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Date: 14 July 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant for Supporting to Development and Implementation of R&D Training Program on LED Lighting Technologies (IRDT)
Project name:	Project 00092227: Local Development and Promotion of LED Technologies for Advanced General Lighting in Viet Nam
Period of assignment/services (if applicable):	15 days – 11 home-based working days and 4 working days for two missions to Viet Nam (The first mission to Vietnam will be in Quarter 1/2017, and the second mission is expected to be in Quarter 2/2017).

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **26 July 2016 (Hanoi time)**.

With subject line: 01 International Consultant - R&D Training Program on LED Lighting Technologies (IRDT)

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 the above currency 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	Master degree in engineering or energy technology, particularly on EE and LED Lighting or related field	200
2	Ten (10) years of track record experience in the field of EE lighting system application, design, manufacturing and technology	250
3	Hands-on experience in technology of LED lighting design and manufacturing is an asset	150
4	Proven track record of work experience in the development and delivery of EE lighting training programs	200
5	Ability to function effectively in an international, multi-cultural environment	100
6	Fluency in English, both spoken and written	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.

1st payment: 40 % contract amount will be paid upon submission of Output 1 and 2 with satisfactory acceptance by PMU/HTD-VAST and UNDP

Final payment: 60% contract amount will be paid upon the completion of final products under the contract with satisfactory acceptance by PMU/HTD-VAST and 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)

Support for the Development and Implementation of R&D Training Program on LED Lighting Technologies

Title:	01 International Consultant for Supporting to Development and Implementation of R&D Training Program on LED Lighting Technologies (IRDT)
Type of contract:	Individual contract
Project ID and title:	00092227: Local Development and Promotion of LED Technologies for Advanced General Lighting in Viet Nam.
Duration & timing:	15 days – 11 home-based working days and 4 working days for two missions to Viet Nam (The first mission to Vietnam will be in Quarter 1/2017, and the second mission is expected to be in Quarter 2/2017).
Duty station:	Hanoi with domestic travel as required.
Reporting to:	Project Management Unit/VAST, UNDP

1) GENERAL BACKGROUND

Viet Nam Academy of Science and Technology is implementing the Project “Local Development and Promotion of LED Technologies for Advanced General Lighting in Viet Nam” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions.

The objective of the Project is to mitigate GHG emissions through transformation of the lighting market towards greater usage of locally produced LED lighting products in Viet Nam. This objective will be achieved by removing barriers to increased production and utilization of locally produced LED lighting products in Viet Nam through two components:

- (i) The transfer of skills, knowledge and technology for the manufacturing of LED lamps in Viet Nam; and
- (ii) The demonstration of cost-effective local commercial production of LED lighting devices.

The Project will be implemented over a 4-year period and is expected to achieve GHG emission reductions through the displacement of electricity generation from fossil-fuel power plants.

The local LED manufacturers have made modest investments into their own R&D facilities, staffed with local lighting experts. Their current research and development includes design of new LED lighting devices for various indoor and outdoor usages without appropriate design standards. These baseline activities will be complemented and scope expanded through the following incremental GEF assistance on R&D lighting technology training programs for professionals of RALACO, DIEN QUANG and other related LED lighting companies:

- Enabling them to design LED based lighting products for general lighting use. These training programs will also include lighting engineers, environmental engineers, climate change professionals, electricians, contractors, and suppliers to design, develop and implement training programs specifically tailored for LED lamp manufacturing activities;
- Facilitating dialogue between themselves and national R&D centers of LED lighting products to ensure that R&D concepts are disseminated to the production level, and properly researched for design and possible pilot production.

VAST and UNDP are looking for a qualified international consultant to provide technical assistance in development and implementation of R&D training program on LED Lighting Technologies (IRDT).

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to provide technical advice to the national consultant on the development and implementation of R&D training program on LED Lighting Technologies. This training program will enhance the capacities of relevant national lighting R&D organizations as well as R&D centers of local manufacturers (lighting engineers, lighting products designers, LED lighting suppliers) to produce high quality LED lighting products meeting the Vietnamese and international standards.

3) SCOPE OF WORK

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

Quarter 3-4/2016 (09 home-based days)

- + Work with PMU and a relevant national consultant to prepare a Work Plan for the whole contract duration;
- + Provide technical inputs/advices to the National Consultant, who is in-charge of development and implementation of R&D Training Program on Basic and Advanced LED lighting technologies (NRDT), to develop the draft training program developed by the NRDT, including: (a)- the training needs; (b)- the targeted groups of trainees; (c)- training module contents; (d)- the courses duration; (e)- the TORs of trainers; and (g)- the methodology of training courses results assessment;
- + Review and provide comments on the R&D training programme developed by the NRDT;
- + Support the NRDT consultant to identify and recommend a list of international and national (if any) lecturers to prepare and deliver lectures;
- + Support NRDT consultant to finalize the training program and training curriculum.

