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Date: 29 August 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	One International Consultant for Supporting Rang Dong Vacuum Flash and Lamps Joint-Stock Company (Ralaco) in Technology and Production Management of LED Lighting Products (ITPM-Ralaco)
Project name:	Project 00092227: Local Development and Promotion of LED Technologies for Advanced General Lighting in Viet Nam
Period of assignment/services (if applicable):	38 working days within October 2016 to October 2017
Tender reference:	1-160806

1. Submissions should be sent by email to: nguyen.thi.hoang.yen@undp.org no later than: **12 September 2016 (Hanoi time)**.

With subject line: (1-160806) International Consultant on Technology and Production Management of LED Lighting Products

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 **7 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.

2. Please find attached the relevant documents:

- [Terms of Reference \(TOR\)](#)..... (Annex I)
- [Individual Contract & General Conditions](#)..... (Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
- [Guidelines for CV preparation](#)..... (Annex IV)
- [Format of 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
- 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

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- 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:

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Bachelor degree (Master preferable) in engineering, or relevant applied sciences, production planning and management	200
2	Proven at least 5 years of track record of work experience in the field of LED lighting products design, technology and production management (production planning, production control and management)	250
3	Experience in productivity, reliability, quality, sustainability improvement and optimization methods used in industry will be an advantage	250
4	Experience in working with lighting manufacturing companies in several regions of the world including Asia is an advantage	150
5	Ability to function effectively in an international, multi-cultural environment; and Fluency in English, both spoken and written	150
	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.

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:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 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 (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

First payment: 30% of contract amount will be paid upon submission of Detailed Workplan and 1st Mission Report with satisfactory acceptance by PMU/HTD-VAST and UNDP;

Second payment: 30% of contract amount will be paid upon submission of 2nd Mission Report with satisfactory acceptance by PMU/HTD-VAST and UNDP;

Final payment: 40% of contract amount will be paid upon the completion of final products under the contract with satisfactory acceptance by PMU/HTD-VAST and UNDP.

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.

TERMS OF REFERENCE (TOR)**Technology and Production Management of LED Lighting Products (ITPM-Ralaco)**

Title:	01 International Consultant for Supporting Rang Dong Vacuum Flash and Lamps Joint-Stock Company (Ralaco) in Technology and Production Management of LED Lighting Products (ITPM-Ralaco)
Type of contract:	Individual contract
Project ID and title:	00092227: Local Development and Promotion of LED Technologies for Advanced General Lighting in Viet Nam.
Duration & timing:	38 working days within October 2016 to October 2017 including 8 home-based working days and 30 days for three missions to Viet Nam (The first mission to Viet Nam will be in Quarter 4/2016, the second and third missions are expected to be in Quarter 1/2017 and Quarter 2/2017).
Duty station:	Hanoi and home based.
Reporting to:	Project Management Unit/VAST, UNDP

1) GENERAL BACKGROUND

Viet Nam Academy of Science and Technology is implementing the Project “Local Development and Promotion of LED Technologies for Advanced General Lighting in Viet Nam” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions.

The objective of the Project is to mitigate GHG emissions through transformation of the lighting market towards greater usage of locally produced LED lighting products in Viet Nam. This objective will be achieved by removing barriers to increased production and utilization of locally produced LED lighting products in Viet Nam through two components:

- i) The transfer of skills, knowledge and technology for the manufacturing of LED lamps in Viet Nam; and
- ii) The demonstration of cost-effective local commercial production of LED lighting devices.

The Project will be implemented over a 4-year period and is expected to achieve GHG emission reductions through the displacement of electricity generation from fossil-fuelled power plants.

Currently, the local lighting industry has recognized that the quality of LEDs they produce needs to be improved, especially in an increasingly competitive market place. And technology and production management process (including input quality control-IQC, production quality control-PQC, output quality control-OQC) are the areas where they are focusing their efforts.

