



21 March 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	01 International Consultant and 01 National Green Financing Expert for the formulation of a project proposal's work packages on green bankable projects by SMEs and targeted solutions for de-risking of green investments
Period of assignment/services (if applicable):	International Consultant: 40 working days National Green Financing Expert: 35 working days April 2022 – June 2023
Duty Station:	Home-based, Hanoi with travel to provinces
Tender reference:	A-220306

1. Submissions should be sent by email to: quach.thuy.ha@undp.org no later than:

17.00 hrs., Thursday 31 March 2022 (Hanoi time)

With subject line:

A-220306 International Consultant for formulation of green bankable projects

Or

A-220306 National Green Financing Expert for formulation of green bankable projects

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:

- Signed Curriculum Vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Copy of 1-3 publications/writing samples on relevant subject.
- Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

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:

International Consultant

Evaluation Criteria		Maximum Points
1	Post graduate degree in relevant applied science and engineering fields (preferably in industrial and energy, electrical, chemical, mechanical engineering) or related fields. Academic qualification can be waived if the candidate has a proven track record of experience in low-carbon development and energy management	200
2	At least 7 years of extensive technical professional experience in the development/formulation of low carbon projects	250

3	Extensive relevant professional experience in climate change mitigation/ low carbon projects, policies and regulations preferably those related to industrial energy systems and in developing countries; business sector experience, including green business operations. Familiar with, and updated on, various international projects on low carbon (EE and RE) technology applications, particularly in developing countries in Asia	300
4	Proven work experience in the design and implementation of climate finance supported projects, particularly such as GEF, GCF, EU or NAMA facility funded projects for developing countries particularly in Southeast Asia	150
5	Demonstrated command over writing professional reports/project documents in English (2 writing samples are required)	100
Total		1,000

National Green Finance expert

Evaluation Criteria		Maximum Points
1	Postgraduate university degree with knowledge related to banking and finance, climate change mitigation, climate finance or related field	200
2	At least 5 years of extensive technical professional experience in the development and implementation of climate change mitigation or climate financing projects. Strong experience in designing financing schemes for investment in green solutions, energy efficiency and renewable energy; business sector experience, including green business operations	250
3	Solid understanding of Viet Nam specific climate policy context and project partners. Proven experience in working with government agencies, SMEs, banking and financial sector and development partners	300
4	Proven experience in working on a team to formulate internationally funded climate change project documents, and grant proposals	150
5	Good communication skills in English with 2 sample reports submitted	100
Total		1,000

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. Interview with the shortlisted candidates will be conducted at the technical evaluation stage.

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.

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>

- 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 the payment.

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

ANNEX I



TERMS OF REFERENCE

Title: 01 International Consultant, 01 National Green Financing Expert, 01 National Energy Consulting Firm for the formulation of a project proposal's work packages on green bankable projects by SMEs and targeted solutions for de-risking of green investments

Duty Station: Home-based, Hanoi with travel to provinces

Duration: April 2022 – June 2023

Reporting: UNDP Head of Climate Change and Environment

1. Background

Viet Nam has made a commitment to reach net zero carbon emissions by 2050 that reaffirms its strong political determination and contribution to the global efforts to combat climate change. Viet Nam also adopted the National Green Growth Strategy (NGGS) for the 2021-2030 period, vision to 2050, that sets the target to reduce greenhouse gas (GHG) emissions per GDP by at least 15 percent by 2030 and at least 30 percent by 2050 compared to 2014. The National Climate Change Strategy (NCCS) for the period to 2050 is being formulated and will be aligned with the net zero emission target by 2050.

Businesses, including small and medium sized enterprises (SMEs), are key contributors to economic development. At the same time they are also key energy users leading to GHG emissions. They play an important role in pursuing sustainable development through inclusive and sustainable economic growth, providing decent work, green purchasing and production, and reducing GHG emissions.

Many businesses are already greening their investments, generating decent jobs and making contributions to the country's sustainable development. They can also make contributions to climate actions, including reducing GHG emissions and accelerating climate change adaptation solutions. There is significant potential for the business sector's contribution and investment to climate change responses and green development.

The Shifting Investment Flow Towards Green Transformation (SHIFT) project is a joint proposal of six organisations that was successful in the pre-selection process for the "Ländercall 2020" ideas competition for the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU). The objective of the project is to improve green policy and investment frameworks for enhanced climate action in Viet Nam, especially in the energy sector. It addresses both supply and demand aspects of green investments, creating a virtuous loop that will drive the transition towards a green and climate friendly economy. The project will be led by Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) with the participation of 5 other agencies including the United Nations Development Programme (UNDP),

International Finance Corporation (IFC), Netherlands Development Organisation (SNV), Smart Energy for Europe Platform GmbH (SEFEP)/ Agora Energiewende, and the Banking Training School of the State Bank of Viet Nam (BTS).

The SHIFT project consists of five Outputs which will support the green investment and policy frameworks for the energy transition, the supply of green finance instruments by financial institutions, and will trigger demand by the private sector, particularly SMEs, disseminate knowledge and raise awareness of a broad set of stakeholders.

Under Output IV of the SHIFT project on “Green investments by SMEs and other private sector actors are increased”, UNDP will be leading the work package IV.1 to “facilitate development and implementation of green and climate-friendly bankable projects by and with SMEs”; and work package IV.4 to “provide targeted solutions for de-risking of green investments”.

This TOR is for a project development team (PDT) made up of 01 international consultant, 01 national green finance expert, 01 national energy consulting firm to prepare the 02 above mentioned work packages led by UNDP.

2. Objective of the assignment

The objective of the assignment is to formulate 02 work packages of the SHIFT project that are led by UNDP, which are i) identification, development and implementation of green and energy saving solutions for SMEs and ii) development of a financing scheme/de-risking facility for investment in green/energy saving solutions by SMEs. In addition, the PDT will contribute to the review and finalization of the overall SHIFT project proposal.

3. Scope of work

3.1 General tasks and activities

The international consultant, the national green finance expert, the experts from the hired national energy consulting firm will form a team with the leading role held by the international consultant, to deliver the following tasks:

1. Prepare a work-plan for the entire proposal formulation process, clearly defining roles, tasks, deliverables / key milestones, which must be in line with the timeline of the preparation of the overall SHIFT project proposal.
2. Undertake a review of relevant reports, plans, studies, including current government strategies, policies and actions plans on energy, green growth, GHG emissions reduction, green financing, etc. and relevant projects and activities on energy efficiency, use of renewable energy and low carbon development in Viet Nam.
3. Review policies to identify gaps and needs for improvement, and to introduce new green policies, build capacity, and create an enabling environment to promote low carbon emissions development activities, circular economy, and improve resources use efficiency.

4. Identify energy saving and GHG emissions reduction solutions, and develop an investment plan for implementation of identified energy saving and GHG emissions reduction solutions.
 - a) Review the entire SMEs sector in Viet Nam; propose innovative approaches in identifying mitigation measures by SMEs (either by sector or by technology/process or systems) that will enable transformation contributing to the energy transition and get agreement with UNDP on the selected approaches.
 - b) Based on the agreed approaches, design and administer data collection tools (i.e., surveys, questionnaires, etc.) and establish selection criteria to identify and choose a set of SMEs/sectors (i.e. the agricultural and seafood product processing sectors) that could participate or technologies that could be deployed in the SHIFT project.
 - c) Based on the selected sectors and/or specific SMEs or selected technologies, in agreement with UNDP, undertake energy audits of at least 10 SMEs and propose a portfolio of energy saving and GHG emission mitigation measures/green and bankable projects with detailed cost/benefits analysis including energy saving potentials, GHG emission reductions, required investments, payback periods, net present value and internal rate of return, etc.
 - d) Develop investment plans for the implementation of identified and new/innovative energy saving and GHG emissions mitigation measures for the whole cycle of the project.
 - e) Provide support to secure the commitment from potential SMEs to participate in the SHIFT project in the first year of project implementation.
5. Devise and outline the financing mechanism(s) that will increase and catalyse investments in energy saving and GHG emissions reduction solutions by SMEs.
 - a) Review the existing regulations related to green financing and past and existing financing mechanisms for investment in environment protection, energy efficiency, renewable energy and related areas by SMEs identify gaps and needs for improvement, and to introduce new green policies, build capacity, and create an enabling environment to promote green investment
 - b) Consult with relevant financial institutions, including existing banks and funds (including the environmental protection fund and Fund for SMEs Development), design and administer data collection tools (i.e., surveys, questionnaires, etc.) and establish selection criteria to identify and choose financial institutions, in agreement with UNDP, that the SHIFT project will collaborate with during the project implementation phase.
 - c) Work with the selected banks/funds to develop viable and feasible financing mechanism(s) that will improve access by SMEs to financial sources for energy saving and GHG emissions reduction solutions and be deployed during the project implementation.
 - d) Review policies to identify gaps and needs for improvement, and to introduce new green policies, build capacity, and create an enabling environment to promote low carbon emissions development activities, circular economy, and improve resources use efficiency.
 - e) Prepare the work-plan for finalisation and implementation of the proposed financing mechanism(s) over the 4 years SHIFT project implementation period.
6. Undertake social and environmental screening of the UNDP's work-packages in collaboration with the GIZ engaged social and environmental screening expert.

7. Prepare the detailed budget for the implementation of the 02 UNDP-led work packages.
8. Prepare the background information, justification, advantage of UNDP, UNDP work in the past, and future intervention of UNDP and other required information as inputs to the full project proposal.
9. Support UNDP's leading role in formulation of the whole Output IV in collaboration with GIZ and SNV
10. Review other work-packages of the SHIFT project to propose potential joint-implementation or potential collaboration with other work-packages and to identify gaps on energy and green investment that can be addressed by UNDP-led work-packages
11. Prepare the two UNDP-led work packages that are fully in line with the SHIFT project's objective of energy transition and transformation, ensure the linkages with other work packages where relevant, particularly for work package of Output IV and Output II on green financing products and demonstrate the transition toward green and clean investment by SMEs.
12. Provide review of and make relevant comments and inputs to the overall SHIFT project proposal.
13. Contribute to the design, organization and participation to in-country field mission(s), and undertake consultations with UNDP, government agencies, international organisations, and other identified relevant stakeholders to get inputs and feedback for the project proposal.
14. Incorporate feedbacks from consultations and review by GIZ and BMU and finalize the UNDP-led work packages and related information for submission and resubmission.

3.2. Specific tasks and activities

The ***international consultant*** (team leader) will take full responsibility to develop and finalize the 02 UNDP-led work packages and related documents. Specifically, the international consultant will perform the following tasks:

1. Provide guidance to the national green finance expert, and the national energy consulting firm, during the entire process, including: identifying the data and information to be collected; selecting stakeholders for consultation from both the public and the private sectors; reviewing relevant reports, policies, plans, studies, and government and donor strategies to provide inputs to the project outline.
2. Contribute to the design and organization of in-country field mission(s) and support UNDP's lead role in design of the Output IV in close consultation with GIZ and SNV.
3. Support the national green finance expert, and the national energy consulting firm in consultation meetings with relevant stakeholders.
4. Decide the scope of interventions based on the results from consultations with the SMEs and financial institutions that are best suited and transformative for Viet Nam.
5. Based on the inputs and analysis by the national green finance expert and the national energy consulting firm, draft and finalise the design of the two UNDP-led work packages as inputs to the full project proposal.

6. Contribute to the preparation of the full project Log Frame and relevant indicators, targets, means of verification, risks and assumptions, and timelines.
7. Undertake social and environmental screening of the UNDP's work-packages in collaboration with the GIZ engaged social and environmental screening expert.
8. Prepare other background information, baseline analysis and comments on other sections as inputs to the full SHIFT project proposal.
9. Provide written responses to comments received from reviewers and revise the two UNDP-led work packages based on comments.

The ***national energy consulting firm*** (team members) will perform the following tasks:

1. Support the international consultant to prepare and finalize the 02 UNDP-led work packages and other relevant sections as inputs to the project proposal.
2. Based on advice and guidance from the international consultant, collect, review and analyse relevant literature and documents related to energy saving and GHG emissions reduction solutions by SMEs.
3. Contribute to the design and organization of, and participate to, in-country field mission(s) and consultations with identified relevant stakeholders from the public and the private sectors.
4. Under the guidance of the international consultant, be responsible for **Task 3** as indicated in section 3.1 **General tasks and activities** above.
5. Provide written documents/reports that include the above-mentioned information/data used as inputs to the formulation of the 02 UNDP-led work packages.
6. Contribute to the preparation of the full project Log Frame and relevant indicators, targets, means of verification, risks and assumptions and timelines.
7. Support the international consultant for reviewing and providing comments on other sections as inputs to the full SHIFT project proposal.
8. Support the international consultant in providing written comments and revisions on the draft and final 02 UNDP-led work packages.

The ***national green finance expert*** (team member) will perform the following tasks:

1. Support the international consultant to prepare and finalize the 02 UNDP-led work packages and other relevant section as inputs to the SHIFT project proposal.
2. Based on advice and guidance from the international consultant, collect, review and analyse relevant literature and documents related to green financing and financing energy saving and GHG emissions reduction solutions by SMEs.
3. Contribute to the design and organization of, and participate to, in-country field mission(s) and consultations with identified relevant stakeholders from the public and the private sectors.
4. Under the guidance of the international consultant, be responsible for **Task 4** as indicated in section 3.1 **General tasks and activities** above.
5. Provide written documents/reports that include the above-mentioned information/data used as inputs to the formulation of the 02 UNDP-led work packages.
6. Contribute to the preparation of the full project Log Frame and relevant indicators, targets, means of verification, risks and assumptions, and timelines.

7. Support the international consultant for reviewing and providing comments on other sections as inputs to the full SHIFT project proposal. Support the international consultant in providing written comments and revisions on the draft and final 02 UNDP-led work packages.

4. Duration of assignment, duty station and Expected places of travel

Duration: April 2022 – May 2023

- International Consultant: 40 days
- National Green Finance Expert: 35 days
- National Energy Consulting firm: 120 days

Duty Station: Home-based, Ha Noi and travel to provinces.

-The international expert is expected to have 01 mission for 5 working days to Hanoi, Viet Nam during late June – early August with travel cost to Hanoi included in the financial offer. The travel cost to provinces outside Hanoi will be covered separately by UNDP based on United Nations daily subsistence allowance rate in such locations.

-National Green Finance Expert: No travel is foreseen. In case of travel, eligible cost for such travel will be covered by UNDP based on UN-EU cost-norm.

-The national consulting firm should include the proposed sites for visit during the assignment in their technical proposal as well as associated cost of such travel in the financial proposal.

5. Deliverables

5.1. *International consultant*

- A joint work-plan detailing methodology and a schedule for when deliverables will be completed.
- Written guidance to the national finance expert and national consulting firm on collection of data and information and technical analysis and consultation including the joint data collection tools (i.e., surveys, questionnaires, etc.) and selection criteria for the identification and selection of participating SMEs and financial institutions, including banks and funds.
- Draft design of the two UNDP-led work-packages based on inputs and analysis from the national green finance expert and the national energy consulting firm.
- Final UNDP-led work-packages as inputs to the SHIFT proposal, including written contributions to the full project LogFrame and relevant indicators, targets, means of verification, risks and assumptions, and timelines including the Written response to comments received from reviewers and revision of the two UNDP-led work packages based on comments
- Written comments on the full SHIFT proposal.
- A final detailed budget for the implementation of the 02 UNDP-led work packages.

The design of the two UNDP-led work packages will be fully in line with the SHIFT project's objective of energy transition, ensure the linkages with other work packages where relevant and demonstrate the transition toward green and clean investment by SMEs.

5.2. *National energy consulting firm*

- Inputs to a joint work-plan detailing methodology and a schedule for when deliverables will be completed.
- Joint data collection tools (i.e., surveys, questionnaires, etc.) and selection criteria for the identification and selection of participating SMEs or sector or technologies.
- List of potential sectors and/or SMEs including seafood and agricultural product processing, and others as relevant or technologies that should be consulted for engagement during the project implementation and for the first year of project implementation with their profiles and required papers/correspondence sent to the selected businesses for their participation and commitment.
- Energy audit report of each of at least 10 selected factories/SMEs or proposed technologies that cover the analysis and supporting data provided and investment plan to meet the requirements of a bankable project proposal focused on energy saving and renewable energy solutions including excel spread sheets containing input data and final results of the suggested/optimal energy saving and GHG emissions reduction measures with cost and benefits analysis.
- Written document that includes the data and analysis as mentioned in the scope of work, a budget breakdown (created in collaboration with the international consultant), as inputs into the 02 UNDP-led work packages.
- Written feedbacks on the draft UNDP-led work packages prepared by the international consultant, including written comments for the preparation of the full project Log Frame and relevant indicators, targets, means of verification, risks and assumptions, and timelines
- Documents prepared to support to secure the commitment from selected SMEs to participate in the SHIFT project in the first year.
- Written comments contributing to the full SHIFT proposal based on guidance by the team leader.
- Written response to comments received from reviewers and revision of the two UNDP-led work packages based on comments.

5.3. *National green finance expert*

- Inputs to a joint work-plan detailing methodology and a schedule for when deliverables will be completed.
- Joint data collection tools (i.e., surveys, questionnaires, etc.) and selection criteria for the identification and selection of participating financial institutions, including banks and funds.
- List of potential financial institutions, including banks and funds, that should be consulted for engagement in the project including their portfolio of investments and past experience with energy efficiency, renewable energy and GHG emissions reduction initiatives and projects.
- Written document that includes the data and analysis as mentioned in the scope of work, a budget breakdown (created in collaboration with the international consultant) and designed financing mechanisms as inputs to the 02 UNDP-led work packages.
- Written comments on the draft UNDP-led work packages prepared by the international consultant, including written comments for the preparation of the full project LogFrame and relevant indicators, targets, means of verification, risks and assumptions, and timelines.

- Documents prepared to support to secure the commitment from selected financial institutions/banks to participate in the SHIFT project.
- Written comments on the full SHIFT proposal based on guidance by the team leader.
- Written response to comments received from reviewers and revision of the two UNDP-led work packages based on comments.

All contributions made to the full SHIFT project design by the international consultant, the national green finance expert and the national energy consulting firm will have to be gender inclusive and environmentally sustainable.

All the products shall be delivered in English. The first draft proposal of the work packages will need to be available by 15th of July 2022.

6. Provision of monitoring, progress control

The International Consultant, the National energy consulting firm and the National green finance expert will work as a team under the guidance of the international consultant and in close consultation with, and regularly reporting to, UNDP. The team will also work closely with other teams of experts that will be engaged by other agencies to design the full SHIFT project proposal and other work packages.

The selected consultants and team of experts will have regular discussions with the responsible staff of UNDP Viet Nam and other agencies when relevant. The team leader is required to regularly report to UNDP Viet Nam on the progress of the work based on the agreed work-plan and timely alert UNDP on potential risks that affect the formulation process.

7. Administrative support and reference documents

Administrative support will be provided by UNDP. Copies of relevant documents and templates will be made available to the consultants upon commencement of the assignment. UNDP will also facilitate all logistical arrangements for meeting with core project partners in Viet Nam.

8. Qualification and work experience

International Consultant

The requirements of the international Consultant are as follows:

- Post graduate degree in relevant applied science and engineering fields (preferably in industrial and energy, electrical, chemical, mechanical engineering) or related fields. Academic qualification can be waived if the candidate has a proven track record of experience in low-carbon development and energy management;
- At least 7 years of extensive technical professional experience in the development/formulation of low carbon projects.

- Extensive relevant professional experience in climate change mitigation/ low carbon projects, policies and regulations preferably those related to industrial energy systems and in developing countries; business sector experience, including green business operations. Familiar with, and updated on, various international projects on low carbon (EE and RE) technology applications, particularly in developing countries in Asia.
- Proven work experience in the design and implementation of climate finance supported projects, particularly such as GEF, GCF, EU or NAMA facility funded projects for developing countries particularly in Southeast Asia.
- Demonstrated command over writing professional reports/project documents in English. 2 writing samples are required.

