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7 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 National Consultant for Terminal Evaluation of the project “Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam Project”.
Period of assignment/services (if applicable):	October 2019 – January 2020
Duty Station	Homebased and Hanoi with in-country travels as required
Tender reference:	3-190901-N

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:
23.00 hrs., 14 October 2019 (Hanoi time).

With subject line:

3-190901-N National Consultants for Terminal Evaluation of the project “Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam Project”.

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 **35 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.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not

be responsible for the missing of proposal if the bidder does not send notification email to above address.

- 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

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:

National Consultant		
No	Criteria	Score
1	Graduate degree in degree in project management, energy efficiency, environmental sciences or relevant fields	150
2	At least five (5) years of experience in the areas of project development, project implementation, and project evaluation for donor-funded development projects in Viet Nam	200
3	Familiarity and past experience with evaluation of donor supported project, especially energy efficiency, climate change mitigation projects.	200
4	Work experience in climate change mitigation for donor-supported projects is an advantage	150
5	Experience with evaluation of GEF supported project is an asset	100
6	Excellent English skills with evidence through practical experience.	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) 60% upon submission and approval of the 1ST draft terminal evaluation report
- 2) 40% upon submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report and all products under the contract

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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- 7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.**

ANNEX I



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TERMS OF REFERENCE

AN INTERNATIONAL CONSULTANT AND A NATIONAL CONSULTANT FOR TERMINAL EVALUATION OF THE PROJECT “PROMOTION OF NON-FIRED BRICK (NFB) PRODUCTION AND UTILIZATION IN VIET NAM PROJECT”

I. INTRODUCTION

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the **Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam Project** (PIMS #:4546)

The essentials of the project to be evaluated are as follows:

PROJECT SUMMARY TABLE

Project Title:	The Promotion of Non Fired Brick (NFB) Production and Utilization in Viet Nam			
GEF Project ID:	4801		<i>At Endorsement (Million US\$)</i>	<i>At completion (Million US\$)</i>
UNDP Project ID:	87517	GEF financing:	\$2,800,000	To be completed upon the commencement of the TE
Country:	Viet Nam	IA/EA own:	\$110,000	“
Region:	Country wide	Government:	\$ 8,220,000	“
Focal Area:	Climate Change	Private Sector:	\$6,000,000	“
FA Objectives, (OP/SP):	CCM1_2.1 Appropriate policy, legal and regulatory frameworks adopted and enforced CCM1_2.2 Sustainable financing and delivery mechanisms established and operational	Total co-financing:	\$36,080,000	“
Executing Agency:	Ministry of Science and Technology	Total Project Cost:	\$38,880,000	“
Other Partners involved:	Ministries of Construction (MoC), Natural Resources and Environment (MoNRE), Ministry of Industry and Trade (MoIT), and Planning	ProDoc Signature (date project began):		November 4, 2014
		(Operational) Closing Date:	Proposed: November 30, 2019	Actual: Tentatively 30 April 2020

	and Investment (MPI), Viet Nam Association of Building Materials (VABM)			
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II. OBJECTIVE AND SCOPE

The project was designed to reduce annual GHG emissions by limiting the use of fossil fuels and promoting the usage of good quality soil for brick making through the increased production, sale and utilization of non-fired bricks (NFBs) in Viet Nam. This objective was to be achieved by removing barriers to increased production and utilization of NFBs through 4 components:

- Component 1: Policy support for non-fired brick (NFB) technology development
- Component 2: Technical capacity building on NFB technology application and operation and use of NFB products
- Component 3: Sustainable financing support for NFB technology application
- Component 4: NFB technology application, investment and replication

The Project was implemented over a 5-year period and is expected to generate GHG emission reductions through the displacement of coal-fired clay brick kilns. Direct GHG reduction estimates are 383ktonnes CO₂. Indirect emission reductions are 13,409ktonnes CO₂ that is cumulative for a 10-year period after the end of the Project.

