

08 March 2021



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

Country:	Viet Nam
Description of the assignment:	National Project Support Officer (Communication and Translation) for project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam”
Period of assignment/services (if applicable):	Estimated 84 workdays (01 April 2021 – 30 September 2021)
Duty Station:	Homebased and Hanoi
Tender reference:	P210303

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

23.59 hrs., 16 March 2021 (Hanoi time)

With subject line:

P210303 –Communication and Translation Officer for project “Energy Efficiency Improvement”

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 **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:

Consultant(s)' experiences/qualification related to the services		
1	A University degree in English/ environmental science/ architecture or civil engineering or a related field;	150
2	At least 05 years of experience in translation/ interpretation, preferably ODA or grant projects.	250
3	Demonstrated experience in interpretation/translation for construction/energy efficiency/climate change/ environment projects. Relevant experience in building energy efficiency will be an advantage.	150
4	Good understanding of Government and UN procedures, specifically MOC and UNDP Vietnam - is preferred	150
5	Demonstrated ability to meet deadlines, work under time pressure and willingness to work in the field on project sites and project events	150
6	Strong computer skills specifically in Word, Excel, PowerPoint, Outlook, etc.	150
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

Payment will be made based on acceptance/ approval of PMU and UNDP on the monthly progress report and actual number of worked day in the reporting month.

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

ANNEX I

TERMS OF REFERENCE



*Empowered lives.
Resilient nations.*

Job title	National Project Support Officer (Communication and
Project Title/ Department:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam/ Climate Change and Environment Unit, UNDP
Duration of Appointment:	Estimated 84 workdays (01 April 2021 – 30 September 2021)
Duty Station:	Home based, Hanoi
Report to:	National Project Manager, UNDP

1) GENERAL BACKGROUND

Ministry of Construction (MOC)/ Department of Science, Technology and Environment (DOSTE) 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 Vietnam’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 Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Viet Nam. Realization of this objective will be achieved through implementation of the three following components:

- 1) 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, and 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 project is in the final year of its implementation with requirements of project support regarding translation and communication. The project is now seeking a qualified National Project Support Consultant (Communication and Translation) (NPS) who can support MOC/EECB PMU and UNDP regarding project translation work, communication activities and other admin tasks.

2) OBJECTIVES OF ASSIGNMENT

The NPS shall provide excellent support to PMU/UNDP regarding translation, interpretation, communication and project admin work.

3) SCOPE OF WORK

The incumbent will provide qualified and timely assistance to the PMU/UNDP regarding translation, interpretation, communication and project admin work through:

Translation and interpretation tasks:

- Interpret at meetings, discussions, workshops and etc. in relation to project activities;
- Translate reports including technical reports submitted by project consultants, documents, presentations, emails etc. and any other relevant sources as assigned by the Project Manager and/ or National Project Director;
- Assist international experts to seek/ search relevant documents/ information;
- Draft and/or translate other project documents including correspondences, minutes of meeting, etc.
- Implement other activities related to interpretation/ translation as requested by the Project Manager and/ or National Project Director.

Communication Support

- Share updated project information with relevant parties as requested by NPD/NPM;
- Consolidate project documents (soft and hard copies) for successful handing over to MOC;
- Support to coordinate the implementation of communication tasks with timely engagement of relevant stakeholders (real estate association, building owner, UNDP, contractors and others). A number of communication tasks can be described as (i) Green Building Week 2021; (ii) international energy forums; (iii) result dissemination workshops, etc.
- Timely advise the PMU on communication initiatives in order to generate larger and more sustainable impacts of the project on beneficiaries, especially strategic communication linkages between project activities with relevant initiatives by the Government, other development partners, private sector, and communities;

Administration Support

- Support the preparation of the work-plans, and management reports if requested and inform NPM of any deviation from approved plan, recommend corrective actions to NPM;
- Support the project team in procurement activities (for example, evaluation of CVs based on TOR's requirements, development of evaluation reports, etc.);
- Support NPM in coordination of a number of project activities;
- Draft related documents for missions and project events;
- Review and format project documents (TORs, reports, minutes of meetings, etc.) if requested by NPM;
- Ensure timely participation of related parties in the decision-making process of related activities;

- Collaborate with Admin/Accounting Officer to copy and disseminate project documents;
- Assist in logistical activities, specifically training, workshops and field trips;
- Carry out other relevant administrative tasks as requested by the NPM and/ or National Project Director.

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

Duration: Estimated 84 workdays during April to September 2021.

Location: EECB Project Office, Ministry of Construction, 37 Le Dai Hanh, Hai Ba Trung, Hanoi.

No travel is foreseen at this stage. Travel to provinces (if any) will be covered by the project based on UN-EU cost-norm.

5) DELIVERABLES

Monthly progress reports that list out outputs delivered within reporting month and the plan for the coming month to be submitted to PMU and UNDP from the 25th to the end of the month.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The NPS shall report to the National Project Manager (NPM) and National Project Director (NPD). S/he is requested to develop an online monthly workplan describing expected outputs with committed deadlines for completion and a progress report at end of each month to report the progress of each activity as mentioned in the related monthly work-plan. This workplan/report shall be discussed with NPM/PMU for approval.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: The project document, relevant report templates, TORs and products of related consultants (if yes) will be made accessible to the expert (soft file).

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

- A University degree in English/ environmental science/ architecture or civil engineering or a related field;
- At least 05 years of experience in translation/ interpretation, preferably ODA or grant projects;
- Demonstrated experience in interpretation/translation for construction/energy efficiency/climate change/ environment projects. The experience in building energy efficiency will be an advantage.
- Good understanding of Government and UN procedures, specifically MOC and UNDP Vietnam is preferred;

- Strong computer skills specifically in Word, Excel, PowerPoint, Outlook, etc.;
- Strong internet and communication skills;
- Demonstrated ability to meet deadlines, work under time pressure and willingness to work in the field on project sites and project events;

9) PAYMENT TERM

Payment will be made based on acceptance/ approval of PMU and UNDP on the monthly progress report and actual number of worked day in the reporting month.

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).