Rang Dong Vacuum Flash and Lamps Joint-Stock Company (RALACO), a key lighting products producer and LED manufacturer in Viet Nam is now in the process of improving their LED lighting technology and production lines. The Company has invested in some advanced technologies/production lines and equipment for manufacturing LED lamps/components. However, the lacks of skills and expertise of using the advanced production lines/equipment, lacks of knowledge on the application of new technologies for manufacturing LED lighting products, and limited experiences in products design, production management have prevented the Company from producing of high qualified LED lighting products (LED lamps and components) meeting the national and international standards with competitive price.

To substantively improve the capacity of products design, technology and production management of the Ralaco there is a need of an international expertise and experience in the field of LED Lighting Technology and Production Management to support Ralaco.

The project plans to support Ralaco to improve their production management and product quality through engagement of three international consultants in the fields of (i) Training on the use of ANSYS Icepak software package for LED lighting products; (ii) Quality testing and assessment of LED lighting products; (iii) Technology and production management of LED lighting products; and one national consultant on Technical

support to LED lighting products manufacturing of Ralaco. These four consultants will closely collaborate to support Ralaco to improve quality of LED lighting products, in general, and that of 30-35W alley LED lamps and 80-160W workshop LED lamps, in particular.

This TOR is designed for a qualified international consultant to support Ralaco in Technology and Production Management of LED Lighting Products in general and alley LED lighting lamps of 30-35W and highbay LED lighting lamps of 80-160W, in particular (ITPM-Ralaco).

2) OBJECTIVES OF THE ASSIGNMENT

The general objective of the assignment is to provide technical services (technical assistance, guidance, advice and training) to Ralaco for improvement of products design, technology and production management processes of LED lighting products to meet the company-level and national standards.

The specific objectives of the assignment are (i) assessment of the current status of the Ralaco's technology (including production technology and product technology), facility, production lines and production management for manufacturing the alley LED lighting lamps of 30-35W and high-bay LED lighting lamps of 80-160W; (ii) providing technical services (technical assistance, guidance, advice and training) to improve the Ralaco's products design, production/process technology, facility and production planning and management (IQC, PQC, OQC) for manufacturing the alley LED lamps of 30-35W and high-bay LED lamps of 80-160W with the quality meeting the company-level and national standards.

3) SCOPE OF WORK

The selected consultant that will provide technical services to Ralaco will be responsible for the following tasks and activities:

Quarter 4/2016

- Work with PMU and Ralaco to detail and finalize a Work plan for whole contract duration. The Work plan must include, but not limited to, the methodology for implementation of the assignment, the action plan/timeline, detail contents of technical, service activities, target, expected results from technical services.
- With the assistance of the National Consultant on Providing Technical Support to LED Lighting Products Manufacturing of Ralaco Company (NTS-Ralaco), carry out detailed surveys and assessment of the Ralaco's production situation of the LED lighting products including production facility, product and production technology and production lines, designs, production planning and control and production management (IQC, PQC, OQC) for manufacturing LED lighting products, in general, and alley LED lamps of 30-35W and high-bay LED lamps of 80-160W, in particular. Define current status of Ralaco's technology level, the quality of product designs, technology and production lines, facility and production management (IQC, PQC, OQC) for manufacturing the alley LED lamps of 30-35W and high-bay LED lamps of 80-160W; Find the gaps and put forth recommendations/solutions for improvement with timeline and action plan;
- Conduct seminars/trainings to Ralaco's R&D staff on the advanced technologies for designing and manufacturing the alley LED lamps of 30-35W and highbay LED lamps of 80-160W, including the lamps components: (i) heat sink devices; (ii) drivers; and (iii) optical components; and (iv) lamps assembly.
- Prepare the first mission report.

Quarter 1/2017

- Provide technical services to Ralaco in implementing the solutions to improve the Ralaco's products design, production technology and facility and production planning and control, production management (IQC, PQC, OQC), procurement & supply chain management; plant engineering/maintenance for manufacturing the alley LED lamps of 30-35W and highbay LED lamps of 80-160W;
- Prepare and deliver lectures on Training Program on Basic & Advanced LED Lighting Technologies to be organized in Quarter 1/2017 in Ha Noi for R&D staff of Ralaco and other organizations;

Quarter 2/2017

- Provide technical services to Ralaco's technical staff to manufacture the alley LED lamps (30-35W) and highbay LED lamps (80-160W) with the quality meeting the company-level and national standards;
- Present the results and impacts of the technical services provided to Ralaco;

- Participate and present the technical services evaluation results at an evaluation workshop on the upgrading of LED lighting product designs and improved manufacturing processes; and
- Prepare the third mission report.

Methodology: The selected consultant will propose and discuss with PMU and NTS the approach in undertaking the assignment. This shall include: i) desktop review of the project documents and related information within the LED Lighting sector; ii) meet and interview with key project partners, relevant experts, and PMU staff as agreed with VAST and UNDP. During the missions, the consultant will work closely with Ralaco, relevant international and national consultants, and provide technical inputs/advice/consultancies/on-hand direct trainings to the Ralaco's relevant technicians.

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

- Duration and Timing: 38 working days within October 2016 to October 2017 including 8 home-based working days and 30 days for three missions to Hanoi, Viet Nam. The first mission to Viet Nam will be in Quarter 4/2016, the second and third missions are expected to be in Quarter 1/2017 and Quarter 2/2017.
- Duty station: Hanoi and home based.

5) DELIVERABLE

The consultant will deliver the followings:

- **5.1.** The Detailed Work plan that include, but not limited to, the methodology for implementation of the assignment, the action plan/timeline, detailed contents of technical service activities, target, expected results from technical services. The Work plan has to be submitted and discussed with the PMU/HTD-VAST, UNDP within one week upon the signing of the contract;
- **5.2.:** Three mission reports (for the first, the second, and the third missions) documenting the results/findings and analysis of the implementation results of all tasks specified in the "Scope of Work" corresponding to the workplan. The report shall include all associated deliverable such as training materials, presentations and lectures, written inputs on justified recommendations made to the companies, and results of advice/technical services.
- **5.3:** Consultancy assignment report–Summary or highlights of the consultancy assignment, including conclusions and recommendations on the consultancy assignment. All reports must be written in excellent English, well formatted and will be submitted and approved by PMU/HTD-VAST and UNDP.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected consultant will perform tasks as required under the direct supervision of the National Project Director. The consultant is required to regularly report to the Project Management Unit (PMU)/HTD-VAST on the progress of the work. After the signing of the contract, the selected consultant, PMU and UNDP will agree on the mechanism and actual timeline of the reporting requirement. Upon that the consultant will develop a detailed work plan which must be agreed between (PMU)/HTD-VAST, UNDP

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Minimum qualifications and experience of the consultant are as follows:

- Bachelor degree (Master preferable) in engineering, or relevant applied sciences, production planning and management;
- Proven at least 5 years of track record of work experience in the field of LED lighting products design, technology and production management (production planning, control and management);
- Experience in productivity, reliability, quality, sustainability improvement and optimization methods used in industry will be an advantage
- Experience in working with lighting manufacturing companies in several regions of the world including Asia is an advantage;
- Ability to function effectively in an international, multi-cultural environment; and
- Fluency in English, both spoken and written.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP and PMU/HTD-VAST will provide all logistical and administrative support to the selected consultant in meeting with relevant stakeholders and in working with Ralaco.

Copies of relevant documents of Ralaco production and previous assessment will be shared upon the commencement of the assignment.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

- The first payment of 30 % contract amount will be paid upon submission of Detailed Workplan and 1st Mission Report with satisfactory acceptance by PMU/HTD-VAST and UNDP;
- The second payment of 30% contract amount will be paid upon submission of 2nd Mission Report with satisfactory acceptance by PMU/HTD-VAST and UNDP;
- The third (final) payment of 40% of contract amount will be paid upon the completion of final products under the contract with satisfactory acceptance by PMU/HTD-VAST and UNDP.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/PMU/HTD-VAST PREMISES

☐ NONE

☐ PARTIAL

☒ INTERMITTENT

☐ FULL-TIME

Annex VI

GUIDELINES FOR PREPARING CV

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.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)

Annex VII

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of USD

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

No.	Description	Number of days	Rate (USD)	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 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	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.*

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