The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

III. EVALUATION APPROACH AND METHOD

An overall approach and method¹ for conducting project terminal evaluations of UNDP supported GEF financed projects has developed over time. The evaluator is expected to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**, as defined and explained in the UNDP Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects. A set of questions covering each of these criteria have been drafted and are included with this TOR ([Annex C](#)). The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report.

The evaluation must provide evidence-based information that is credible, reliable and useful. The TE team is expected to follow a collaborative and participatory approach² ensuring close engagement with the Project Team, government counterparts including Ministry of Science and Technology, Ministry of Industry and Trade, Ministry of Construction, Viet Nam Environmental Protection Fund (VEPF) the UNDP Country Office(s), UNDP-GEF Regional Technical Advisers, and other key stakeholders including Viet Nam Association of Building Material and demonstration site owners, etc. The evaluator is expected to conduct a field mission to Viet Nam including the project sites in Hanoi and Ho Chi Minh city. Interviews will be held with the following organizations and individuals at a minimum:

¹ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), Chapter 7, pg. 163

³ A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROtI Handbook 2009](#)

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual PIR, project budget revisions, midterm review, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in [Annex B](#) of this Terms of Reference.

IV. **EVALUATION CRITERIA & RATINGS**

An assessment of project performance will be carried out, based against expectations set out in the Project Logical Framework/Results Framework (see [Annex A](#)), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The evaluation will at a minimum cover the criteria of: **relevance, effectiveness, efficiency, sustainability and impact**. Ratings must be provided on the following performance criteria. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in [Annex D](#).

Evaluation Ratings:			
1. Monitoring and Evaluation	<i>rating</i>	2. IA& EA Execution	<i>rating</i>
M&E design at entry		Quality of UNDP Implementation	
M&E Plan Implementation		Quality of Execution - Executing Agency	
Overall quality of M&E		Overall quality of Implementation / Execution	
3. Assessment of Outcomes	<i>rating</i>	4. Sustainability	<i>rating</i>
Relevance		Financial resources:	
Effectiveness		Socio-political:	
Efficiency		Institutional framework and governance:	
Overall Project Outcome Rating		Environmental :	
		Overall likelihood of sustainability:	
Environmental Status Impact Improvement			
Environmental Stress Reduction			
Progress towards stress/status change			
Overall Project Results			

V. **PROJECT FINANCE / COFINANCE**

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator(s) will receive assistance from the Country Office (CO) and Project Team to obtain financial data in order to complete the co-financing table below, which will be included in the terminal evaluation report.

Co-financing (type/source)	UNDP own financing (mill. US\$)		Government (mill. US\$)		Partner Agency (mill. US\$)		Total (mill. US\$)	
	Planned	Actual	Planned	Actual	Planned	Actual	Actual	Actual
Grants								

Loans/Concessions								
• In-kind support								
• Other								
Totals								

VI. MAINSTREAMING

UNDP supported GEF financed projects are key components in UNDP country programming, as well as regional and global programmes. The evaluation will assess the extent to which the project was successfully mainstreamed with other UNDP priorities, including poverty alleviation, improved governance, the prevention and recovery from natural disasters, and gender.

VII. IMPACT

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in energy savings, b) verifiable reductions in greenhouse gas emissions, and/or c) demonstrated progress towards these impact achievements.³

VIII. CONCLUSIONS, RECOMMENDATIONS & LESSONS

The evaluation report must include a chapter providing a set of **conclusions, recommendations and lessons**. Conclusions should build on findings and be based in evidence. Recommendations should be prioritized, specific, relevant, and targeted, with suggested implementers of the recommendations. Lessons should have wider applicability to other initiatives across the region, the area of intervention, and for the future.

IX. IMPLEMENTATION ARRANGEMENTS

The principal responsibility for managing this evaluation resides with the UNDP CO in Viet Nam. The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

X. EVALUATION TIMEFRAME, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration and Timing: Estimated 25 working days for an international consultant and 20 working days for one national consultation during October 2019 – January 2020.

