



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
for individual consultants and individual consultants assigned by
consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	03 national experts to comment on the energy efficiency relevant contents of the training manuals of construction
Period of assignment/services (if applicable):	January – April 2021
Duty Station:	Homebased and Hanoi
Tender reference:	P210101

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

13.30 hrs., 10 March 2021 (Hanoi time)

With subject line:

P210101B – NC2 (Mechanical/HVAC/thermal expert) to comment on the energy efficiency relevant contents of the training manuals of construction

P210101C – NC3 (Electrical Engineer) to comment on the energy efficiency relevant contents of the training manuals of construction

Submission received after that date or submission not in conformity with the requirements specified in 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 **30 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:

- [Term of References](#)..... (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:

- Detailed CV addressing the experience and work you have done.
- Financial offer
- At least 1 sample report in English on the similar topic of the assignment to be submitted

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, 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 expert No. 2 (Mechanical/HVAC/thermal expert)

Consultant(s)' experiences/qualification related to the services		
1	Hold a master's degree in mechanical engineering or heat & refrigeration engineering or thermal energy engineering or equivalent major;	200
2	Recent work experience in the field of Heating, Ventilating, and Air Conditioning	250
3	Experience in the field of energy efficient buildings	200
4	Experience in providing training and developing training curriculum and manual related to energy efficiency in buildings	250
5	Fluency in English with evidence of similar review/written document in English	100
Total		1000

National expert No.3 (Electrical Engineer)

Consultant(s)' experiences/qualification related to the services		
1	Hold a master's degree in electrical engineering or power engineering or equivalent major	250
2	Recent work experience in the field of energy efficient buildings	350

3	Experience in providing training and developing training curriculum and manual related to energy efficiency in buildings	300
4	Fluency in English with evidence of similar review/written documents in English	100
Total		1000

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 1000 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected 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 courses on BSAFE which the new online security awareness training is and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 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

Instalments shall be made as follows:

No	Description of instalments	Percentage of Payment	Due date
1	Submission of written review and inputs to the outlines of the 06 training manuals with approval by UNDP	30%	5 February 2021
2	Submission of written review and inputs to the content	70%	30 April

	of the 06 training manuals and all products under the contract with approval by UNDP		2021
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- 7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.**

ANNEX I



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Job Title:	03 national experts to comment on the energy efficiency relevant contents of the training manuals of construction
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Assignment:	January – April 2021
Duty station:	Homebased and Hanoi
Report to:	Project Director, Project Manager, UNDP

1) GENERAL BACKGROUND

Ministry of Construction (MOC) (Executing Agency)/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:

- 1) Revision and Improved 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 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.

To contribute to this process, EECB Project has provided technical assistance to build capacity for relevant stakeholders in the field of design, construction, acceptance and operation of high rise buildings. Implemented activities includes the demonstration of energy efficient technology solutions in buildings, development of training materials, organization of training courses, workshops, site visits, capacity building on relevant policy development...

As a part of the future workforce, engineering students in the fields of civil engineering, architecture, and infrastructure planning... will have permanent contribution and impacts on the whole process. Therefore, capacity building on the design, construction, acceptance and operation of high-rise buildings for students is expected to bring about profound changes of awareness, knowledge and skills of this workforce in the future although it does not bring immediate impacts. Therefore, EECB Project is expected to assist technical universities in updating relevant curriculum through international experiences, lesson learnt from EECB Project's results and new requirements in design, construction, acceptance and operation of energy efficient buildings.

UNDP and Project Management Unit of EECB Project is looking for a team of 03 experts to review, contribute ideas and support in updating university's curriculum to ensure that training content on energy efficiency buildings is integrated and updated including legal, technical and economical aspects in relevant training manuals.

2) OBJECTIVES OF ASSIGNMENT

This assignment aims at reviewing and providing comments to improve 06 training manuals including the following specialized majors:

- Environment controlling, Volume 1, Climate, heat, and architectural lighting (for Architecture major);
- Energy Efficient Architecture (for Architecture major);
- Energy efficient consumption in buildings (for In-door Engineering Systems major);
- In-door engineering systems (for Majors in Architecture, Building and Industrial Construction Engineering, Environmental Engineering, Water Supply and Sanitation, Construction Economics);
- Electrical system in building (for Architecture major);
- Building materials selection (for Building material major).

3) SCOPE OF WORK

The national experts shall implement specific tasks with general requirements as follows:

- Review the outlines and training manuals with focus on building energy efficiency elements;
- Review documents related to National technical regulation on energy efficient buildings QCVN 09:2017/BXD;
- Review relevant presentations and training documents of the training course entitled "Capacity building on design, construction and acceptance of energy efficient buildings" of EECB project and others;
- Review project documents, reports and results of EECB's demonstration projects;
- Consult PMU and EECB Project's experts to understand objectives and necessary tasks;
- Analyse and assess the content of on energy efficient buildings in the 06 training manuals from the design to the completion of training manuals;

- Provide written comments on the outline and contents on energy efficient buildings of 06 training manuals (training contents on energy efficiency buildings are integrated and updated including legal, technical and economical aspects in relevant training manuals), report unreasonable contents and propose solutions for improvement to PMU; Discuss with PMU, PMU Senior Advisor, Technical officers (when necessary) and cooperate with the author of training manuals during the completion of training manuals to ensure that the contents related to energy efficiency in buildings in the manuals is sufficiently and suitably integrated and updated and easily accepted and applied;.
- Contribute ideas and comments on relevant consultation meetings and workshops (at least 1 meeting for each manual) and at least one communication activity;

Specifically, each national expert shall be responsible for

+ Architect (national expert No.1): review and provide comments on the outlines and contents related to architecture and natural lighting of 06 training manuals;

+ Mechanical/HVAC/thermal expert (national expert No.2): review and provide comments on outlines and contents related mechanical engineering, heat & refrigeration engineering, Heating, Ventilating, and Air Conditioning of 05 training manuals excluding the training manual on Building material selection.

