

5 April 2021



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

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>A national expert to develop technical substances for a publication on energy efficient buildings</b>
<b>Period of assignment/services (if applicable):</b>	<b>36 workdays from April to September 2021</b>
<b>Duty Station:</b>	<b>Hanoi and home based and travel to provinces. During the assignment, it is expected that the expert will have 01 mission to HCMC for 02 working days and 01 mission to Da Nang province for 02 working days.</b>
<b>Tender reference:</b>	<b>P210402</b>

1. Submissions should be sent by **email** to: [nguyen.ngoc.phuong@undp.org](mailto:nguyen.ngoc.phuong@undp.org) no later than:

**23.59 hrs., 11 April 2021 (Hanoi time)**

**With subject line:**

**P210402 - A national expert to develop technical substances for a publication on energy efficient buildings**

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](mailto: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 2 sample reports 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:

<b>Consultant(s)' experiences/qualification related to the services</b>		
1	Have a bachelor's degree or higher in journalism, economics/ construction or relevant fields.	200
2	Proven experience in writing articles related to energy efficiency in building/ construction/ environment/ climate change mitigation	300
3	Proven experience in energy efficient building/ green building/ smart city-related projects/ programs is preferred	250
4	Strong experience in working with organizations and experts in the field of architecture and construction investment, energy efficiency	150
5	Excellent English reading and writing skills, with evidence of similar papers for international development supported projects that have been prepared by the bidder	100
<b>Total</b>		<b>1000</b>

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

First payment of 50% of contract value will be made upon the satisfactory submission of the draft articles;

Final payment of 50% of remaining contact value will be made upon satisfactory submission of the final articles and all products under the contract.

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



## TERMS OF REFERENCE

<b>Job Title:</b>	<b>A national expert to develop technical substances for a publication on energy efficient buildings</b>
<b>Project:</b>	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
<b>Duration of Assignment:</b>	36 workdays from April to September 2021
<b>Report to:</b>	Project Director, Project Manager, PMU Advisor, 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 2021, 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 tCO<sub>2</sub>e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO<sub>2</sub>e.

Up to date, there are a number of project results having been produced with key ones described as follows:

- Technical Inputs to Amended Construction Law (June 2020) regarding promotion of EE buildings, smart, ecological, climate-resilient cities



**BỘ XÂY**



- Full technical support to the development of the Green and EE development roadmap in construction sector (issued by MOC in Dec 2020);
- A database on the EE materials and equipment published on the MOC's website in 2019;
- Technical Inputs to revised Cost Norm for EE Building Project (2020);
- Full technical support to the development of five technical standards on thermal characteristics of construction materials;
- 05 capacity strengthening courses on design, construction and acceptance of EE buildings;
- 03 capacity strengthening courses renovation of buildings for better energy performance;

To disseminate results of EECB project's activities to researchers, trainers, construction investment consultants, etc and to promote energy efficiency in building sector., the Project Management Unit of EECB Project and UNDP are looking for a national expert in the field of communication and media to support the development of a publication on energy efficient buildings.

## **2) OBJECTIVES OF ASSIGNMENT**

This assignment aims at supporting the development of one publication on high-rise energy efficient buildings to broadly publicize and disseminate information on energy efficiency and EECB Project's results including related contents on the improvement of legal provisions, policies to develop energy efficient buildings, energy benchmark, experience in design, construction and management of energy efficient buildings; assessment and certification of green and energy efficient buildings, awareness raising and capacity building on green and energy efficient buildings and other relevant topics.

## **3) SCOPE OF WORK**

The national expert shall implement tasks as follows:

- a) Review the revised Law on Construction (2020) with focus on contents related to economical and efficient use of energy, resources and environmental protection and green buildings, green cities, review achievements of EECB Project through technical reports and field trips with EECB Project's experts to collect inputs and information for preparation of technical contents, papers, human stories or articles, etc for publication.
- b) In close collaboration with national and international experts to draft and finalize 06 topics/12 articles as specified in Appendix 1 including policy, energy benchmark, experience in design, construction, management and operation of energy efficient buildings, assessment and certification of green and energy efficient buildings, awareness raising and capacity building activities.



**BỘ XÂY**



- c) Undertake interviews with relevant stakeholders of the project to get the information/data for writing up of the papers/articles
- d) In close collaboration with editorial department of the Construction Magazine and PMU to review, edit and finalize these topics.
- e) Consult with PMU, UNDP and relevant stakeholders as assigned by PMU to provide comments on the design of the publication and support the Construction Magazine to enable the publication to be released in late June.

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

Duration: Estimated 36 workdays from April 2021 to September 2021.

Duty station: Hanoi and home based and travel to provinces.

During the assignment, it is expected that the expert will have 01 mission to HCMC for 02 working days and 01 mission to Da Nang province for 02 working days.

**5) DELIVERABLES**

All reports and products submitted to Project Management Unit (PMU) as follows:

No	Deliverables	Estimated workdays	Time of submission
1	The outline of 12 articles as specified in Appendix I	04	1 week upon signing of the contract
2	Draft contents of 12 articles	24	1 June 2021
3	Final contents of 12 articles in both English and Vietnamese for being published on Construction Magazine	08	15 June 2021
<b>Total</b>		<b>36</b>	

The products shall be finalized in both English and Vietnamese.

**6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The expert shall report to National Project Director/ Project Manager/ PMU Advisor and UNDP. The expert shall work in close collaboration with PMU Advisor, Project Manager and relevant counterparts in order to ensure best knowledge sharing and highest quality of the products.



**BỘ XÂY**



A monitoring and progress control shall be carried out in accordance with the project’s working regulations in which the national expert 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. Final report shall be accepted by PMU before being handed over.

## **7) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

Reference documents: The project documents will be made accessible to the selected expert (soft file).

