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Date: 15 May 2014

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National consultant to provide technical inputs on energy efficient buildings and identified demonstration sites in Ho Chi Minh City to support the project preparation of “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” project
Project name:	00087826/PPG: Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Period of assignment:	Estimated 30 days from May to December 2014

1. Submissions should be sent by email to: le.tuyet.sinh@undp.org no later than: **22 May 2014 (Hanoi time)**.

With subject line: **National consultant to provide technical inputs on energy efficient buildings & identified demonstration sites in Ho Chi Minh city -Project 00087826/PPG**

Submission received after that date or submission not in conformity with the requirements specified 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) & (Annex III)
[General Conditions](#)
- [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:

- 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
- 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, building sector related policies in Viet Nam, energy efficiency policies framework and EE measures, technology and solutions in building sector;	250
3	Familiar with investment appraisal of energy efficient projects and working experience in energy efficient technologies, energy data collection and analysis with preference to the building projects;	250
4	Sound knowledge and understanding of CO2 reduction calculations of the UNFCCC and/or GEF; with at least five year experience in energy audits to support energy efficient or environment friendly projects;	200

5	Good skill in English and Vietnamese	50
6	Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage	50
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

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 for Formulation of Full-sized Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam”

Title:	National consultant to provide technical inputs on energy efficient buildings and identified demonstration sites in Ho Chi Minh City 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:	May – December 2014
Duty station:	Hanoi and Ho Chi Minh City
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 City 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 three 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 consultants No. 2 (Building Energy Efficiency Expert) is responsible for providing technical inputs on energy efficient buildings and selection of demonstration sites in Ho Chi Minh City to support the project preparation of “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” project
- National consultants No. 3 (Building Energy Efficiency Expert) is responsible for providing technical inputs on energy efficient buildings and selection of demonstration sites in Hanoi to support the project preparation of “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” project

This TOR is designed for the National consultant No.2.

2. OBJECTIVES OF THE ASSIGNMENT

The assignment is to undertake relevant review, survey 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:

- Work with the international consultant/team leader and the other national consultants to draw up a detailed work plan, including defining scope, specific tasks and expected outputs delivered by each national consultant;
- Provide related written inputs and comments to support the international consultant/team leader in drafting and finalizing the required documents;
- In collaboration with national consultant No. 2, provide baseline data of energy efficiency in commercial and high-rise residential buildings in Viet Nam, which includes:
 - Describe the status of the building sector, and predict the growth rate of the building sector, focusing on the high rise commercial and residential buildings;

- Provide baseline data and information on business-as-usual historical energy consumption of high-rise residential and commercial buildings at national level as well as that of Ho Chi Minh City and Da Nang, including hotel, hospital, shopping mall and office buildings;
- Analyze the collected set of data to produce relevant baseline data on which the project will use as baseline to measure success of building energy efficiency project interventions. In doing this task, consultant is requested to present the data according to the size of building, including large, medium and small as data allows;
- Evaluation of EC&EE Improvements Potentials in the Building Sector, taking into account the climatic condition in the South/HCMC
 - Evaluate EC&EE practices in high-rise residential and commercial buildings, including estimation of the potential energy savings, and in the identification of specific applications of EC&EE in different building types (including hotel, office, shopping, residential, service apartment);
 - Assess capacities of local manufacturers of EE in building technologies and applications. Based on the evaluation, prioritize the EC&EE techniques and technologies that the MOC can consider and recommend appropriate application methods/technologies;
 - Evaluate the performance of known EC&EE technology applications in the buildings sector and provide background information on the problems encountered and any improvements that were made in existing systems;
 - Identify technical assistance and technical capacity building for application of recommended EC&EE technologies;
 - Estimate the domestic and global environmental benefits (i.e., GHG reductions). Determine direct, post-project direct and indirect CO₂ reductions of the various activities (or group of activities) that will be carried out under the project.
- Identification, evaluation and selection of 10 demonstration projects in HCMC
 - Identify and evaluate the suitable commercial and high-rise residential buildings for possible EC&EE technologies demonstration which is deemed necessary and feasible for inclusion in the intended GEF project;
 - Identify 10 sites for demonstration model projects in HCMC that will receive technical assistance from GEF;
 - Provide baseline information on the selected demo sites and assess the pre-feasibility of each identified building and the feasibility of corresponding proposed EC&EE demo scheme/measures;
 - Develop implementation plans for demonstration projects at selected sites and assess potential for replication projects. This includes the technical requirements and assistance, budget/investment estimates, cost and benefit analysis, expected results, expected energy performance, energy savings and potential GHG emissions reduction; and monitoring and evaluation of the demo performance;
 - Work with MOC and the National Consultant (NC 01) to seek commitment from hosts of the potential demonstration sites including co-financing confirmation for demonstration projects.

- Provide written responses to UNDP's and GEF's comments on the draft documents and accordingly additional information/data if required.

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

Duration and Timing: Estimated 30 days from May to December 2014

Duty Station: Hanoi and HCMC and travel to the field 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 the following elements but not limited to:

- 5.1. Baselines and potentials for energy use and energy efficiency in commercial and high-rise residential buildings particularly those where EE measures are proposed to be supported by GEF; and relevant findings corresponding to the scope of task;
- 5.2. Technical assistance programmes needed to promote and implement EE in buildings
- 5.3. A completed pre-feasibility report on 10 potential demonstration projects, which includes:
 - Methodology of selection of the demonstration sites
 - Description of the demonstration sites with expected results, exact location, investment plan, investor name and contacts
 - Technical and investment requirements and measures for demonstration and replication projects;
 - Implementation arrangements for the selected demonstration sites;
 - Excel spreadsheet that shows estimate method, and estimated energy savings over time (the direct, post-project direct and indirect energy savings and CO₂ reductions resulting from demonstration, replication projects)
 - Description of the soft assistance from GEF project
 - Description of the co financing composition
 - Confirmed co-financing arrangement with hosts of demonstration sites and replication projects;
 - Any supporting information such as pictures, photos, enterprise profiles, etc
- 5.4. Written responses to UNDP and GEF's comments which are relevant to the NC's assignment.

All reports shall be submitted in English. Due date for the submission of the reports will be decided according to the detailed work-plan but should not be later than 17 July 2014.

6. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected consultants 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, building sector related policies in Viet Nam, energy efficiency policies framework and EE measures, technology and solutions in building sector;
- Familiar with investment appraisal of energy efficient projects and working experience in energy efficient technologies, energy data collection and analysis with preference to the building projects;
- At least five years' experience in energy audits to support energy efficient or environment friendly projects;
- Sound knowledge and understanding of CO₂ reduction calculations of the UNFCCC and/or GEF;
- Understanding of and experience in preparation of GEF-UNDP or international funded project document will be an advantage
- Good skill in English and Vietnamese

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)

Cooperation among the project preparation team

- UNDP has mobilized one international consultant/team leader and national consultants work with one another as a team;
- The National Consultants 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 Baselines and potentials for energy use and energy efficiency in commercial and high-rise residential

buildings and recommended technical assistance by the project with satisfactory acceptance by UNDP.

- The second payment of 40% of contract amount will be paid upon submission of the completed pre-feasibility report on 10 potential demonstration projects with satisfactory acceptance by UNDP.
- The third and final payment of 20% of contract amount will be paid upon the submission of 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