



01 April 2021

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 to conduct a feasibility study of Green Building Certificate for a selected building Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Period of assignment/services (if applicable):	April 2021 – September 2021
Duty Station:	Vietnam
Tender reference:	T210401

1. Submissions should be sent by **email** to: luu.thi.trang@undp.org no later than:

12.00 hrs., (noon), 08 April 2021 (Hanoi time)

With subject line:

T210401 – 01 National Consultant to conduct a feasibility study of Green Building Certificate for a selected building Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam

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:

- Signed Curriculum vitae and other related certificates (if any)
- 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 **VND for national consultant and 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 Consultant

Consultant(s)' experiences/qualification related to the services		
1	University degree in Architecture, Civil Engineering, M.E., Energy Management or related fields (priority is given to subjects with master's degrees or higher).	150
2	At least 05 years of experience in green building fields, with skills such as energy simulation, commissioning, construction/evaluation of green building project records, etc. Experience in implementing/using criteria/ standards and codes to assess the registration and completion of dossiers of issuance of green building certificates	250
3	Hold a green building certificate or evidence of capacity in green building assessment, LOTUS AP or EDGE Certificate would be an asset	200
4	Participated in at least 03 projects (officially certified) such as LOTUS or EDGE green building certification in the last 03 years	200
5	Experiences in implementation of development projects that were funded by WB, UNDP, ODA	100
6	Demonstrated fluency in English Proficient in AutoCAD, Word, Excel, Powerpoint and related software	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 is the new online security awareness training 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

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.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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



TERMS OF REFERENCE

A national Green Building expert to conduct a feasibility study of Green Building Certificate for a selected building

Job Title:	A national Green Building expert to conduct a feasibility study of Green Building Certificate for a selected building
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Report to	National Project Manager/ Director/UNDP
Duration of Appointment:	Estimated 30 days during April – September 2021
Duty Station:	Hanoi and home based and College of Urban Works and Construction

1) GENERAL BACKGROUND

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

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 Ho Chi Minh and Hanoi. Realization of this objective will be achieved through implementation of 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 to the greater uptake of building energy efficiency technologies, systems, and practices in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO₂e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO₂e.

Within the scope of work, Component 3 will accelerate demonstration activities for new and retrofit buildings, of which new technologies are expected to apply for selected buildings in order to achieve energy efficiency and GHG emission reduction as committed to the donor. As for the new buildings, the project management unit (PMU) has selected 09 demonstration buildings and provided support to project owners and design teams to ensure at least QCVN09:2017 compliance or even surpass them. A full technical support package covers the

whole support from design to operation phase. As of the supported new buildings that has almost gone through this process, The green building research, training and technology transfer center (hereinafter called Building) invested by the College of Urban And Construction Works (CUWC) is also a typical demonstration of the EECB project with a lot of new EE technologies in construction and energy efficiency equipment has been applied . In the course of this technical assistance, the College of Urban Works and Construction (CUWC) educational building representatives have expressed their strong interest for going beyond EE considerations, and then be certified against an official green building rating tool. As the project is already under construction, it is then necessary to first undertake a feasibility study (FS) to assess to which extent green building rating tools' prerequisites can still be met, and if so, what certification level is achievable as seen. This assessment can be considered as an evaluation instrument for the project support results regarding energy consumption reduction.

To perform this task, the PMU EECB and UNDP are looking for 01 short-termed national green building expert with appropriate capacity to conduct an assessment and report on the feasibility of applying for green building certification for the CUWC Building.

2) OBJECTIVES OF ASSIGNMENT

This assignment aims at:

- Assess the feasibility of CUWC Building to achieve green building certification and propose roadmaps to achieve LOTUS or EDGE green building certifications as required by the investor (if LOTUS is not feasible).
- Provide an implementation roadmap and expected costs for green certification registration (if achieved) of CUWC Building.

3) SCOPE OF WORK

The expert shall perform a Feasibility study to assess certification opportunities, the work shall consist of:

1. Review of design/construction documents of the project (according to the evaluation criteria of green certificates) provided from PMU EECB and CUWC:
 - Collecting relevant documents: preliminary feasibility report on green building certification from domestic consultancy of EECB project, technical documents from EECB's consultant team and PMU CUWC.
 - Proposing methodology for the implementation and expected master plans.
(Task 3.1)
2. According to the related prerequisites for each proposed rating tool of at least 2 certification rating tools (i.e. LOTUS NR, LEED BD&C, etc.) and EDGE.
 - Presenting the workplan and selected Rating to Building owners for their information and understanding.
 - Collecting additional documents and reviewing collected documents to assess all respective prerequisites' compliance for each proposed rating system.
 - Reviewing each selected rating tool's credit and assessing achievable marks and targeted certification stage(s) and level(s) for each selected rating tool (including what is currently available and what additional efforts should be made to reach a higher level of certification), draft estimation of related costs and time for upgrading the building to meet required criteria for each potential level.

- At the mid-termed meeting with PMU EECB and the representative of CUWC, present results and potential certification strategies for each considerable rating tool for building owner consideration and comment.
(Task 3.2)
3. Completion of the FS for green certification of CUWC building
- Summary of comments and questions/answers of the mid-term meeting. Provide BOQ and classified document as required of Green building certificate, used calculation tools, and cost estimation sheet for green building certification registration (provide the official letter for explanation if required by the Management Board).
 - Update/upgrade all proposed design documents and finalize feasibility study report with final selection certification roadmap.
 - Disseminate the final results with the CUWC and related parties through a technical reporting meeting, take meeting notes and prepare written responses and justifications if required.