The tentative schedule is according to the following plan:

Activity	Timing (international consultant)	Timing (national consultant)	Completion Date
Reviewing documents and Preparation	7 working days	7 working days	3 November 2019
Evaluation Mission	5 working days (tentatively 18 - 22 November)	5 working days	22 November 2019

³ A useful tool for gauging progress to impact is the Review of Outcomes to Impacts (ROtI) method developed by the GEF Evaluation Office: [ROtI Handbook 2009](#)

Draft Evaluation Report	9 working days	6 working days	13 December 2019
Final Report	4 working days	2 working days	15 January 2020

Duty station: Home based and Hanoi with in-country travel as required. The international consultant is expected to have 5 working day mission to Hanoi, Viet Nam. In case of in-country travel (if required), local travel cost shall be covered by the project based on UNDP policy or UN-EU cost-norm.

XI. EVALUATION DELIVERABLES

The evaluation team is expected to deliver the following:

#	Deliverable	Content	Timing	Responsibilities
1	TR Inception Report	TR team clarifies timing, objectives and methods of Terminal Review	No later than 2 weeks before the TE mission: (3, November 2019)	TE team submits to the UNDP CO and project team
2	Presentation	Initial Findings	End of TE mission: (22, November 2019)	TE Team presents to project team and the UNDP CO
3	Draft Final Report with Notes of all meetings with stakeholders	Full report (using guidelines on content outlined in Annex B) with annexes	Within 3 weeks of the TE mission: (13, December 2019)	Sent to the UNDP CO, reviewed by CO, project team, RTA, Project Coordinating Unit, GEF OFP
4	Final Report*	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final TE report	Within 1 week of receiving UNDP comments on draft: (15 January, 2020)	Sent to UNDP CO for uploading to UNDP ERC

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report.

All deliverables shall be in English.

XII. TEAM COMPOSITION

The evaluation team will be composed of 1 international team lead and 1 national consultant. The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The team lead will be responsible for finalizing the report. The evaluators

selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The Team members must present the following qualifications:

For International Consultant (Team Leader)

- Master's degree in project management, energy efficiency, environmental sciences or relevant fields.
- At least ten (10) years of international experience in the areas of project development, project implementation, and project evaluation for donor-funded development projects in developing countries.
- Recent experience in leading results-based management evaluation management evaluation for international donor supported projects in climate change mitigation, energy efficiency
- Experience working with the GEF or GEF-evaluations; Project evaluation/review experiences within United Nations system will be an asset;
- Work experience in climate change mitigation, energy efficiency projects in developing countries in Asia is an advantage;
- Good interpersonal and analytical skills and ability to work under diverse/varied cultural environments;
- Demonstrated command over writing professional reports in English.

Specifically, the international expert (team leader) will perform the following tasks:

- Lead and manage the evaluation mission; Guide the national expert in collecting data and information and preparation of relevant sections in the report
- Design the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Conduct an analysis of the outcome, outputs and partnership strategy (as per the scope of the evaluation described above);
- Draft related parts of the evaluation report; and
- Finalize the entire evaluation report.

For National Consultant (Team member)

- Graduate degree in degree in project management, energy efficiency, environmental sciences or relevant fields
- At least five (5) years of experience in the areas of project development, project implementation, and project evaluation for donor-funded development projects in Viet Nam;
- Familiarity and past experience with evaluation of international donor supported projects, especially energy efficiency, climate change mitigation projects;
- Work experience in climate change mitigation for donor-supported projects is an advantage
- Experience with evaluation of GEF supported projects is an asset
- Good interpersonal and analytical skills and ability to work under diverse/varied cultural environments;
- Excellent English skills with evidence through practical experience.

