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Date: 21 January 2015

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International consultant for Project Inception Phase
Project name:	00087517 - Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam
Period of assignment/services (if applicable):	February – March 2015

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **4 February 2015 (Hanoi time)**.

With subject line: International consultant for Project Inception Phase

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 **7 MB**.
- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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 English, PDF Format)** to demonstrate their qualifications:

a. Technical component:

- Signed Curriculum vitae
- Copy of 1-3 publications/writing samples.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **USD Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex 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 US Dollar at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Post graduate qualifications with knowledge in business administration, project management or related fields	250
2	At least ten (10) years of relevant experience in project management, formulation, initiation and implementation, M&E and risk management	250
3	Practical experience in starting up a project with inception phase and report is an asset	250
4	Familiarity with the building materials and construction industry and development is an asset	150
5	Fluent in English (01 writing sample/publication must be provided for assessment)	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:

- Personal History

- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website:

<https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

6. Payment

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

- The first payment of 60% contract value will be paid upon submission the draft inception report with satisfactory acceptance by UNDP.
- The final payment of 40% will be paid upon the completion of the final inception report under the contract, with satisfactory acceptance by UNDP.

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 (TOR)

ONE INTERNATIONAL CONSULTANT FOR PROJECT INCEPTION PHASE

Project title: Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam
Project ID: 87517
Implementing Partner: Ministry of Science and Technology (MOST)
Duty Location: Hanoi (Viet Nam) with in-country travel to project sites
Duty Location: February – March 2015

1) GENERAL BACKGROUND

Ministry of Science and Technology (MOST) is implementing the Project “Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions.

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 in Viet Nam. This objective will be achieved by removing barriers to increased production and utilization of NFBs through four components:

- i) Policy support for non-fired brick 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.

MOST and UNDP are looking for a qualified international consultant to work on the project inception phase.

2) OBJECTIVES OF THE ASSIGNMENT

Objectives for the inception phase of the project are to review and update the project baselines and context and design and develop the detailed road maps for the project implementation with detailed monitoring and implementation plans over the whole cycle of the project.

3) SCOPE OF WORK

The international consultant will be responsible for the following tasks and activities:

- 3.1.1. Review the project context, including recent development and trends relevant to implementation of the project
 - Review existing project documents and relevant information;
 - Desktop review of the fired and non fired brick industry in Viet Nam, including the broader industry of builders, architects and engineers
 - Update baselines in the non-fired brick sector, project risks and possible barriers to successful project implementation; and
 - Update the expectations of the government, donors, project beneficiaries, project partners and other relevant agencies.
- 3.1.2. Review and update project implementation strategy (including the project results framework, project outputs/ activities, M&E and the risk log for the whole project period)

- Review and update the project results framework with specific annual targets/milestones to be linked to project outcome indicators
- Specify project targets, outputs, activities and associated budgets that will be managed and implemented by Ministry of Construction (MOC) as the co-implementing partner of the project
- Develop a M&E plan that provides the roles, responsibilities and expected outputs of MOST, Project Management Unit (PMU) staff, UNDP/GEF staff, and other relevant agencies (i.e., MOC, Vietnam Association for Building Materials) over the whole cycle of the project
- Propose mechanisms for quality assurance and recommendations on the project implementation process
- Review and update project risks (possible barriers to successful project implementation and identified externalities that may reduce project effectiveness) and develop a detailed risk management plan and mitigation measures for the project period.
- Provide a five year work plan at output levels with budget including all co-financing sources, including a detailed annual work plan for 2015
- Provide a roadmap for implementation and delivery of key project results.

3.1.3. Group key activities into procurement packages and plans, prepare TORs/scope of work for all key project activities

3.1.4. Produce and finalize the inception report and deliver a presentation at the inception workshop

- Compile a draft project inception report which should include results from all tasks described above including all annexes
- Make a presentation on the draft inception report and collect feedback from various stakeholders, on project organization, implementation and other issues
- Incorporate comments and feedback at the inception workshop into a final inception report

Methodology: The selected consultant will propose and discuss with UNDP and MOST the approach in undertaking the assignment. This shall include: i) desktop review of the project documents and related information within the NFB sector; ii) meet and interview with key project partners including relevant GoV officials, institutions, relevant experts, donors and UNDP staff as to be agreed with MOST and UNDP.