Admin support: PMU will support the expert in logistic arrangements for meetings with relevant individuals/ state agencies.

## **8) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- Have a bachelor’s degree or higher in journalism, economics/ construction or relevant fields.
- Proven experience in writing articles related to energy efficiency in building/ construction/ environment/ climate change mitigation
- Proven experience in energy efficient building/ green building/ smart city-related projects/ programs is preferred
- Strong experience in working with organizations and experts in the field of architecture and construction investment, energy efficiency.
- Excellent English reading and writing skills, with evidence of similar papers for international development supported projects that have been prepared by the bidder

## **9) PAYMENT TERM**

First payment of 50% of contract value will be made upon the satisfactory submission of the draft articles;

Final payment of 50% of remaining contact value will be made upon satisfactory submission of the final articles and all products under the contract.

## **10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE**

- NONE       PARTIAL       INTERMITTENT       FULL-TIME

### Appendix 1: List of topics to be included in the publication

**Note:** These topics are tentative, the final topics and corresponding contents will be discussed and decided during the implementation of the assignment. While the total number of articles is unchanged (12), the detailed number of each topic may vary.

No	Main topics	No of articles	Content
1	Contribution of improvement of energy efficient use in buildings in Climate change mitigation, implementation of nationally determined contribution (NDC) and Paris Agreement as well as sustainable development goals.	1	<ul style="list-style-type: none"> <li>- The role and contribution of green and energy efficient buildings to the objectives and tasks of construction sector in the National Green Growth Strategy and the National Action Plan on Climate Change Response for the period of 2021- 2030;</li> <li>- The trend and direction for energy efficiency in buildings at global context and national context, and what are the future direction for Vietnam, what Vietnam should do for the enhancement of EE in building in future</li> <li>- Should demonstrate some case studies from the project and achieved results from demonstration</li> </ul>
2	Incentive policies on green and energy efficient building development. International experiences and recommendations to Vietnam	3	<ul style="list-style-type: none"> <li>- International and regional experiences in incentive policies on green and energy efficient building development (financial and non-financial mechanism)</li> <li>- Discussion on the Floor area ratio bonus (floor area, construction density, height....) for certified green and energy efficient buildings (interviews, expert consultation of management agencies such as DOSTE, Planning-Architecture Department, Housing and Real Estate Market Management Agency.</li> <li>- EECB Project's results: studies, proposals and recommendations on incentive policies in Vietnam.</li> </ul>
3	The National Action Plan on Climate Change for the period of 2021-2030	1	<ul style="list-style-type: none"> <li>- The National Green Growth Strategy and Action Plan, the National Action Plan on Climate Change for the period of 2021-2030</li> <li>- Results of EECB's project: the completion of legal base on green and energy efficient buildings (Law on Construction, Decree, Circular); the</li> </ul>





BỘ XÂY



			Action Plan on Energy Efficiency in Construction Sector; National standards on energy efficient buildings, rating and certification of energy efficient buildings, construction investment consultancy norms of green and energy efficient buildings.
4	Criteria and standards on the assessment and certification of energy efficient buildings in Vietnam	2	<ul style="list-style-type: none"> <li>- International experiences and current situation of Vietnam on energy efficient buildings;</li> <li>- Criteria and standards on energy efficient buildings;</li> <li>- EECB Project's research results: energy benchmark in buildings; national standards on energy efficiency; rating and certification of energy efficient buildings; pilot projects on assessment and certification of energy efficient buildings.</li> </ul>
5	Practice and experiences in design and construction of green and energy efficient buildings in Vietnam	3	<ul style="list-style-type: none"> <li>- The role of design in creating a green and energy efficient building.</li> <li>- Design of energy efficient building: building envelop (glass, glass doors and windows, wall and roof), HVAC system, lighting to ensure energy efficiency objectives (meet and surpass QCVN 09:2017/BXD).</li> <li>- Green building design: meet requirements of energy efficiency, building material resources, water, in-door environment (air quality, humidity, toxic substances), minimize waste (collection and treatment of waste water, waste, protection of natural ecological environment).</li> <li>- Products of building materials and equipment ;</li> <li>- Supporting tools for designing green and energy efficient buildings (standards, technical guidelines, checklist, energy simulation software, design software of other technical systems).</li> <li>- Operation and management of green and energy efficient buildings.</li> </ul>



BỘ XÂY



			Experiences and results of EECB demonstration projects (23 new and retrofit buildings).
6	Human resource requirement for awareness raising and capacity strengthening on the management and construction investment consultancy of green and energy efficient buildings.	2	<ul style="list-style-type: none"> <li>- Meaning and the role of awareness and capacity of experts and managers in developing green and energy efficient buildings;</li> <li>- EECB Project activities: training documents on energy efficiency for architects, engineers, construction investment consultants, management officers (appraisal and issuance of construction permit..); delivery of training courses in provinces and cities (Hanoi, Quang Ninh, Da Nang, HCMC and Dalat); comments of trainees; communication activities (newspapers, magazines, flyers, website..)</li> <li>- Assessment of feedbacks from beneficiaries of the EECB project</li> <li>- Assessment of current EE building market in Vietnam, how to promote this market, who are the drivers, what are the end-users' preference, recommendation to transform the markets toward EE buildings</li> </ul>
7	Other topics to be considered		<ul style="list-style-type: none"> <li>- Benchmark and SEC profiles: How benchmarks and SEC profiles are important to prompting EE in buildings- the need for development of SEC profiles and benchmarks <ul style="list-style-type: none"> <li>- Key important points and lesson learnt from EECB Project</li> <li>- Recommendation for further development of SEC profile and Benchmark</li> </ul> </li> </ul>
<b>TOTAL</b>		<b>12</b>	

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.

