



Empowered lives.
Resilient nations.

Date: 16 September 2015

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Building Material Specialist (IBMS)
Project name:	00087517 - Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam
Period of assignment/services (if applicable):	Estimated 27 days during October – December 2015 with possibility of extension to 2016

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **30 September 2015 (Hanoi time)**.

With subject line: International Building Material Specialist (IBMS)

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)..... (Annex III)
 - [Guidelines for CV preparation](#)..... (Annex IV)
 - [Format of 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
 - Copy of 1-3 publications/writing samples on relevant subject.

- Reference contacts of past 4 clients for whom you have rendered preferably the similar service

b. **Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **US 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	Bachelor's degree with knowledge in engineering preferably in civil engineering with a specialty in building materials or relevant fields. A Master's degree in this discipline will be considered an advantage	200
2	A minimum of 5 years experience in building material technology, energy conservation and energy efficiency	250
3	Proven record of undertaking research and development in building material technology and NFB manufacturing processes	250
4	Excellent communication skills in English with the ability to work in a multicultural environment	150
5	Working experience in developing countries in Asia is an advantage	150
	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 installment of 40% of contract value will be paid upon submission of Deliverables 1,2, 4 with satisfactory acceptance by UNDP
- The second installment of 40% of contract value will be paid upon submission of Deliverables 3,5,6 with satisfactory acceptance by UNDP
- The final payment of 20% will be paid upon the completion of the final products 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.
8. Notification of selection result: UNDP will contact only successful bidder for contracting.



**TERMS OF REFERENCE (TOR)
INTERNATIONAL BUILDING MATERIAL SPECIALIST (IBMS)**

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 as required
Duration: Estimated 27 days during October – December 2015 with possibility of extension to 2016

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 relevant Government of Viet Nam (GoV) 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.

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 with NFBs. Direct GHG reduction estimates are 383 ktonnes CO₂. Indirect emission reduction estimates are in the order of 13,409 ktonnes CO₂, cumulative over a 10-year period after the end of the Project.

The Project is now seeking a qualified International Building Material Specialist who will assist the National Project Director (NPD), the National Project Manager (NPM) and the National Building Materials Specialist (BMS) to effectively deliver Project outputs with specific focus on technical capacity building and demonstration of NFB technology.

2) OBJECTIVES OF THE ASSIGNMENT

The major role of the IBMS is to provide strategic guidance to the NPD, NPM and the BMS to assist them in the effective delivery of the project outputs specified under the following components of the Project:

- **Component 1:** Policy support for non-fired brick (NFB) technology development with an initial focus on Output 1.4: NFB products standards and building codes; and
- **Component 4:** NFB technology application, investment and replication.

3) SCOPE OF WORK

Specific activities of the IBMS in 2015 include:

In support of Output 1.4 (15 days):

1. Provide guidance to the National Standards and Codes Expert(s) (SCEs) on conducting a gap analysis of current NFB codes and standards and construction codes and standards for buildings, roofs, roads and walls and current construction practices. The guidance should include current incentives and disincentives to use NFBs in various building applications, as well as gaps in construction codes, policies and standards that serve as barriers to wider use of NFBs in Viet Nam;
2. Undertake an assessment of applicable international codes and standards for NFBs (such as those from Australia, Europe, USA, Thailand and other developing countries relevant to Viet Nam) and prepare a suite of international codes and standards that can be applied in Viet Nam for upgrading its NFB standards and codes for adoption by the construction sector. This will be done in close consultation with MoC to facilitate its adaptation. A report shall be prepared summarizing the effort required to upgrade NFB standards and codes to an international standard and increase the use of NFBs that meet the targets of Decision 567;
3. Provide guidance and technical inputs to the SCE and the BMS on the strategies required to upgrade current NFBs codes and standards and construction codes and standards for buildings, roofs, roads and walls and current construction practices that will include the increased use of NFBs. The guidance to the SCE and BMS should include current incentives and disincentives to use NFBs in various building applications, identification of gaps in construction codes, policies and standards that serve as barriers to wider use of NFBs in Viet Nam, and steps required to upgrade these to meet other international standards;
4. Undertake an assessment of existing Vietnamese based NFB equipment suppliers and their ability to supply quality equipment to potential NFB entrepreneurs with appropriate technical support and make recommendations for training these stakeholders in supporting the installation of new demonstration NFB plants that comply with upgraded codes and standards;

In support of Component 4:

