



7 September 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Policy Expert on development of ecological, smart and climate-resilient city
Period of assignment/services (if applicable):	October 2020 – December 2020
Duty Station	Home-based and Ha Noi, Viet Nam
Tender reference:	3-200901

1. Submissions should be sent by email to: luu.ngoc.diep@undp.org no later than:

17 September 2020 (Hanoi time)

With subject line:

3-200901 International Policy Expert on development of ecological, smart and climate-resilient city

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 with copies of required certificates
- Signed Letter to UNDP Confirming Interest and Availability
- **Track record with at least two (02) good quality analytical writing reports and/or policy papers in English**

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:

International Consultant		
No	Criteria	Score
1	Master's degree with knowledge on on law/ civil engineering/ architecture/ urban planning or related field or related fields;	200
2	At least 7 years of work experience in urban planning the development of green, smart cities or sustainable cities for developing countries;	300
3	Experiences in providing advice on developing policies and legislative documents or proposals on urban planning for Governments or international donors;	250
4	Working experiences in developing countries. Working experiences in south East Asian countries preferred;	150
5	Track record with at least two (02) good quality analytical writing reports and/or policy papers in English	100
	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 upon acceptance by UNDP of the deliverables specified the TOR.

- 1) 60% upon submission and approval of Outputs 1&2;
- 2) 40% upon submission and approval of Output 3 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.

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

TERMS OF REFERENCE

Job Title:	An international policy expert on development of ecological, smart and climate-resilient city
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Assignment:	Estimated 30 workdays from October 2020 to December 2020
Report to:	Project Director/ Project Manager/ PMU Senior Advisor

1) GENERAL BACKGROUND

Ministry of Construction (MOC)/Department of Science, Technology and Environment is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financed by Viet Nam’s agencies/institutions and enterprises.

Implemented between 2016 and 2020, the project’s goal is to reduce intensity of GHG emissions from the building sector in Vietnam. The project’s objective is to improve the energy performance of commercial and high-rise residential buildings in Ho Chi Minh City and Hanoi. Realization of this objective will be achieved through implementation of the three following components:

- a) Revision and Improved Enforcement of Energy Efficiency Building Code;
- b) Building Market Development Support Initiatives; and
- c) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities that are designed to remove barriers to the stringent enforcement of the revised EEBC, application of EE designs, materials, technologies and equipment 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.

The National Assembly of Vietnam passed the amended Construction Law on 17 June 2020, in which encourages “...the development of eco, smart, resilient and sustainable cities” Article 10, Clause 4. Meanwhile, article 161 and 162 of the Law on Construction also stipulate the responsibility of the Government and Ministry of Construction to develop policies on the development of above mentioned urban and cities. On 24 July 2020, the Government issued Decision 1109/QĐ-TTg regarding the list and assignment of lead agencies to draft documents detailing the implementation of law and resolutions passed at the 9th session of 14th National Assembly. The Ministry of Construction is assigned to support the development of several decrees and circulars which specify legal provisions related to the development of eco, smart, resilient and sustainable cities.

To support Ministry of Construction to implement this task, the UNDP and Project Management Unit of EECB Project is seeking an international expert to recommend, review and analyze suitable and feasible international policies on the development of eco, smart, climate-resilient and sustainable cities to provide a background for the Ministry of Construction to draft relevant legal regulations.

2) OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to provide international background on eco, smart, climate-resilient and sustainable cities based on the review and analyses of suitable and feasible international policies and experiences in the development of eco, smart, climate-resilient and sustainable cities

3) SCOPE OF WORK

The international expert shall coordinate with the national policy expert to be engaged by UNDP and PMU on the development of eco, smart, climate-resilient and sustainable cities to carry out following tasks:

- a) Review and analyse international policies, regulation and laws of at least 05 countries in development of national policies and incentive policies on eco, smart, resilient and sustainable cities, assess advantages and disadvantages of these policies, countries with similar legal and natural conditions to Vietnam are preferred. For each of selected policies, the evidence-based analysis shall include the following as minimum:
 - Brief summary and analysis of specific provisions that regulate the eco, smart, resilient and sustainable cities including the detailed contents that can be recommended to Viet Nam, and names/copies (if available) of the relevant legal/legislative documents.
 - Principles and direction for the development of eco, smart, climate-resilient and sustainable cities that are specified in the regulation/policy. ;
 - How the policies are implemented, what works and what doesn't work, what are the challenges and lessons learnt in consideration with Viet Nam's condition.
- b) Consult and get comments from the Department of Science, Technology and Environment (DOSTE), Construction Activities Management Agency, Building Materials Department, Urban Development Agency, Planning-Architecture Department, Legal Affairs Department and national expert on the current situation in Vietnam, challenges and benefits of applying above-mentioned international experiences in Vietnam.
- c) Based on the above analysis and in discussion with the national expert, propose recommendations on the following:
 - at least 02 policies on eco, smart, resilient and sustainable cities that could be applied to Viet Nam, what are the conditions for the applicability
 - principles, directions and requirements for the development of eco, smart, climate-resilient and sustainable cities;
 - defined criteria framework including groups of criteria and minimum criteria of eco, smart, climate-resilient and sustainable cities;
 - assessment and certification of on eco, smart, resilient and sustainable cities;
 - preferential and supporting mechanism to invest in development/establishment of on eco, smart, resilient and sustainable cities;
- d) Consult relevant state management agencies under MOC on proposed policies including but not limited to the Department of Science, Technology and Environment (DOSTE), Construction Activities Management Agency, Building Materials Department, Urban Development Agency, Planning-Architecture Department, Legal Affairs Department.

- e) Prepare powerpoint and participate in the consultation workshop or dissemination workshop as requested by PMU (either online or face to face depending on the situation of COVID 19)
- f) Prepare the international background report based on the review and analysis as detailed above (with justifications of received comments and feedback if any).

4) DELIVERABLES

The expert shall deliver outputs in English as follows:

No	Outputs	Expected time of final submission
1	A work-plan including the approach and timeline for implementation of the assignment	October 2020
2	A draft analysis report on international policies and experiences in incentive policies on the development of eco, smart, climate-resilient and sustainable cities Copy of PowerPoint Presentation on relevant international experiences	15/11/2020
3	A final report on international experiences in incentive policies on the development of eco, smart, climate-resilient and sustainable cities.	15/12/2020
Total		

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

The international expert shall be mobilised maximum 30 workdays from October 2020 to December 2020.

Duty station: Home based and Hanoi

During the contract's implementation, the international expert may have a 5-day business trip in Vietnam to participate in the consultation and presentation of the review and analysis report on international experiences that are suitable to Vietnam's conditions. **DSA and travel cost estimate should be included in the financial proposal of the international expert.**

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The international expert shall report to National Project Director/ National Project Manager and PMU senior advisor and UNDP. He/she shall work in close collaboration with the national expert on the development of eco, smart, resilient and sustainable cities, PMU senior advisor, Project manager and relevant stakeholders to ensure product quality and progress.

A monitoring and progress control shall be carried out in accordance with the project's working regulations in which the national consultant shall consult PMU's senior advisor in terms of technical profession and direction to solve arising issues during contract's implementation and report's content before submitting to Project Manager/ Director.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: Relevant documents shall be provided to the selected consultant upon the commencement of the assignment.

Admin support: PMU will support the international expert in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation (if needed)

The international expert will be supported with Vietnamese – English translation (if needed) during contract performance.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master degree with knowledge on law/ civil engineering/ architecture/ urban planning or related field or related fields.
- 1. At least 7 years of work experience in urban planning the development of green, smart cities or sustainable cities for developing countries.
- Experiences in providing advice on developing policies and legislative documents or proposals on urban planning for Governments or international donors.
- Working experiences in developing countries. Working experiences in south East Asian countries preferred;
- Track record of good quality analytical report writing, and/or policy paper in English.

9) PAYMENT TERM

The payment shall be made on a basis of completed deliverables approved by PMU and UNDP as follows:

- a) First instalment of 60% of contract value shall be made upon submission and approval of outputs 1&2;
- b) Final instalment of 40% of contract value shall be made upon submission and approval of output 3 and all products under the contract.

10) PRESENCE REQUIRED ON DUTY STATION / UNDP OFFICE

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

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 & Email 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*) or 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 (USD or VND)	Total (USD or VND)
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).....			
2.6	VAT** if applicable (<i>in case your company signs the contract</i>)			
	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.*

** *Individual Consultants/Contractors who request their employer to sign a Reimbursable Loan Agreement (RLA) with UNDP for their behalves are reminded to add the Value Added Tax into the total lump sum of the Financial Offer if applicable.*

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).*