Quarter 1/2017 (2 mission working days, 01 home-based working day)

- Conduct a first mission to Viet Nam to:
 - + Give a lectures/presentations on the international experiences and the best practices in EE lighting technology (incl. with focus on LED lighting technology) R&D at a training course in Ha Noi City;
 - + Support the NRDT consultant and PMU to assess the results of the first training course and provide lesson learned for the second training course to be organized in Ho Chi Minh City; and
 - + Prepare a first mission results report to be submitted to PMU.

Quarter 2/2017 (02 mission working days, 01 home-based day)

- Conduct a second mission to Viet Nam to:
 - + Give a lectures/presentations on the international experiences and the best practices in EE lighting technology (incl. focus on LED lighting technology) R&D at the training courses in Ho Chi Minh City ;
 - + Support the NRDT consultant and PMU to assess the results of the the second training course to be organized in Ho Chi Minh City; and
 - + Prepare a second mission results report to be submitted to PMU.

Methodology: The selected consultant will propose and discuss with PMU the approach in undertaking the assignment. This shall include: i) desktop review of the project documents and related information within the LED Lighting R&D and Training sector; ii) meet and interview with key project partners including Lighting Training institutions, Lighting R&D institutions, manufacturers, relevant experts, and PMU staff as agreed with VAST and UNDP.

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

- Duration and Timing: 15 days: 11 home-based working days and 4 days for two missions to Vietnam (The first 2 day mission to Hanoi will be in Quarter 1/2017, and the second 2 day mission to Ho Chi Minh city is expected to be in Quarter 2/2017).
- Duty station: Hanoi and Ho Chi Minh city.

5) DELIVERABLE

The consultant will deliver the followings:

Quarter 3-4/2016

- **Output 1:** Detailed Work Plan for the whole contract duration to be submitted and discussed with the PMU/HTD-VAST, UNDP within one week upon the signing of the contract;
- **Output 2:**
 - (i) Written inputs and advice and written comments on the training program developed by the national consultant with suggestions for possible changes including: (a) the training needs; (b) the targeted groups of trainees; (c) training module content; (e) the course duration and course materials; (g) the TORs of trainers; and (h) the methodology of training courses results assessment;
 - (ii) Materials and technical advice provided to the NRDT consultant on the best methodologies and international experiences for training needs assessment with comments on usefulness of these to the draft training program developed by the contractor.

Quarter 1/2017

- **Output 3:** A report on the first mission results with (i) training materials and copy of Power point presentation on the international experiences and the best practices in EE lighting technology (incl. focus on LED lighting) R&D delivered at the first training course; and (ii) comments and recommendations for improving training curriculum and organization of the first training course.

Quarter 2/2017

- **Output 4:** Report of the second mission, with (i) training materials and copy of Power point presentation on the international experiences and the best practices in EE lighting technology (incl. focus on LED lighting) R&D delivered at the second training course; (ii) comments and recommendations for improving training curriculum and organization of the second training course.
- **Output 5:** Consultancy assignment report–Summary or highlights of the consultancy assignment, including conclusions and recommendations on the consultancy assignment.

All reports must be written in excellent English, well formatted and will be submitted to (PMU)/HTD-VAST, UNDP for approval.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultant will perform tasks as required under the direct supervision of the National Project Director. The consultant is required to regularly report to Management Unit (PMU)/HTD-VAST on the progress of the work. After the signing of the contract, the selected consultant, PMU and UNDP will agree on the mechanism and actual timeline of the reporting requirement. Upon that the consultant will develop a detailed work plan which must be agreed between (PMU)/HTD-VAST, UNDP.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Minimum qualifications and experience of the consultant are as follows:

- Master degree in engineering or energy technology, particularly on EE and LED Lighting or related fields;
- Ten (10) years of track record experience in the field of EE lighting system application, design, manufacturing and technology;
- Hands-on experience in technology of LED lighting design and manufacturing is an asset
- Proven track record of work experience in the development and delivery of EE lighting training programs;
- Ability to function effectively in an international, multi-cultural environment; and
- Fluency in English, both spoken and written.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

- **Arrangement of meeting and interview**
 - UNDP and PMU/HTD-VAST will provide all logistical and administrative support to the selected consultant.
 - UNDP and PMU/HTD-VAST will suggest lists of stakeholders (government officers, businesses, associations, etc. to do consultation).
 - UNDP and PMU/HTD-VAST will support the arrangement of all meetings, partners/stakeholders consultations or/and field assessments as needed.

- **Documents:** Copies of the following documents will be made accessible to the international consultant upon commencement of the assignments:
 - Project Documents.
 - Contact list of key stakeholders of the project.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- The first payment of 40 % contract amount will be paid upon submission of Output 1 and 2 with satisfactory acceptance by PMU/HTD-VAST and UNDP;
- The second (final) payment of 60% contract amount will be paid upon the completion of final products under the contract with satisfactory acceptance by PMU/HTD-VAST and UNDP.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/PMU/HTD-VAST 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).

Cost breakdown:

No.	Description	Number of days	Rate (USD)	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 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