Specifically, the national expert will perform the following tasks:

- Documentation of evaluation and data gathering and consultation meetings;
- Contributing to the development of evaluation plan and methodology;
- Conducting specific elements of the evaluation determined by the International Lead Consultant;
- Contributing to presentation of the evaluation findings and recommendations at the evaluation wrap-up meeting;
- Contributing to the drafting and finalization of the TR reports, notes of the meetings and other related documents prepared by the international consultant

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- Performing translation for the international consultants during meetings with various stakeholders and necessary documents discussed during the international consultant's mission.

XIII. EVALUATOR ETHICS

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct (Annex E) upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)

XIV. PAYMENT MODALITIES AND SPECIFICATIONS

%	Milestone
60%	Following submission and approval of the 1ST draft terminal evaluation report
40%	Following submission and approval (UNDP-CO and UNDP RTA) of the final terminal evaluation report and all products under the contract

XV. APPLICATION PROCESS

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply. Qualified women and members of social minorities are encouraged to apply.

ANNEX A: PROJECT LOGICAL FRAMEWORK (UPDATED AT MTR, 2018)

Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR 2. Catalyzing environmental finance OR 3. Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.
Applicable GEF Strategic Objective and Program: GEF-5 CCM Strategic Program SP2: Promote market transformation for energy efficiency in industry and the building sector
Applicable GEF Expected Outcomes: Appropriate policy, legal and regulatory frameworks adopted and enforced, sustainable financing and delivery mechanisms established and operational, and GHG emissions avoided
Applicable GEF Outcome Indicators: Energy efficiency policy and regulation in place, investment mobilized, and energy savings achieved

Strategy	Indicators	Baseline	Target	Sources of Verification	Risks and Assumptions
Project Objective: Reduce the annual growth rate of GHG emissions by displacement of fossil fuel use and the usage of good quality soil for brick making through the increased production, sale and utilization of non-fired bricks (NFBs) in Viet Nam	<ul style="list-style-type: none"> Cumulative direct project and post-project CO₂ emission reductions resulting from the NFB plant investments and technical assistance by EOP, Mtons CO₂. 	<ul style="list-style-type: none"> No NFB production lines in operation using modern technology No emission reduction through replacement of CFBs through modern NFBs 	<ul style="list-style-type: none"> 0.088⁴ (direct project) + 1.270⁵ (direct post-project) Mt CO₂ emission reduction 	Project final report as well as annual surveys of energy consumption & reductions for each NFB project	
	<ul style="list-style-type: none"> Cumulative direct energy saving (TOE) from displacement of coal through the demonstration NFB plants (3 CBB plants and one AAC plant and 21 replication project during project time) by EOP 	<ul style="list-style-type: none"> No NFB production lines in operation using modern technology No energy savings through replacement of CFBs through modern NFBs 	<ul style="list-style-type: none"> 30,782 TOE / year energy savings 	Project final report as well as annual surveys of energy consumption & reductions for each NFB project	Willingness of current brick SMEs and entrepreneurs to transform the industry to NFB technologies is ensured.
Outcome 1: Approval and enforcement of an improved legal framework to encourage NFB production and use, and enhanced government capacity and knowledge to	<ul style="list-style-type: none"> Number of policies, regulations and standards approved and enforced to encourage the increase in the production and usage of NFB and decrease the use of FCBs 	<ul style="list-style-type: none"> A number of plans/policies have been adopted to encourage NFB developments: (i) Master plan on development of building materials by 2020; (ii) Decision No. 567/2010/QĐ-TTg; (iii) Directive No. 10/CT-TTg (2012) on promotion of NFB production and utilization; (iv) circular 09/2012/TT-BXD 	<ul style="list-style-type: none"> 13 additional policies approved and enforced to encourage NFB development (Investment, production and use) and decrease FCB usage by EOP 2 standards/policies approved to promote local manufacturers of NFB 	<ul style="list-style-type: none"> Official documentation on approved NFB policies, standards and quality regulations Project annual reports 	Continued government support for strengthening current NFB legal framework as well as regulations, standards and codes