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

Duration: Estimated 30 working days during April - September 2021

Duty Station: Hanoi, CUWC and home based. No travel to provinces is foreseen. In case of travel to provinces, eligible travel costs shall be covered by the project based on UN-EU cost norm.

5) DELIVERABLES

All products, work plans, intermediate products shall be submitted to PMU in 2 languages: English and Vietnamese at the same time. Expected deliverables include:

	Deliverables	Workdays	Time of Final Submission
1	An inception report for contract performance with related workplan (task 3.1)	3	1 week after contract is signed.
2	Draft feasibility study report for the LOTUS Green Building rating tools (design and construction phase) and EDGE certifications (if cannot satisfy the LOTUS) (task 3.2)	18	1 month after the first product
3	Final Feasibility report (task 3.3)	9	1 week after the dissemination meeting
	TOTAL	30	

Description of Deliverables

1/ An inception report for contract performance with related workplan

This inception report shall describe proposed methodologies to conduct and achieve this task, after in-depth consultation with the PMU and related partners. The workplan shall also include a work schedule and all other necessary support expectations from UNDP, PMU, etc. if any.

2/ A draft feasibility study (FS) report

It shall encompass and state for each of the 2 green building rating tools:

- A rapid presentation of the tool, its scope and intent.
- The list of prerequisites.
- List of identified issues/ loopholes.
- A potential pathway to achieve a certification for both tools with the current building status
- A potential alternative pathway to achieve a higher level as the initially identified one, including a list of additional works/ features / cost/ tentative timeline to achieve this.
- A general conclusion with recommendations

This report will have to be presented during a mid-term meeting with the PMU EECB and CUWC representatives

3/ A final feasibility study report.

The draft feasibility study report shall be updated by recapping received comments and final decisions made during the consultation meeting.

In a last part, the FS report shall also encompass EDGE feasibility study, and feature the related analysis and conclusion

Note: Report templates will be provided by PMU.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected expert shall report to National Project Director/ National Program Manager and UNDP Program Manager. The selected expert shall work in close collaboration with PMUs staff and experts, MOC officer in order to ensure best knowledge sharing and highest quality of the products.

7) PROVISION OF MONITORING AND PROGRESS CONTROLS

EECB PMU will introduce the expert with the focal point of CUWC and support the expert in logistic arrangements for meetings with relevant individuals/state agencies if necessary. Reference documents will be shared to the expert upon the commencement of the assignment.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

The expert shall:

- Hold a University degree in Architecture, Civil Engineering, M.E., Energy Management or related fields (priority is given to subjects with master's degrees or higher).
- Hold a green building certificate or evidence of capacity in green building assessment, LOTUS AP or EDGE Certificate would be an asset.
- Have at least 05 years of experience in green building fields, with skills such as energy simulation, commissioning, construction/evaluation of green building project records, etc. Experience in implementing/using criteria/ standards and codes to assess the registration and completion of dossiers of issuance of green building certificates.
- Have participated in at least 03 projects (officially certified) of green building certification assessment such as LOTUS or EDGE green building certification expert in the last 03 years
- Having similar experience in implementation of development projects that were funded by WB, UNDP, ODA is an advantage
- Fluent in English preferred
- Proficient in AutoCAD, Word, Excel, Powerpoint and related software.

9) PAYMENT TERM

	Deliverables	% of payment	Timelines
1	An inception report for contract performance with related workplan (Task 3.1); Presentation of the tool and the list of prerequisites and identified issues/ loopholes (from pre-FS report of EECB consultant).	30% of total contract value	15 May 2021
2	A draft feasibility study (FS) report (Task 3.2) and final feasibility study report (task 3.3).	70% of total contract value	15 July 2021

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA

Consultant(s)' experiences/qualification related to the services		
1	University degree in Architecture, Civil Engineering, M.E., Energy Management or related fields (priority is given to subjects with master's degrees or higher).	150
2	At least 05 years of experience in green building fields, with skills such as energy simulation, commissioning, construction/evaluation of green building project records, etc. Experience in implementing/using criteria/ standards and codes to assess the registration and completion of dossiers of issuance of green building certificates	250
3	Hold a green building certificate or evidence of capacity in green building assessment, LOTUS AP or EDGE Certificate would be an asset	200
4	Participated in at least 03 projects (officially certified) such as LOTUS or EDGE green building certification in the last 03 years	200
5	Experiences in implementation of development projects that were funded by WB, UNDP, ODA	100
6	Demonstrated fluency in English Proficient in AutoCAD, Word, Excel, Powerpoint and related software	100
Total		1000

ANNEX IV

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

Date _____

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

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

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

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

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

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

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

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

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

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

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

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

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING Your CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

LANGUAGES

Mother Tongue:

Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.

References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS

Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND 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).

No.	Description	Quantity	Unit Rate	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). *			
2.4	Others (pls. specify).....			
2.5	VAT** if applicable (in case your company signs the contract)			
	Total			

* Individual Consultants/Contractors who are over 65 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).