+ Electrical engineer (national expert No.3): review and provide comments on outlines and contents related to power and lighting of 05 training manuals excluding the training manual on Building material selection;

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

The team of 03 experts shall be mobilized maximum 72 workdays from January – April 2021.

- National expert No.1 (Architect): 29 workdays
- National expert No.2 (Mechanical/HVAC/thermal expert): 23 workdays
- National expert No.3 (Electrical Engineer): 20 workdays

Duty station: homebased and Hanoi. No travel is foreseen. In case of travel, this will be agreed with PMU and eligible travel cost will be cover by UNDP or UNDP based on UN-EU cost norm.

5) DELIVERABLES

The selected team of experts shall be responsible for quality and progress of contract performance and related deliverables. All reports and intermediate products submitted to Project Management Unit (PMU) shall be bilingually prepared in English and Vietnamese, namely:

No	Output	Workdays				Time of submission
		Total	Architect	Mechanical/ HVAC/thermal engineer	Electrical/ Power engineer	
I	Peer review report of 06 outline training manual	12	5	4	3	January 2021

No	Output	Workdays				Time of submission
		Total	Architect	Mechanical/ HVAC/thermal engineer	Electrical/ Power engineer	
1	Environment controlling, Volume 1, Climate, heat, and architectural lighting	2	1	1	0,5	
2	Energy efficient Architecture	2	1	0,5	0,5	
3	Energy efficient use in buildings	2	0,5	1	0,5	
4	In-door engineering systems	2	0,5	1	0,5	
5	Electrical system in building	1,5	0,5	0,5	1,0	
6	Building material selection	1	1	0	0	
II	Peer review report on 6 draft training manuals	60	24	19	17	April 2021
1	Environment controlling, Volume 1, Climat, heat, and architectural lighting	10	7	2	3	
2	Energy efficient Architecture	11	5	3	3	
3	Energy efficient use in buildings	11	2	6	3	
4	In-door engineering systems	10	2	5	3	
5	Electrical system in building	8	3	3	5	
6	Building material selection	5	5	0	0	
	Total	72	29	23	20	

During the development and completion of products, the selected team of experts shall consult relevant stakeholders including UNDP, PMU, EECB Project's experts, relevant individuals/ organizations in energy efficiency buildings.

Draft and final products shall follow PMU's templates and forms. In special case, PMU shall provide specific instructions before experts prepare products.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The team of experts shall work in close collaboration with PMU, UNDP and national counterparts in order to ensure best knowledge sharing and highest quality of the products. The selected team of experts shall report to PMU any arising issue or risk of delaying and affecting product quality.

If a mission is requested by the team of experts/PMU, the team of experts shall submit a mission plan to National Project Director/Project Manager at least 2 weeks before the mission for PMU's consideration and approval. A mission report shall be submitted to PMU within 03 workdays after the mission ends.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: The project documents, relevant report templates, TORs and other products of relevant consultants will be made accessible to the team (soft file).

Admin support: PMU will support the team in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation (if appropriate). The selected team of experts does not have interpretation support during contract performance.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

To implement this task, the selected team of experts shall meet requirements as follows:

▪ ***An expert in architecture shall:***

- a. Hold a master's degree in architecture, energy efficiency or related field
- b. Recent work experience in energy efficiency in buildings
- c. Experience in building design
- d. Experience in providing training and developing training manual and curriculum related to energy efficiency in buildings;
- e. Fluency in English with evidence of similar review/written document in English.

▪ ***Mechanical/ HVAC/ thermal engineer shall:***

- a. Hold a master's degree in mechanical engineering or heat & refrigeration engineering or thermal energy engineering or equivalent major;
- b. Recent work experience in the field of Heating, Ventilating, and Air Conditioning
- c. Experience in the field of energy efficient buildings;
- d. Experience in providing training and developing training curriculum and manual related to energy efficiency in buildings;
- e. Fluency in English with evidence of similar review/written document in English.

▪ ***The Electrical/Power Engineer shall:***

- a. Hold a master's degree in electrical engineering or power engineering or equivalent major;
- b. Recent work experience in the field of energy efficient buildings;

- c. Experience in providing training and developing training curriculum and manual related to energy efficiency in buildings.
- d. Fluency in English with evidence of similar review/written documents in English.

9) PAYMENT TERM

Instalments shall be made as follows:

No	Description of instalments	Percentage of Payment	Due date
1	Submission of written review and inputs to the outlines of the 06 training manuals with approval by UNDP	30%	5 February 2021
2	Submission of written review and inputs to the content of the 06 training manuals and all products under the contract with approval by UNDP	70%	30 April 2021

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ 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	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 ofUS\$

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 (US\$)	Total
1	Consultancy fee (daily rate)			
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 (in case your company signs the contract)			
	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).