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

Duration and Timing: Estimated 15 working days during the period February – March 2015

Duty station: Home based and Hanoi with expected travel to project sites

The detailed schedule will be developed and agreed with UNDP and the PMU before commencing. The assignment shall include at least 7 working days mission in Hanoi, Viet Nam (estimated during March 2015). In case of in-country travel (if needed), travel costs will be covered by the project based on the UN-EU cost norm.

5) FINAL PRODUCTS

During the Inception Phase, the consultants shall deliver the following:

1. A detailed work-plan with proposed step-wise method shall be submitted and discussed with the PMU/MOST and UNDP staff, within one week upon the signing of the contract.
2. Delivery of the presentation at the inception workshop. Expected date for the one day inception workshop is during the 2nd half of March 2015.
3. Minutes of the inception workshop, which include inputs/comments from various stakeholders
4. Draft inception report to be available within 2 weeks after the mission
5. Final inception report due no later than 30 April 2015.

The Project Inception Report should be written in English and contain the following key elements:

1. *Introduction/Executive Summary:* the detailed purpose, process, and description of the key findings including possible barriers to successful implementation of the project
2. *Background:* an update on the status of the fired and NFB industry in Viet Nam
3. *Project operational and implementation strategy:* including targets, milestones and key project

outputs to be achieved for project implementation, a five year work plan and detailed work plan for 2015, project components/outputs and activities to be managed by MOC, coordination amongst key stakeholders and TORs for key project activities.

4. *Project monitoring and evaluation*: detailed annual M&E plan with means and verification indicators of the project.
5. *Project risk management*: including risk identification and risk management plan
6. *Annexes*: including notes of the meetings/interviews, minutes of the inception workshop

The report will be accepted by MOST and UNDP based on it being satisfactory in accordance with the following criteria:

- Major issues are identified and measured based on a full consultative process involving stakeholders
- Findings or recommendations for changes are backed by evidence based justification and action oriented changes.
- All key stakeholders of the project are consulted and their feedback is addressed in the inception phase report
- The reports are written in excellent English and well formatted.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultants will work closely with PMU staff (Project Manager, National Technical Advisor, Building Material Specialist) and the UNDP Programme Officer with regular consultation and guidance by the UNDP Head of Sustainable Development Cluster and the MOST.

PMU and UNDP staff will support the consultants on general issues and oversee the consultants on the completion of the inception phase.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The International Consultant should have knowledge, skills and experience as follows:

- Post graduate qualifications with knowledge in business administration, project management or related fields;
- At least ten (10) years of relevant experience in project management, formulation, initiation and implementation, M&E and risk management;
- Practical experience in starting up a project with inception phase and reporting is an asset
- Familiarity with the building materials and construction industry and development is an asset.
- Fluent in written and spoken English (a writing sample must be provided for assessment)

8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Documents/ secondary documents

Copies of following documents will be made available to the consultants upon commencement of the assignment by the MOST/PMU project team as well as UNDP-Viet Nam:

1. Project Documents and documents of relevant policies and
2. Viet Nam - United Nations Harmonized Programme and Project Management Guidelines (HPPMG)
3. Contact list of key stakeholders of the project.

Arrangement of meetings and interviews:

Administrative support will be provided by the PMU. PMU shall arrange and conduct all relevant all meetings and interviews.

Cooperation and responsibilities between international and national expert

The consultants are expected to communicate via email or skype and will team up with PMU staff during the mission in Viet Nam.

9) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

- The first instalment of 60% contract value will be paid upon submission the draft inception report with satisfactory acceptance by UNDP
- The final payment of 40% will be paid upon the completion of the final inception report 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 USD

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Note: The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her proposal, and use this estimate as the basis for financial proposal.

Cost breakdown:

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	TOTAL			

** Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature