

07 June 2021



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National expert to develop a 10-year plan for development of energy, resource-efficient and environment-friendly buildings for construction sector
Period of assignment/services (if applicable):	Estimated 50 work-days from July - October 2021
Duty Station:	Home-based, Hanoi and travel to provinces
Tender reference:	P210602

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

11.30 hrs., 11 June 2021 (Hanoi time)

With subject line:

P210602 – NC to develop a 10-year plan for green building development

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

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:

No	Description of criteria	Mark
1	At least university degree in law, economics/ civil engineering/architecture/ planning or related fields. Candidates who hold master degree or higher is an advantage	200
2	At least 5 years of experience in conducting researches and developing policies on construction, energy efficiency, green building development, energy efficient buildings	350
3	Experience in support the development of plans, policy documents, legal regulations through preparing draft proposals and related justifications	300
4	Experience in working with donor supported project and relevant stakeholders, especially the Government agencies, local government and Ministry of Construction is preferred	200
	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:

#	Description of instalments	Percentage of Payment
1	Deliverable No. 01 and 02 by 15 August 2021 accepted by UNDP	50%
2	Complete deliverable 03 and all related tasks by 15 September 2021 accepted by UNDP	50%

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

TERMS OF REFERENCE

Job title:	National expert to develop a 10-year plan for development of energy, resource-efficient and environment-friendly buildings for construction sector
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Assignment:	July – October 2021
Duty station:	Home-based, Hanoi and travel to provinces
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.

In 2012, the Government of Vietnam issued Decision No. 1393/ QĐ - TTg dated September 23, 2012 approving the National Green Growth Strategy for the period 2013 - 2020 and a vision to 2050. In 2019, the Government issued Decision No. 280/QĐ-TTg dated 13 March 2019 approving the National Energy Efficiency Programme (VNEEP) for the period of 2019-2030 with specific

target set by 2025 of 80 construction works which are certified to be green works with economical and efficient use of energy, and by 2030 the target is 150. In 2020, the National Assembly passed the amendments and supplements of Construction Law (Law 62/2020/QH14, 17 June 2020), in which Article 10, Clause 4 stipulates “activities of investment and certification of construction works that are economical and efficient use of energy and resources and ensure environmental protection requirements and sustainable development”. The Government issued decree 15/2021/ND-CP dated 03 March 2021 detailing some contents related to the management of construction investment projects, which encourages developing construction works and assigns Ministry of Construction to develop standards prescribing criteria and processes for the assessment and certification of green buildings (Article 7). In addition, Ministry of Construction issued Decision 1677/QĐ-BXD dated 30 December 2020 promulgating the implementation plan on energy efficiency for the period of 2020-2030, which set out specific tasks on green building model development. The decision describes the tasks in relation to (i) review, amendment and supplementation of technical economical cost norms for construction investments and management of green buildings; (ii) support to the design, construction investment and operation of green building; and (iii) assessment of the effectiveness of green buildings. It therefore requires MOC to make available an associated plan for achievement of the targets set out in this decision.

In order to support the promulgation of this plan, EECB PMU and UNDP are looking for an experienced and qualified national policy expert to study and propose a 10-year plan for development of energy and resource-efficient and environment-friendly buildings.

2) OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to study, analyse and support to prepare a 10-year plan for development of energy and resource-efficient and environment friendly buildings for the period of 2021 – 2030. The plan shall cover necessary tasks to specify the objectives and tasks of Decision 1677/QĐ-BXD of MOC on MOC’s implementation plan on energy, resource efficiency and environment protection for the period of 2020-2030.

3) SCOPE OF WORK

The selected national expert shall implement specific tasks as follows:

- a) Review the existing relevant legislative documents including the National Green Growth Strategy, the National Energy Efficiency Programme

(VNEEP) for period 2019-2030; the revised Law on Construction ; Decree 15/2021/NĐ-CP dated 03 March 2021 of the Government; Decision 1677/QĐ-BXD dated 30 December 2020 of Ministry of Construction; and other related legislative documents;

- b) Review documents, policies and practical experiences on green building/energy, resources efficient and environmental friendly building development and other related types of buildings (as mentioned in the objective) in the world and in Vietnam in order to determine suitable and feasible policies applicable to Vietnam. The related project deliverables (international practices on development of green buildings and the related justification report for revision of the construction law should be referred;
- c) Review other project results namely the established system of specific energy consumption profiles (SEC), energy benchmarking, energy certification, MRV (monitoring, reporting and verification) and information disclosure program for Viet Nam shall also be reviewed in order to make sure relevant recommendations can be included in this plan.
- d) Provide inputs to develop the plan for the period of 2021-2030 to ensure following contents: (i) necessity; (ii) objectives; (iii) tasks; (iv) solutions and implementation arrangements; (v) implementation roadmap and identified resources for implementation; (vi) expected budget and funding sources; and (vii) expected outputs. The plan shall also encompass specific contents including criteria and processes for the assessment and certification of green buildings, proposed solutions to encourage the development, assessment and certification of green buildings in accordance with the policies, plans and roadmap set in Decree 15/2021/ND-CP.
- e) Consult with departments of construction including Hanoi, Ho Chi Minh city, Da Nang and Quang Ninh on the draft plan in order to ensure its feasibility;
- f) Prepare materials, PowerPoint presentation for at least one half-day consultation workshop in Hanoi and get comments of relevant agencies to the above-mentioned content. Results and responses to the comments and feedbacks shall be mentioned in the related justification report.
- g) Support the consultation process of the MOC for finalization of this plan and successfully submit to the government for approval.

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

Duration: Estimated 50 work-days from July - October 2021.

Duty station: Home-based, Hanoi and travel to provinces. It is expected that the expert will travel to Ho Chi Minh City, Da Nang and Quang Ninh for 1 work-day in each of provinces/cities for consultation.

5) DELIVERABLES

Deliverables shall be submitted in Vietnamese as follows:

#	Deliverables	Estimated works day	Time of final submission
1	Inception report	5	15 July 2021
2	Draft green building/energy and resource-efficient and environment friendly building development plan and related justifications.	35	30 August 2021
3	Final green building/energy and resource-efficient and environment friendly building and related justifications.	10	25 September 2021
Total		50	

Note 1: During the development and finalization of products, the national expert shall consult relevant stakeholders including UNDP, EECB PMU, organizations/ individuals involved in green building development plan. For the workshop, the expert shall complete following procedures:

Before the consultation workshop:

- i. A request for organizing a consultation workshop (including objectives, time, place, tentative agenda, tentative consultation content, the list of tentative participants and other necessary support from PMU...);
- ii. Draft consultation materials, content and questionnaires (if needed);
- iii. Workshop's presentations.

The set of documents shall be submitted to PMU for comments and approval at least two weeks before the tentative date of the workshop.

After the consultation workshop:

- i. A consolidated table of comments and related feedbacks as discussed at the workshop;

- ii. A report of workshop detailing response to comments and feedbacks

A consolidated table of workshop comments and feedbacks shall be submitted to PMU for comments and approval within 02 days after the workshop. Then a full written justification of the comments and feedbacks shall be submitted to PMU for comments and approval within 05 days.

Note 2: All products shall follow PMU's templates and forms.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

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

A monitoring and progress control shall be carried out in accordance with the work-plan of the assignment. The final report shall be accepted by PMU.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: The revised Law on Construction (amendment and supplement of the Law on Construction) (2020); Decree 15/2021/NĐ-CP dated 03 March 2021 of the Government; Decision 1677/QĐ-BXD of Ministry of Construction and EECB project's reports related the promotion of energy efficient buildings.

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

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

- At least university degree in law, economics/ civil engineering/architecture/ planning or related fields. Candidates who hold master degree or higher is an advantage;
- At least 05 years of experience in conducting researches and developing policies on construction, energy efficiency, green building development, energy efficient buildings.
- Experience in support the development of plans, policy documents, legal regulations through preparing draft proposals and related justifications
- Experience in working with donor supported project and relevant stakeholders, especially the Government agencies, local government and Ministry of Construction is preferred

9) PAYMENT TERM

Instalments shall be made as follows:

#	Description of instalments	Percentage of Payment
3	Deliverable No. 01 and 02 by 15 August 2021 accepted by UNDP	50%
4	Complete deliverable 03 and all related tasks by 15	50%

	September 2021 accepted by UNDP	
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10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

EVALUATION CRITERIA

No	Description of criteria	Mark
5	At least university degree in law, economics/ civil engineering/architecture/ planning or related fields. Candidates who hold master degree or higher is an advantage	200
6	At least 5 years of experience in conducting researches and developing policies on construction, energy efficiency, green building development, energy efficient buildings	350
7	Experience in support the development of plans, policy documents, legal regulations through preparing draft proposals and related justifications	300
8	Experience in working with donor supported project and relevant stakeholders, especially the Government agencies, local government and Ministry of Construction is preferred	200
	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 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).