5. Provide advice and inputs from international experiences for national consultants in undertaking and finalizing feasibility studies of three selected demo sites
6. Review and provide feedbacks on the summary report on the quality of machinery used for NFB manufacturing and actual manufacturing processes, and the general measures and practices required to produce NFBs with the objective of meeting international standards, increase NFB sales and prove consumer confidence. The review should include undertaking visits to one or two NFB plants (between 3 and 16 million SBUs year production) with the Demonstration Project Engineers to witness and assess first-hand the quality of machinery and NFBs manufactured;
7. Provide strategic advice to the Demonstration Project Engineer(s) (DPE) on setting up and implementation of demonstration projects in Component 4. This may include a joint review with the DPEs on the solvency and capacity of the participating enterprises to deliver a successful demonstration project that will provide useful information for other potential investors and serve as a basis for replication of demonstration NFB plants and a detailed work-plan for implementation of demo projects taking into account any possible risks that may arise during the implementation. This shall also include advice on integrating the demonstration projects with the incentives offered by available funding sources including the Danish-Vietnamese supported Green Investment Facility's (GIF) Low Carbon Transition in Energy Efficiency (LCEE);

The scope of work for the IBMS activities during 2016 will be prepared in late 2015 after the results of the IBMS outputs have been reviewed.

Methodology: The selected consultant will work closely with national consultants and propose and discuss with UNDP and MOST the approach in undertaking the assignment. This shall include: i) a desktop review of the project documents and related information within the NFB sector; ii) information gathering and consultations with key project partners including relevant GoV officials, institutions, relevant experts, donors and UNDP staff in close coordination with the PMU; iii) guidance and information dissemination group meetings and workshops; iv) follow-up through monitoring reports and site visits.

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

Duration and Timing: Estimated 27 working days during the October-December 2015 with the possibility of extension in 2016.

Duty station: Home based and Hanoi with in-country travel as required

The detailed schedule will be developed and agreed with the PMU and UNDP before commencing. The assignment shall include a 10 working day mission in Hanoi, Viet Nam. 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

Outputs from the IBMS will be delivered to an appropriate quality and within a timescale and budget as specified within the approved work-plan of the Project. Final products expected from the IBMS includes:

For Output 1.4

1. Written comments on national consultants' report on gaps analysis of NFB codes analysis and building standards for the use of NFB
2. A report on applicable international codes and standards for NFBs and actions required to improve NFB usage including upgrading of the standards and codes, improving incentives for NFB usage, and recommendations on the adoption of applicable international codes and standards for NFBs;
3. A report with an assessment of local capacity for supplying this equipment to meet the 2020 targets of Decision 567, and providing a list of additional NFB equipment suppliers (domestic and foreign) who can comply with upgraded NFB codes and standards

For Component 4

4. Written inputs and feedback to the feasibility studies of demo sites
5. Written feedback on the report on the quality of machinery used for NFB manufacturing and actual manufacturing processes, with recommendation on measures and practices required to produce NFBs with the objective of meeting international standards, increase NFB sales and improve consumer confidence
6. A report on the recommended strategy to set up successful demonstration projects issued under Output 4.1 including summary assessment of demonstration entrepreneurs, suppliers of NFB equipment, proximity of demonstration site to material sources (i.e. cement, sand, fly ash) and access to markets (e.g. government buildings, private sector developments);
7. Back to Office Reports (BTORs) from various site visits completed.

The IBMS will be accountable to the NPD, NPM and PMU in the preparations of specific outputs that will initially focus on ensuring the technical demonstration is well executed and supported by building local capacity to support the demonstration project. A well-executed demonstration can then inform national policies on improving manufacturing processes and increasing the use of NFBs. This in turn will support replication of NFB plants and work towards achieving Project goals of reducing GHG emissions from the brick making sector. The IBMS shall be responsible for the delivery of technical inputs, specifically on outputs that will strengthen the Project's efforts to build local technical capacity, to transfer robust NFB technology to Vietnamese stakeholders and to ensure successful demonstrations and replication of NFB technology uptake. The outputs of the IBMS will also strengthen the efforts of the MoST and MoC to upgrade their standards that meet international norms and to strengthen local government capacity to implement central government policies on increased NFB usage.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

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

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The candidate should have knowledge, skills and experience as follows:

- Bachelor's degree with knowledge in engineering preferably in civil engineering with a specialty in building materials or relevant fields. A Master's degree in this discipline will be considered an advantage;
- A minimum of 5 years experience in building material technology, energy conservation and energy efficiency;
- Proven record of undertaking research and development in building material technology and NFB manufacturing processes;
- Excellent communication skills in English with the ability to work in a multicultural environment;
- Working experience in developing countries in Asia is an advantage;
- Skills in using software packages such as MS Word Excel and PowerPoint.

8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

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

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, Project Inception Report, AWP and documents of relevant policies
2. Contact list of key stakeholders of the project.

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 installment of 40% of contract value will be paid upon submission of Deliverables 1,2, 4 with satisfactory acceptance by UNDP
- The second installment of 40% of contract value will be paid upon submission of Deliverables 3,5,6 with satisfactory acceptance by UNDP
- The final payment of 20% will be paid upon the completion of the 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)

