



Empowered lives.
Resilient nations.

4 October 2019

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Expert on Energy Efficiency in Buildings
Period of assignment/services (if applicable):	October 2019 – March 2020
Duty Station	Homebased and Hanoi
Tender reference:	3-191001

1. Procurement process is being conducted through the online tendering system of UNDP.
Bidders who wish to submit an offer must be registered in the system.

Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use “Forgotten password” link if you do not remember your password.
Do not create a new profile.

If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):

<https://etendering.partneragencies.org>

- **Username:** event.guest
- **Password:** why2change

It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

Please note that your new password should meet the following criteria:

- Minimum 8 characters
- At least one UPPERCASE LETTER
- At least one lowercase letter
- At least one number

You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

To attend this bid, please keep link below and insert the following information:

<https://etendering.partneragencies.org>

BU Code: VNM10

Event ID number: 3-191001

NOTE:

- The system time zone is in **EST/EDT (New York)** time zone.
- 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.
- Any request for clarification must be sent in writing, or by standard electronic communication through the system. 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.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female 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)
- [Letter to UNDP Confirming Interest and Availability](#) (Annex IV)
- [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
- Signed Letter to UNDP Confirming Interest and Availability
- Proof of English strong skills by 1-2 writing samples

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **Viet Nam Dong for National Consultant and US Dollar for international consultant** including consultancy fees and tax, insurance etc. – see format of financial offer in Annex V.
- 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:

No	Criteria	Score
1	Post Graduate degree (master's level, equivalent or higher) with knowledge in the field of energy, environment, engineering, architecture or construction.	150
2	At least seven years working experience and knowledge in conducting and leading policy analysis and providing policy advice to the government agencies on energy efficiency, GHG mitigation options in construction sector, green buildings	250
3	Practical experience in implementation of projects on energy efficiency in buildings, energy efficiency policies and programs in the building sector; energy monitoring of energy-efficiency buildings	250
4	Relevant experience for donor funded projects in developing countries, Viet Nam or South East Asia countries is an advantage	150
5	Strong skill of English is a must with proof of 1-2 writing samples. Experience in preparation and writing of analytical reports, articles and published works	200
	Total	1,000

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 ***subject to positive reference checks*** on the consultant's past performance.

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:

- International consultant whose work involves travel is required to complete the BSAFE course and submit certificate to UNDP before contract issuance.

Note: In order to access the course, please go to the following link:

<https://training.dss.un.org/course/category/6>. Type in your name and password, create a new user. After you have completed the courses, please print/save the certificates to submit to us

- 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.

- 1) 40% upon submission and approval of progress report No.1 by UNDP and PMU, with associated products as mentioned in Section 5.
- 2) 60% upon submission and approval (UNDP-CO and UNDP RTA) of progress report No.2 by UNDP and PMU with all remaining products as mentioned in Section 5.

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.



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Title: International Expert on Energy Efficiency in Buildings
Project ID and title: 00092225/ Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam (EECB)
Duration: Estimated 70 work days (October 2019 – March 2020)
Duty station: Hanoi and home-based.
Reporting: UNDP Viet Nam and Ministry of Construction

1) GENERAL BACKGROUND

Ministry of Construction (MOC) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions and enterprises.

The Project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Ho Chi Minh and Hanoi. Realization of this objective will be achieved through implementation of three components:

- (1) Improvement and Enforcement of Energy Efficiency Building Code;
- (2) Building Market Development Support Initiatives, and
- (3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities designed to remove barriers to the stringent enforcement of the revised EEBC, and to the greater uptake of building energy efficiency technologies, systems, and practices in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO₂e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO₂e.

Key outputs of the project include:

1. A roadmap and action plan to strengthen EE promotions in the building sector in Viet Nam (drafted);
2. A database of construction materials and energy end-use equipment for buildings (completed);
3. Specific energy consumption profiles and energy benchmarks identified for 05 categories of buildings and 03 climate zones (drafted).
4. Energy labeling and M&V schemes established for high-rise buildings in Viet Nam (drafted).
5. Capacity strengthening provided to construction practitioners (during the design, construction, acceptance and operation process of high-rise buildings) in Vietnam (on-going);
6. Energy efficiency technologies demonstrated for new and retrofit buildings in Viet Nam (16 demonstration projects) (on-going);
7. Documented lessons from demonstration projects (to be developed);

8. A code compliance and beyond-code guidelines for EE building design (to be developed);
9. Economic evaluation toolkits for EE building projects, data inputs and a detailed implementation plan (to be developed);
10. A justification on technical and economic benefits of EE promotions in Viet Nam (to be developed);

MOC and UNDP are looking for a part-time International Expert on EE in Buildings to provide technical advice, inputs to the implementation of technical activities and produce key products on energy efficiency in buildings.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to support MOC and UNDP in the implementation of the EECB project through: i) provide strategic advice, in-depth guidance and support to project technical activities in order to ensure that expected outputs are completed timely with high quality and (ii) to lead and deliver key technical and communication products for the project.

3) SCOPE OF WORK

The international expert shall have following main functions, s/he will:

3.1. Provide technical advice, guidance, support and quality assurance of selected technical project deliverables as agreed with PMU and UNDP

- Develop and finalize terms of reference (TORs) for engagement of international and national experts to undertake assignment on specific thematic areas that will include but may not be limited to development of beyond-code guidelines for EE in building, a training team for experts on energy consumption improvements in existing high-rise buildings and documentation of training contents related to QCVN 09:2017 on Efficient Use of Energy in Buildings and other assignment based on the project annual workplan (estimated 06 man-days)
- Provide UNDP/PMU and consultants with timely technical inputs such as strategies and solutions for technical issues including the needs of consultation and/ or dissemination workshops, meetings; Ensure the quality of project deliverables (estimated 24 man-days);
 - Put in place progress and quality control/peer review mechanisms to ensure highest quality of documents and outputs/products before review and approval by the NPD and UNDP;
 - Provide guidance and advise to project national experts to undertake technical activities and provide accordingly technical inputs and quality assurance for project outputs/ products based on the approved workplan
- Support and provide technical inputs to the project monitoring and evaluation performance evaluation (project M&E) (estimated 02 man-days);

3.2. Lead and deliver key technical outputs and communication products for the project

- Lead and manage the national consultants to ensure timely and quality delivery of project training programme (estimated 23 days)
- Lead the training activities including i) development of training programme, training materials (training manuals and corresponding PowerPoint presentations), selection of trainers, delivery of training courses and report of the training; participate in the training workshops as trainers and facilitators (15 man-days);

- Based on training contents (PowerPoint presentation) of previous training courses on design, construction and acceptance of EE buildings that the project organized in 2019, provide advice on the development of the training manual/textbook for publication for future reference of target trainees (08 man-days)
- Prepare technical and economic justifications of EE promotions in the building sector in Viet Nam in order to provide justified evidence of the importance of EE in buildings (Activity 1.1.1.3) based on international and national best practices and case analysis of at least 10 EE buildings including 5 demo buildings which received support by the project (estimated 10 man-days).
- Produce key policy products such as lessons learnt, policy advocacy and brief for dissemination and provide advice for MOC and UNDP's participation in relevant events (estimated 05 days).

Note: all deliverables produced by the international expert shall be consulted with UNDP and PMU for no objection.

4) DURATION OF ASSIGNMENT

Duration: Estimated 70 work days from October 2019 – March 2020.

Duty station: Home based and Hanoi. The international expert will be expected to have a minimum of 02 missions to Viet Nam with each mission of 5 work days long. During the mission, eligible cost of local travel (if any) will be covered by the PMU or UNDP based on UNDP policy.

5) FINAL PRODUCTS

No.	Products¹	Time line
1	One page progress report 1, listing evidence-based support provided and key products delivered during the reporting period and corresponding to tasks as stated in the scope of work including the draft report of the economic justifications for EE in buildings	30 Dec 2019
2	One page progress report 2, listing evidence-based support provided and key products delivered during the reporting period and corresponding to tasks as stated in the scope of work	30 March 2020

Deliverables are defined as:

- A mission workplan and report at every mission that describes all expected outputs or accomplishments during the mission. Mission report shall be submitted at least 01 day before end of each mission, a mission report is required to summarize mission results and recommend next steps, especially her/ his assignments when home-based. Templates of these mission workplans and reports will be provided after the expert is contracted.
- Products of the reporting period (TORs, reports, for activities as mentioned in the scope of work etc.)
- Written comments and final versions of project key documents, technical reports, deliverables of international and national consultants, project progress reports.
- Written comments and final versions of communication materials about project activities and accomplishments and lessons learnt

¹ Report template to be provided by PMU upon the commencement of the assignment.

- v. Methodologies/ Outlines, frameworks and training programs (as mentioned in Scope of Work) approved by PMU and UNDP.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The International Expert will implement his/her functions and report to the UNDP Head of Climate Change and Environment Unit and EECB Project's National Project Director (NPD). For day-to-day work, s/he shall work closely with the Program Officer in charge, Project manager and PMU advisor. The expert works in close collaboration with the programme staff at the UNDP Country Office, PMU and national counterparts for ensuring knowledge sharing and the highest possible quality of expected products.

The International expert shall develop a mission workplan and submit to PMU and UNDP for approval at least 2 weeks prior to each visit. This will include required expected deliverables by the project and number of work days required by the consultant to deliver these deliverables. Though this is a lump-sum contract, this helps to ensure timely completion of required assignments.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Post Graduate degree (master's level, equivalent or higher) with knowledge in the field of energy, environment, engineering, architecture or construction.
- At least seven years working experience and knowledge in conducting and leading policy analysis and providing policy advice to the government agencies on energy efficiency, GHG mitigation options in construction sector, green buildings
- Practical experience in implementation of projects on energy efficiency in buildings, energy efficiency policies and programs in the building sector; energy monitoring of energy-efficiency buildings
- Relevant experience for donor funded projects in developing countries, Viet Nam or South East Asia countries is an advantage
- Strong skill of English is a must with proof of 1-2 writing samples. Experience in preparation and writing of analytical reports, articles and published works

8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Admin support: During the mission, PMU will support the expert in arrangement of working schedules and vehicles with relevant individuals/state agencies; supporting in hotel and meeting room reservation if requested.

Accommodation, international travel costs and airport taxi are covered in the contract value. Local travel to external business meetings (if any) will be covered by the project based on UNDP policy.

Translation and interpretation support will also be provided by PMU;

Reference Documents

PMU will provide administrative support including (i) a work station (desk and internet access) at the project office, (ii) interpretation in the meetings, (iii) relevant documents/material in English, and (iv) logistic support.

Soft copies of the approved Project Detailed Outlines, project documents and inception reports will be made available to the expert upon commencement of the assignment.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

First payment of 40% of contract value will be made upon submission and approval of progress report No.1 by UNDP and PMU, with associated products as mentioned in Section 5.

Last payment of 60% of contract value will be made upon submission and approval of progress report No.2 by UNDP and PMU with all remaining products as mentioned in Section 5.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☐ NONE
TIME

☐ PARTIAL

☒ INTERMITTENT

☐ FULL-

EVALUATION CRITERIA WITH ASSIGNED SCORES International Consultant

Consultant(s)' experiences/qualification related to the services		
1	Post Graduate degree (master's level, equivalent or higher) with knowledge in the field of energy, environment, engineering, architecture or construction.	150
2	At least seven years working experience and knowledge in conducting and leading policy analysis and providing policy advice to the government agencies on energy efficiency, GHG mitigation options in construction sector, green buildings	250
3	Practical experience in implementation of projects on energy efficiency in buildings, energy efficiency policies and programs in the building sector; energy monitoring of energy-efficiency buildings	250
4	Relevant experience for donor funded projects in developing countries, Viet Nam or South East Asia countries is an advantage	150
5	Strong skill of English is a must with proof of 1-2 writing samples. Experience in preparation and writing of analytical reports, articles and published works	200
Total		1000

ANNEX IV

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?
- YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum ofVND (for National Consultant) and USD (for International Consultant)

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

Cost breakdown:

No.	Description	Quantity	Unit Rate (VND)	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 65 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

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).