TERMS OF REFERENCE

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| **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/ QD - 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 ofinvestment 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/QD-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.

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| **2) OBJECTIVES OF ASSIGMENT** |

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/QD-BXD of MOC on MOC’s implementation plan on energy, resource efficiency and environment protection for the period of 2020-2030.

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| **3) SCOPE OF WORK** |

The selected national expert shall implement specific tasks as follows:

1. 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;
2. 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;
3. 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.
4. 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.
5. 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;
6. 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.
7. Support the consultation process of the MOC for finalization of this plan and successfully submit to the government for approval.

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| **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.

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| 1. **DELIVERABLES** |

Deliverables shall be submitted in Vietnamese as follows:

| **#** | **Deliverables** | **Estimated works day** | **Time of final submission** |
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| 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:

1. 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…);
2. Draft consultation materials, content and questionnaires (if needed);
3. 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:

1. A consolidated table of comments and related feedbacks as discussed at the workshop;
2. 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.

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| **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.

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| **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).

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| **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

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| **9) PAYMENT TERM** |

Instalments shall be made as follows:

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

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| 1. **CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE** |

⌧ NONE 🗆 PARTIAL 🗆 INTERMITTENT 🗆 FULL-TIME

**EVALUATION CRITERIA**

| **No** | **Description of criteria** | **Mark** |
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|  | 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 |
|  | At least 5 years of experience in conducting researches and developing policies on construction, energy efficiency, green building development, energy efficient buildings | 350 |
|  | Experience in support the development of plans, policy documents, legal regulations through preparing draft proposals and related justifications | 300 |
|  | 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** |