⁴ This is the direct emission reduction during the course of the 5-year Project

⁵ This is the direct post-project emission reduction from NFB plants that received technical assistance from Project Output 4.9 during Years 4 and 5 to be implemented after EOP

Strategy	Indicators	Baseline	Target	Sources of Verification	Risks and Assumptions
regulate NFB development and usage		<p>creating NFB demand; (v) decision No. 1449/QD-TTg for retirement of traditional claps kilns.</p> <ul style="list-style-type: none"> Lack of standards and policies on NFB equipment to encourage and attract local enterprises to invest in NFB production lines Insufficient NFB standards make it difficult to control quality of NFB produced, quality of buildings where NFBs are used; 	<p>equipment and technology by year 4</p> <ul style="list-style-type: none"> 3 standards/ regulations approved by year 3 to govern quality of NFBs 		
	<ul style="list-style-type: none"> Number of standards/norms on energy efficiency (EE) and emissions reduction in NFB production developed and recommended 	<ul style="list-style-type: none"> No standards/norms have been adopted for EE and emission reduction for production of construction materials as well as NFBs 	<ul style="list-style-type: none"> 2 standards/norms on energy efficiency and emission reduction in NFBs production adopted by EOP 	<ul style="list-style-type: none"> Official document approved on the EE and emission standards for NFB production 	
	<ul style="list-style-type: none"> Enhanced government capacity to improve NFB regulation, control and mandate NFBs production and markets 	<ul style="list-style-type: none"> Limited capacity of the government officers in NFBs in general, quality control of NFB manufacturing, production and uses in particular; No training courses have been held to enhance capacity of the government officers in NFB development and management 	<ul style="list-style-type: none"> By EOP, 940 government officers at national and provincial level trained on various aspects of NFBs (types, characteristics, requirement for control and promotion of NFB manufacturing, production technology, usage, etc.) 	<ul style="list-style-type: none"> Training reports/ workshops proceedings 	
Outcome 2: Increased availability of technically skilled and qualified local service providers for NFB plants, and enhanced stakeholder knowledge on NFB usage.	Number of local firms that can manufacture NFB plant equipment based on set standards developed under this project	Lack of local technical knowledge on how to manufacture equipment for NFB production lines that can be competed with those internationally produced (quality and price)	<ul style="list-style-type: none"> 1 local firm able to manufacture NFB plants' equipment based on set of standards developed under this project by year 4. 	<ul style="list-style-type: none"> Study on NFB equipment standardization Technical report by the project 	
	Number of building developers and owners used NFBs as building construction materials	<ul style="list-style-type: none"> Lack of consumer confidence and knowledge on using NFBs; 	<ul style="list-style-type: none"> 300 building developers and owners correctly use NFBs as building construction material by EOP 	<ul style="list-style-type: none"> Documents of market research Report from Department of 	

