

## **TERMS OF REFERENCE**

### ***Consultancy to provide technical support on implementing household roof-top Solar Energy in Thap Muoi District, Dong Thap province.***

#### **1. BACKGROUND INFORMATION:**

Since its inception in 2001, Habitat for Humanity International Vietnam has been actively involved in Vietnam. Habitat Vietnam has consistently pursued a comprehensive and integrated housing approach, dedicated to improving living conditions, immediate safety and security, privacy and dignity, and facilitating access to additional services by empowering communities to take ownership of the improvement process. Our housing support services have fostered collaboration with various stakeholders, facilitating the support of families and community members to indirectly and cumulatively impact human development through health, livelihood, social cohesion, education, gender, food security, economic development, equality, and environmental risk reduction and resilience. We deliver our work through the thematic areas of inclusive housing, safe and resilient communities, housing affordability, and government-people engagement. Our project footprint currently extends across 16 provinces in the Northern, Central, and Southern Regions of Vietnam.

A noteworthy initiative currently underway is the implementation of the "Clean Energy-Green Community" project. This project aims to assist low-income families unofficially connected to the national electric grid to access solar energy sources. Through the "Clean Energy-Green Community" project, Habitat Vietnam reaffirms its unwavering dedication to improving the living conditions of the Vietnamese population through sustainable and equitable housing.

#### **2. OVERAL OBJECTIVES:**

Habitat Vietnam is presently in the process of contracting consulting services, either from an individual expert or a proficient team, possessing specialized knowledge and practical experience in household-level solar energy. The primary objective of this initiative is to conceptualize and design a domestic electric system utilizing solar panels tailored to meet the essential living needs of disadvantaged families in Thap Muoi District, Dong Thap province. The designated consultant(s) will assume a crucial role in providing support to Habitat Vietnam's Selection Board. Responsibilities encompass a meticulous review of bidding documents and furnishing technical advice to facilitate the selection of the most suitable bidder for the project. Additionally, the consultant(s) will be entrusted with formulating a comprehensive training content and plan, intended to serve as a cornerstone for the integral training activities of the project.

Furthermore, the appointed consultant(s) will be responsible for on-site monitoring and evaluation of the solar electric system installation. The key requirements and objectives that the consultant(s) are expected to deliver encompass the following:

**2.1 Community Engagement and Needs Assessment:**

- Support Habitat Vietnam in assessing house conditions and provide a modification plan for each house for setting up roof-top solar panels.
- Engage with local communities to understand their unique requirements and challenges related to energy access.

**2.2 Design household roof-top solar energy system:**

- Design household roof-top solar energy system.
- Create detailed design specifications that cater specifically to the essential living needs of disadvantaged families.
- Integrate sustainability principles into the design, ensuring the long-term viability of the solar energy systems.

**2.3 Support Habitat Vietnam to Develop Bidding Document:**

- Prepare bidding documents to call for applications from bidders to provide the roof-top solar energy system.
- Provide insightful feedback to the Selection Board to ensure a comprehensive understanding of each proposal.
- Offer technical expertise to the bidder selection board for evaluating the feasibility and effectiveness of proposed solar energy solutions.
- Help identify potential challenges and opportunities associated with each bidder's proposal.

**2.4 Support to develop and deliver training for communities on the operation and maintenance of solar panel systems:**

- Formulate a comprehensive training content that covers all aspects of the domestic electric system.
- Design a training plan that ensures effective knowledge transfer to both end-users and local technicians.
- Provide training for local technical teams and beneficiary groups.

**2.5 Support documentation and reporting:**

- Maintain detailed documentation of all project-related activities.
- Document the technical and intervention process for the formation of a manual.

- Provide regular progress reports to Habitat Vietnam, highlighting achievements, challenges, and recommendations.

### 3. SCOPE OF WORKS & TIMELINE:

No	Tasks	Deliverables	Details	Proposed Timeframe
1	Community Engagement and Needs Assessment	Field trip report	Join Habitat Vietnam’s program teams to conduct field trips for assessment.	3 days in May 2024
2	Design household roof-top solar energy system.	Designing Drawing BOQ	Based on the collected and analyzed information from the field trip, the consultant(s) will develop suitable solutions for solar electric systems.	5 days in May 2024
3	Develop a Bidding Document and provide technical inputs during the selection of suppliers	Bidding document developed	The consultant(s) will work with Habitat’s project leader to review and provide feedback on the proposals from the bidder. Review and provide inputs for the contract with the selected bidder	3 days in May or June, 2024
4	Support to develop and deliver training for communities on the operation and maintenance of solar panel systems	Training content developed and training delivered	The consultant(s) will work with Habitat’s project leader to curriculum on household-level solar system operation and maintenance and deliver the training	5 days in July and August 2024
5	Provide training course	Training report	The consultant(s) will work with Habitat’s project team to provide 1 training for local staff and 2 training for local people.	5 days in June 2024

6	Provide reports and updates on the assignment.	- Report/ Update	Provide regular progress reports to Habitat Vietnam, highlighting achievements, challenges, and recommendations	During the assignment time frame
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The consultant is expected to engage in this consultancy service in 21 days. The working day may change to reflect the need and reality.

#### 4. QUALIFICATION:

The consultant(s) will be required to meet the following requirements:

- Demonstrate a deep understanding of household roof-top-solar energy systems, and related products, technologies, and market prices.
- Showcase hands-on experience in designing and implementing similar projects.
- Good analytical, presentation, and writing skills.
- Fluent Vietnamese and good English skills are preferable.

#### 5. APPLICATION:

Interested candidate(s) should application package including:

- Curriculum Vitae (CV) showing relevant experiences.
- Technical proposal that meets all the goals, describing how you will accomplish the tasks including a time frame, method, and any other ideas.
- A detailed budget estimation including consultant fees and other costs based on the estimation of 21 working days, specify daily consultant fee rate); associated costs for travel, meals, and accommodation will be arranged and covered by Habitat Vietnam as per its cost norms.

While we appreciate all responses, only shortlisted candidates will be contacted.

*Note: These documents in English or Vietnamese are accepted.*

How to apply: Applications should be submitted via e-mail to [procurement@habitatvietnam.org](mailto:procurement@habitatvietnam.org) with the subject line “[Your name] \_Household Roof-top SOLAR”, no later than **06 May 2024**.

#### 6. SAFEGUARDING

<b>6.1. Reference check requirement</b>	A reference check on the successful applicant (at least 02 referees) will be conducted for safeguarding purposes to ensure the successful applicant does not have a history of exploitation and abuse in working with vulnerable groups, especially with People with Disability (PWDs), children, and women. Habitat Vietnam reserves the right to withdraw from signing the consultancy contract with the applicant if the reference check yields concerning results.
<b>6.2. Criminal record requirement</b>	Aside from the reference check mentioned in item #10, a police certificate (lý lịch tư pháp) will be required, and HFHV will also do a terrorism check.

<b>6.3. Signing Codes of Conduct</b>	If selected, the consultant team is expected to sign two Codes of conduct (Ethical Covenant and Child Protection) with HFHV to ensure community safeguarding during the assignment implementation.
<b>6.4. Safeguarding due diligence.</b>	As a requirement, SG due diligence will be conducted on the partner before the service contract is signed. This is applied only to the contract holder of an organization/company. In case the consultant is an individual, this requirement is not applied.