National Energy Consulting Firm

The National Energy Consulting Firm shall have extensive experience in conducting Detailed Energy Audits, especially in industry sector. The Minimum qualifications and experience of the firm are as follows:

- Extensive experience in providing advise and recommendation on energy related policies as well as providing energy services to enterprises including energy audits and monitoring of implementation and energy performance
- Strong experience in supporting and providing services to SMEs in design and implementation of bankable green project that results in greenhouse gas emission reduction
- Experience in providing services for formulation of projects to promote low carbon development and/or green investment

The National Energy Consulting Firm shall make available a sufficient team of national experts to undertake the assignment. The requirements of the firm team members are as follows:

National Team focal point

- Master's degree with knowledge in energy management, or related fields. The academic requirements can be lowered/waived if possessing greater experience in this area
- At least 5 years of recent experience in energy policy analysis and providing energy services and green investment consultancy to SMEs
- Experience in leading a team to provide energy services to SMEs, especially on energy efficiency and use of renewable energy
- Strong experience in working with different levels of enterprises and business associations.
- Experience in providing support to the formulation of projects in areas of low carbon development, energy efficiency, etc.
- Good English skills with 2 writing samples of similar tasks

National Team members

- Master's degree with knowledge in energy management, or related fields. The academic requirements can be lowered/waived if possessing greater experience in this area

- Strong experience in energy policy analysis and in energy efficiency and renewable energy in both thermal and electro-mechanical aspects
- At least 5 years of recent experience in implementing energy audits and surveys of enterprises focusing on energy consumption and use of renewable energy
- Strong experience in supporting and providing advise to SMEs in design and implementation of bankable green project that results in greenhouse gas emission reduction

National Green Finance Expert

- Postgraduate university degree with knowledge related to banking and finance, climate change mitigation, climate finance or related field.
- At least 5 years of extensive technical professional experience in the development and implementation of climate change mitigation or climate financing projects.
- Strong experience in designing financing schemes for investment in green solutions, energy efficiency and renewable energy; business sector experience, including green business operations
- Solid understanding of Viet Nam specific climate policy context and project partners. Proven experience in working with government agencies, SMEs, banking and financial sector and development partners.
- Proven experience in working on a team to formulate internationally funded climate change project documents, and grant proposals.
- Good communication skills in English with 2 sample reports submitted

9. Schedule of Deliverables and payment term

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR. The payment terms are the following:

For international consultant

Deliverable	Expected due date
First payment of 60% will be paid upon submission and approval of the draft design of the two work-packages based on inputs and analysis of the national team with approval by UNDP	15 June 2022
Second payment of 40% will be paid upon submission and approval of the final work-packages as inputs to the SHIFT proposal and all products as specified in the deliverables with approval by UNDP	28 February 2023

For National energy consulting firm

Deliverable	Expected due date
First payment 20% of the contract value will be made upon submission of the list of potential SMEs, sectors or technologies with detailed implementation plans including audit plans with acceptance by UNDP	15 April 2022
Second payment of 50% of the contract value will be made upon submission of written inputs for the work packages including detailed energy audit reports of selected SMEs/sectors with acceptance by UNDP	25 May 2022
Final payment of 30% will be made upon submission of all products under the contract as specified in the deliverables with acceptance by UNDP	28 February 2023

For national green finance expert

Deliverable	Expected due date
First payment of 60% of the contract value will be paid upon submission of a written document that includes the data and analysis and feasible financing mechanism as mentioned in the deliverables as inputs to the 02 work packages with acceptance by UNDP	25 May 2022
Second payment of 40% will be paid upon submission of all relevant products under the contract as specified in the scope of work and deliverables sections	28 February 2023

10. Consultants presence required on duty station/UNDP premises

☐ NONE
 ☒ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

International Consultant

Consultant(s)' experiences/qualification related to the services		
1	Post graduate degree in relevant applied science and engineering fields (preferably in industrial and energy, electrical, chemical, mechanical engineering) or related fields. Academic qualification can be waived if the candidate has a proven track record of experience in low-carbon development and energy management	200
2	At least 7 years of extensive technical professional experience in the development/formulation of low carbon projects	250
3	Extensive relevant professional experience in climate change mitigation/ low carbon projects, policies and regulations preferably those related to industrial energy systems and in developing countries; business sector experience, including green business operations. Familiar with, and updated on, various international projects on low carbon (EE and RE) technology applications, particularly in developing countries in Asia	300
4	Proven work experience in the design and implementation of climate finance supported projects, particularly such as GEF, GCF, EU or NAMA facility funded projects for developing countries particularly in Southeast Asia	150
5	Demonstrated command over writing professional reports/project documents in English. 2 writing samples are required	100
Total		1000

National Green Finance expert

Consultant(s)' experiences/qualification related to the services		
1	Postgraduate university degree with knowledge related to banking and finance, climate change mitigation, climate finance or related field	200
2	At least 5 years of extensive technical professional experience in the development and implementation of climate change mitigation or climate financing projects. Strong experience in designing financing schemes for investment in green solutions, energy efficiency and renewable energy; business sector experience, including green business operations	250
3	Solid understanding of Viet Nam specific climate policy context and project partners. Proven experience in working with government agencies, SMEs, banking and financial sector and development partners	300
4	Proven experience in working on a team to formulate internationally funded climate change project documents, and grant proposals	150
5	Good communication skills in English with 2 sample reports submitted	100
Total		1000

National Consulting Firm

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	“Capacity of the Firm / Organisation submitting the Proposal	30%	300					
2.	Proposed Work Plan and Approach	30%	300					
3.	Personnel	40%	400					
Total			1000					

Form 1: Expertise of Firm/ Organisation Submitting Proposal

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Capacity of the firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (In terms of Competence/ Reliability)	30					
1.2	Extensive experience in providing advise and recommendation on energy related policies as well as providing energy services to enterprises including energy audits and monitoring of implementation and energy performance	120					
1.3	Strong experience in supporting and providing services to SMEs in design and implementation of bankable green project that results in greenhouse gas emission reduction	100					
1.4	Experience in providing services for formulation of projects to promote low carbon development and/or green investment	50					
		300					

Form 2: Proposed Work Plan and Approach

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	50					
2.2	Is the approach/methodology for carrying out the task and obtaining the outputs/deliverables understandable and feasible?	100					
2.3	Is the scope of task well defined with clear roles of the team members and does it correspond to the TOR?	120					
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30					
Total Form 1		300					

Form 3: Personnel

Technical Proposal Evaluation Form 3			Points Obtainable	Company/ Other Entity				
				A	B	C	D	E
3.1	National Team focal point	Sub-score	200					
	Master’s degree with knowledge in energy management, or related fields. The academic requirements can be lowered/waived if possessing greater experience in this area	30						
	At least 5 years of recent experience in energy policy analysis and providing energy services and green investment consultancy to SMEs	50						
	Experience in leading a team to provide energy services to SMEs, especially on energy efficiency and use of renewable energy	50						
	Strong experience in working with different levels of enterprises and business associations	20						
	Experience in providing support to the formulation of projects in areas of low carbon development, energy efficiency, etc	20						
	Good English skills with 2 writing samples of similar tasks	30						
3.2	National Team members		200					
		Sub-Score						
	Master’s degree with knowledge in energy management, or related fields. The academic requirements can be lowered/waived if possessing greater experience in this area	30						
	Strong experience in energy policy analysis and in energy efficiency and renewable energy in both thermal and electro-mechanical aspects	100						
	At least 5 years of recent experience in implementing energy audits and surveys of enterprises focusing on energy consumption and use of renewable energy	30						
	Strong experience in supporting and providing advise to SMEs in design and implementation of bankable green project that results in greenhouse gas emission reduction	40						
	Total Part 3		400					

ANNEX IV

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

Date _____

United Nations Development Programme

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

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).