Strategy	Indicators	Baseline	Target	Sources of Verification	Risks and Assumptions
	<ul style="list-style-type: none"> Enhanced technical skills and stakeholder knowledge/ information on NFB associated issues 	<ul style="list-style-type: none"> No training has been provided to stakeholders regarding NFB associated issues; Limited NFB knowledge amongst engineers, designers and building developers; Little or no knowledge amongst construction workers on NFB building techniques and best practices on using NFBs in construction; Low awareness on the advantages and environmental benefits of NFBs within the construction and building sector in Viet Nam 	<ul style="list-style-type: none"> By EOP, 21 training courses with total of 1500 people from 50 provinces trained on various NFBs' aspects. Of these: <ul style="list-style-type: none"> 940 governmental and local officers 121 designers and constructors 399 NFB investors 40 people from other related areas 2 training courses for 60 people from vocational colleges of construction A NFB website developed, maintained and updated regularly 	<ul style="list-style-type: none"> construction from provinces Training materials on various aspects of NFB Training reports; Documentation on NFB website 	
Outcome 3: Improved availability and sustained access to financial support for NFB technology applications	<ul style="list-style-type: none"> Loan volume provided by financial institutions (including commercial banks) for NFB investments (USD m) 	<ul style="list-style-type: none"> A number of financial institutions such as Vietinbank, VEPF, NOFOSTED, Green Investment Facility (GIF) have interest in supporting SMEs for NFB investment, however: No dedicated financing for NFB production 	<ul style="list-style-type: none"> At least US\$24 million provided by financial institutions for NFB production investment by year 3 	<ul style="list-style-type: none"> Workshop report organized for financial institutions; Report by the financial institutions (VEPF and Vietinbank, etc.) on their lending to NFB producers 	Sufficient capital replenishments are available for NFB scale-up (estimated to be around USD 221 million to Year 2020)
	<ul style="list-style-type: none"> Number of SMEs and NFB entrepreneurs with confirmed financing 	<ul style="list-style-type: none"> Many potential NFB investors are SMEs who have difficulties in accessing to loans, Lack of knowledge and ability of potential SME investors to apply for concessionary financing of NFB projects 	<ul style="list-style-type: none"> 30 NFB SMEs get loans from financial institutions by EOP (10 NFB projects get loan from VEPF and 20 projects get loans from VietinBank) 	<ul style="list-style-type: none"> Financing agreements between new NFB entrepreneurs and financing sources that are a part of NFB financing scheme 	Willingness of SMEs and entrepreneurs to shift towards NFB technology from FCB kilns is ensured
Outcome 4: Boosted confidence in NFB technology application resulting in	<ul style="list-style-type: none"> Number of NFB demonstration plants in operation 	As of 2015 there exist (i) more than 1,000 CBB production lines (with yearly production of 6 million SBUs);	<ul style="list-style-type: none"> 3 CBB demonstration plants operating at 90% designed capacity by EOP, with 	<ul style="list-style-type: none"> Bankable feasibility studies; Financial agreement; 	Support of SMEs and entrepreneurs to ensure excellent demonstration of NFB technologies

Strategy	Indicators	Baseline	Target	Sources of Verification	Risks and Assumptions
an increased market share of NFBs		(ii) 12 AAC companies (with yearly production of about 1.3 million SBUs); and (iii) 17 foamed brick companies (with yearly production of 0.12 billion SBUs). <ul style="list-style-type: none"> Most of CBB technologies imported from China are low quality; NFB entrepreneurs lack knowledge on the production of qualified NFBs, lack of knowledge in designing, constructing, operating and maintaining an NFB plant; Very few examples of well-managed and profitable NFB production facilities existed 	cumulative annual production of 65 million SBUs by EOP; <ul style="list-style-type: none"> 1 AAC demonstration plant operating at 90% designed capacity by EOP; 	<ul style="list-style-type: none"> Technical assistance reports Monitoring and evaluation reports for each demonstration plant (demonstration production and energy consumption) 	
	<ul style="list-style-type: none"> Number of NFB plants received technical assistance on optimization of raw materials, product quality control procedures, staff training and technology transfer, feasibility studies planned and operated 	<ul style="list-style-type: none"> Lack of local technical knowledge on planning, designing, constructing, operating and maintaining an NFB plant; 	With the project support, it's expected by EOP: <ul style="list-style-type: none"> 21 NFB plants received direct support in development of feasibility studies, optimization of inputs materials, production management, quality control, etc. and operated; 50 NFB plants with approved investment plan 	<ul style="list-style-type: none"> Technical report of replication projects Provincial reports on the NFB production 	Willingness of existing brick SMEs to embrace new NFB technologies is assured
	<ul style="list-style-type: none"> % of market share of NFBs in the local brick market 	<ul style="list-style-type: none"> By the project start, there exist about 70 NFB production facilities, with annually designed capacity of over 4.3 billion SBUs, accounted for 13% of the brick market share in Vietnam Lack of consumers' confidence in the quality of NFBs limits development of the NFB market in Viet Nam 	<ul style="list-style-type: none"> 25 % of the NFB market share in the local brick markets by EOP 	<ul style="list-style-type: none"> Market survey of brick market Ministry of Construction statistics 	

ANNEX B: LIST OF DOCUMENTS TO BE REVIEWED BY THE EVALUATORS

1. Project Identification Form
2. UNDP Project Document
3. Project Inception Report
4. All Project Implementation Reports (PIR's)
5. Quarterly progress reports and work plans of the various implementation task teams
6. Audit reports
7. Finalized GEF focal area Tracking Tools at CEO endorsement and midterm (*climate change mitigation*)
8. Oversight mission reports, Minutes of the Project Board Meetings and other meetings
9. All monitoring reports prepared by the project
10. Financial and Administration guidelines used by Project Team
11. Technical reports of key activities/results by the project

The following documents will also be available:

12. Project operational guidelines, manuals and systems
13. UNDP country/countries programme document(s)
14. Project site location maps
15. Guidance for conducting mid-term reviews of UNDP-supported, GEF-financed projects
16. [UNDP Evaluation Policy](#)
17. UNEG Norms and Standards for Evaluation
18. UNEG Code of Conduct for Evaluation in the UN System
19. UNEG Ethical Guidelines for Evaluation
20. UNDP Viet Nam Policy on Gender-Responsive Evaluation

ANNEX C: EVALUATION QUESTIONS

This is a generic list, to be further detailed with more specific questions by the evaluation team, CO and UNDP GEF Technical Adviser during the inception phase of the TE.

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the GEF focal area, and to the environment and development priorities at the local, regional and national levels?			
•	•	•	•
•	•	•	•
•	•	•	•
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
•	•	•	•
•	•	•	•
•		•	•
Efficiency: Was the project implemented efficiently, in-line with international and national norms and standards?			
•	•	•	•
•	•	•	•
•	•	•	•
Sustainability: To what extent are there financial, institutional, social-economic, and/or environmental risks to sustaining long-term project results?			
•	•	•	•
•	•	•	•
•	•	•	•
Impact: Are there indications that the project has contributed to, or enabled progress toward, reduced environmental stress and/or improved ecological status?			
•	•	•	•
•	•	•	•

ANNEX D: RATING SCALES

<p><i>Ratings for Outcomes, Effectiveness, Efficiency, M&E, I&E Execution</i></p> <p>6: Highly Satisfactory (HS): no shortcomings 5: Satisfactory (S): minor shortcomings 4: Moderately Satisfactory (MS) 3: Moderately Unsatisfactory (MU): significant shortcomings 2: Unsatisfactory (U): major problems 1. Highly Unsatisfactory (HU): severe problems</p>	<p><i>Sustainability ratings:</i></p> <p>4. Likely (L): negligible risks to sustainability 3. Moderately Likely (ML): moderate risks 2. Moderately Unlikely (MU): significant risks 1. Unlikely (U): severe risks</p>	<p><i>Relevance ratings</i></p> <p>2. Relevant (R) 1.. Not relevant (NR)</p> <p><i>Impact Ratings:</i></p> <p>3. Significant (S) 2. Minimal (M) 1. Negligible (N)</p>
<p><i>Additional ratings where relevant:</i> Not Applicable (N/A) Unable to Assess (U/A)</p>		

ANNEX E: EVALUATION CONSULTANT CODE OF CONDUCT AND AGREEMENT FORM

Evaluators:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.

