possible future roles in EC&EE promotion in the building sector, including their roles in the GEF project. The key players may include but not limited to national and local government agencies, Local equipment suppliers/dealers for building services (if any), Building developers and engineering firms (design and construction) and others;
- Facilitate discussion meetings with identified potential partners to define and detail the coordination and implementation mechanism among project partners;
- Suggest the most appropriate implementation arrangements that will be used for (i) Overall project management and implementation; (ii) Implementation of each major activity; (iii) Implementation of demonstration schemes as well as for sustaining the project objectives.

3.4. Mobilizing co-financing from key project partners/stakeholders

- Work with MOC and the other national consultant (NC 02) to identify potential co-financiers and seek commitments of co-financing from these partners. This will include in-kind, grant and investment co-financing modalities;
- Prepare letters of co-financing confirmation and have them signed by committed co-financiers;

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration and Timing: 40 days (during February to December 2014)

Duty Station: Hanoi and travel to the field (in Ho Chi Minh City and Da Nang) if required. In case of travel to the provinces, separate travel arrangement including DSA will be made by UNDP basing on the UN-EU cost norm.

5. FINAL PRODUCTS

- A completed report that covers but not limited to following issues:
 - Barriers/Gap analysis of the current policy, regulation and guidelines in regard to promotion and implementation of EE in commercial and high-rise residential buildings with a completed design of a policy development framework and suitable financial support mechanism for promotion and implementation of EE in commercial and high-rise residential buildings
 - Institutional framework for implementation of current and suggested policies and suggested coordination with baseline projects
 - Stakeholder analysis with clear roles and responsibilities of project partners, suggested implementation arrangement and stakeholder involvement plan
 - Capacity building programmes for the relevant government agencies and stakeholders in policy formulation, coordination and implementation
 - Confirmed co-financing letters signed by committed co-financiers
- Written responses to UNDP and GEF comments which are relevant to the NC's assignment.

All reports shall be submitted in English and Vietnamese. Due date for the submission of the draft reports will be decided according to the detailed work-plan but should not be later than 29 April 2014.

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected consultant will have regular meetings and discussions among the team and with the responsible staff of UNDP Viet Nam and MOC. He/she is required to regularly report to UNDP Viet Nam, MOC and the international consultant/team leader on the progress of the work based on the agreed work-plan.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

The ideal candidates for the national consultant shall have the following minimum general and specific qualifications and experience:

- Postgraduate degree with knowledge in energy efficiency, civil engineering, or architecture or relevant fields;
- Strong understanding and experience in building sector and/or energy efficiency
- Sound knowledge of building sector related policies in Viet Nam, energy efficiency policies framework and EE measures, technology and solutions in building sector
- Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage
- Good knowledge and understanding of key stakeholders involved in energy efficiency in the building sector of Viet Nam; with ability and experience to work with government officials, building developers
- Good skill in English and Vietnamese and demonstrated command of writing professional reports in English with evidence by submission of sample reports

8. PROJECT SUPPORT AND REFERENCE DOCUMENTS

Arrangement of meeting and interview

- UNDP and MOC will provide all logistical and administrative support if necessary to the selected national consultants and the whole team;
- UNDP and MOC will suggest list of stakeholders (government officers, businesses, associations, donors and others to consult)
- MOC will arrange all meetings, partners/stakeholders consultations or/and field assessments as needed.

Cooperation among the project preparation team

- UNDP will mobilize one international consultant/team leader and national consultants work with one another as a team;
- The National Consultant will play the role as team members responsible for his/her corresponding tasks described above and others as agreed upon in the detailed work-plan.

Documents

- Copies of the following documents will be made accessible to the consultants upon commencement of the assignments:
 - Approved PIF and comments on the PIF by GEF
 - Copy of the Energy Efficiency Building Code
 - Copy of Law on Energy Efficiency and Conservation and Viet Nam Energy Efficiency Programme upon request

9. REVIEW TIME REQUIRED AND PAYMENT TERM

- The first installment of 40% of contract amount will be paid upon submission of the draft report with satisfactory acceptance by UNDP.
- The second payment of 40% of contract amount will be paid upon the final report with satisfactory acceptance by UNDP.
- The third and final payment of 20% of contract amount will be paid upon the completion of and written comments to the draft ProDoc and final products under the contract, with satisfactory acceptance by UNDP.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

Annex VI

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 VII

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, medical check if required etc).

Cost breakdown:

No.	Description	Number of days	Rate (VND)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel cost			
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). *			
2.4	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