Evaluation Consultant Agreement Form⁶

Agreement to abide by the Code of Conduct for Evaluation in the UN System

Name of Consultant: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at _____ (place) on _____ (date)

⁶www.unevaluation.org/unegcodeofconduct

Signature: _____

ANNEX F: EVALUATION REPORT OUTLINE⁷

- i. Opening page:
 - Title of UNDP supported GEF financed project
 - UNDP and GEF project ID#s.
 - Evaluation time frame and date of evaluation report
 - Region and countries included in the project
 - GEF Operational Program/Strategic Program
 - Implementing Partner and other project partners
 - Evaluation team members
 - Acknowledgements
- ii. Executive Summary
 - Project Summary Table
 - Project Description (brief)
 - Evaluation Rating Table
 - Summary of conclusions, recommendations and lessons
- iii. Acronyms and Abbreviations
(See: UNDP Editorial Manual⁸)
1. Introduction
 - Purpose of the evaluation
 - Scope & Methodology
 - Structure of the evaluation report
2. Project description and development context
 - Project start and duration
 - Problems that the project sought to address
 - Immediate and development objectives of the project
 - Baseline Indicators established
 - Main stakeholders
 - Expected Results
3. Findings
(In addition to a descriptive assessment, all criteria marked with (*) must be rated⁹)
- 3.1 Project Design / Formulation
 - Analysis of LFA/Results Framework (Project logic /strategy; Indicators)
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g., same focal area) incorporated into project design
 - Planned stakeholder participation
 - Replication approach
 - UNDP comparative advantage
 - Linkages between project and other interventions within the sector
 - Management arrangements
- 3.2 Project Implementation
 - Adaptive management (changes to the project design and project outputs during implementation)
 - Partnership arrangements (with relevant stakeholders involved in the country/region)
 - Feedback from M&E activities used for adaptive management
 - Project Finance:
 - Monitoring and evaluation: design at entry and implementation (*)

⁷The Report length should not exceed 40 pages in total (not including annexes).

⁸ UNDP Style Manual, Office of Communications, Partnerships Bureau, updated November 2008

⁹ Using a six-point rating scale: 6: Highly Satisfactory, 5: Satisfactory, 4: Marginally Satisfactory, 3: Marginally Unsatisfactory, 2: Unsatisfactory and 1: Highly Unsatisfactory, see section 3.5, page 37 for ratings explanations.

-
- UNDP and Implementing Partner implementation / execution (*) coordination, and operational issues
- 3.3** Project Results
- Overall results (attainment of objectives) (*)
 - Relevance (*)
 - Effectiveness & Efficiency (*)
 - Country ownership
 - Mainstreaming
 - Sustainability (*)
 - Impact
- 4.** Conclusions, Recommendations & Lessons
- Corrective actions for the design, implementation, monitoring and evaluation of the project
 - Actions to follow up or reinforce initial benefits from the project
 - Proposals for future directions underlining main objectives
 - Best and worst practices in addressing issues relating to relevance, performance and success
- 5.** Annexes
- ToR
 - Itinerary
 - List of persons interviewed
 - Summary of field visits
 - List of documents reviewed
 - Evaluation Question Matrix
 - Questionnaire used and summary of results
 - Evaluation Consultant Agreement Form
 - *Annexed in a separate file:* TE Audit Trail
 - *Annexed in a separate file:* Terminal GEF Tracking Tool (if applicable)

Annex G: Evaluation Report Clearance Form

(to be completed by CO and UNDP GEF Technical Adviser based in the region and included in the final document)

Evaluation Report Reviewed and Cleared by

UNDP Country Office

Name: _____

Signature: _____ Date: _____

UNDP GEF RTA

Name: _____

Signature: _____ Date: _____

final TE report.

To the comments received on _____ (date) from the Terminal Evaluation of the Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam Project (PIMS #:4546)

The following comments were provided in track changes to the draft Terminal Evaluation report; they are referenced by institution ("Author" column) and by comment number ("#" column):

Author	#	Para No./ comment location	Comment/Feedback on the draft TE report	Evaluator response and actions taken

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).