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Date: 13 January 2014

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	International Consultant for Formulation of Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam”
Project name:	00087826/PPG: Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Period of assignment/services (if applicable):	February 2014 – March 2015

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **6 February 2014 (Hanoi time)**.

**With subject line: International Consultant for Formulation of Project**

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) & [General Conditions](#) (Annex III)
- [Insurance Coverage Table](#)..... (Annex IV)
- [Vendor Form](#) ..... (Annex V)
- [Guidelines for CV preparation](#)..... (Annex VI)
- [Format of financial proposal](#)..... (Annex VII)

3. Interested individual consultants must submit the following documents/information (**in PDF Format**) to demonstrate their qualifications:

- a. Technical component:

- Signed Curriculum vitae
- Copy of 1-3 publications/writing samples.
- 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 Viet Nam Dong at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

<b>Consultant's experiences/qualification related to the services</b>		
	<b>Criteria</b>	<b>Maximum Points</b>
1	Postgraduate degree and knowledge in project development/ management or in energy efficiency or relevant fields	200
2	At least 10 years of extensive professional experience in development and formulation of energy efficiency related project	300
3	A very good understanding of GEF/ UNDP project formulation process and requirements; with demonstrable knowledge and skills on drafting, reviewing and finalizing GEF/UNDP documents	150
4	Work experience and sound knowledge of energy efficiency policy framework and energy efficiency in buildings in Viet Nam and South East Asia will be an advantage	150
5	Excellent interpersonal skills to lead a small group with strong client and results orientation	100
6	Demonstrated command over writing professional reports/project documents in English with evidence by submission of sample reports	100
	<b>TOTAL</b>	<b>1000</b>

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.

8. 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.

## 9. 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 of 20% of the total contract will be paid upon the submission the detailed work plan and draft Log-frame with satisfactory acceptance by UNDP.
- The second payment of 40% of total contract amount will be paid upon submission the final ProDoc with relevant tracking tools, with satisfactory acceptance by UNDP.
- The third payment of 20% of total contract amount will be paid upon the submission of the final GEF CEO Endorsement Request with relevant tracking tools that are ready for submission to GEF, with satisfactory acceptance by UNDP.
- Last payment of 20% of total contract amount will be made upon submission of final products under the contract, with satisfactory acceptance by UNDP.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

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



## **TERMS OF REFERENCE (TOR)**

### **International Consultant for Formulation of Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam”**

<b>Title:</b>	International Consultant/Team leader for preparation of “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” project
<b>Project ID and title:</b>	00087826/PPG: Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
<b>Duration:</b>	February 2014 – March 2015
<b>Duty station:</b>	Home-based, Hanoi and local travel to the field if needed
<b>Reporting:</b>	UNDP Viet Nam and Ministry of Construction

### **BACKGROUND**

The Government of Viet Nam, represented by the Ministry of Construction (MOC) received a project preparation grant from the Global Environment Facility (GEF) for development of a full-sized project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” (EECB). The full-sized project aims at improved energy utilization performance of commercial and high-rise residential buildings in Ho Chi Minh and Hanoi.

To prepare the full-sized project documents, UNDP Viet Nam and MOC are recruiting a team of consultants consisting of an international consultant/team leader and two national consultants.

- The international consultant/team leader will be in charge of leading the team and finalizing the required documents
- National consultants will provide technical inputs and support to the international consultants for finalization of the required documents

This TOR is designed for the International Consultant/Team Leader.

### **OBJECTIVES OF THE ASSIGNMENT**

The assignment aims at supporting UNDP and MOC in formulating “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” project. The consultant is expected to lead and coordinate the project formulation team and draft and finalize the three documents including:

- i) a full-sized GEF-UNDP Project Document (ProDoc);
- ii) a GEF CEO Endorsement Request with completed relevant tracking tools; and
- iii) a detailed project outline (DPO), using the standard format of the Government of Viet Nam

### **SCOPE OF WORK**

The International Consultant/Team Leader will be responsible for following duties and tasks:

#### ***Leading, guiding and coordinating inputs from national consultants***

- Work with national consultants to draw up a detailed work plan, including defining scope, specific tasks and expected outputs by national consultants and their inputs to the preparation of the ProDoc and the GEF CEO Endorsement Request;
- Provide advice and guidance to national consultants to perform their tasks in the start-up phase and during the process;

- Coordinate inputs and provide comments and advice to improve quality of national consultants' technical inputs as needed.

**Designing and preparing the Logical Framework (Log-frame)/Project Results Framework of the project**

- Facilitate consultation meetings and the logframe workshop, including the stakeholder analysis, barriers analysis and proposed project strategy;
- In close consultation with UNDP and MOC, relevant stakeholders, and national consultants, define measurable project outcomes, outputs, activities and verifiable indicators, baselines, targets, means of verifications, and assumptions;
- Prepare and finalize the Project Results Framework for the project, meeting UNDP and GEF requirements.

**Drafting and finalizing the ProDoc, GEF CEO Endorsement Request and DPO** (detailed contents of the ProDoc, CEO Endorsement Request and DPO are listed in the Outputs section below)

- Based on desk/literature review, interviews with stakeholders and inputs from national consultants, draft a comprehensive full-sized ProDoc, in line with UNDP and GEF requirements and government priorities;
- Draft the GEF CEO Endorsement Request
- Complete relevant GEF Tracking Tools/GEF climate change mitigation tracking tool as needed;
- Draft a detailed project outline (DPO) of the project;
- Compile all relevant annexes for the full-sized ProDoc and CEO Endorsement Request;
- Undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents;
- Conduct and complete environmental and social screening procedure basing on UNDP's template checklist
- Provide written responses to comments from UNDP's Local Project Appraisal Committee (LPAC) and incorporate those comments into the revised draft ProDoc and LPAC minutes
- Provide written responses to comments from GEF reviewers on the ProDoc and CEO Endorsement Request, and incorporate these comments into the final documents for GEF approval.

**DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Duration and Timing:** 40 days over the period from February 2014 – March 2015.

**Duty station:** Home based and Hanoi. The international consultant will be expected to have a maximum of 12 working days for two missions to Hanoi. Exact dates and timing will be discussed and agreed prior to each visit. During the missions, travel to the field maybe required. Upon prior written agreement between UNDP and the selected consultant, additional cost of local travel will be covered by UNDP.

With the exception of two missions to Hanoi, the international consultant is expected to work mostly from their home based office and communicate with national consultants and with UNDP and MOC electronically.

**FINAL PRODUCTS AND DUE DATE**

The main outputs of the assignment with the expected due date for submission are:

<b>Final Product</b>	<b>Expected due date</b>
1. UNDP Project Document (ProDoc)	15 June 2014: 1 <sup>st</sup> Draft ProDoc 15 September 2014: Final draft ProDoc ready for submission to GEF
2. GEF CEO Endorsement Request with completed relevant GEF Tracking Tools	Within one month upon UNDP's acceptance of the final ProDoc ready for submission to GEF
3. Detailed Project Outline (DPO) basing on the ProDoc and in accordance with the government's guidelines	Within one month upon UNDP's acceptance of the final ProDoc

The ProDoc must include the following key indicative sections:

- Situation Analysis (including sections on context and global significance, barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, business-with-GEF-analysis)
- Strategy (including sections on project rationale for GEF assistance and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability)
- Management Arrangements
- Monitoring framework and evaluation plan and associated budgets
- Incremental Cost Reasoning
- Project Results Framework
- Total Budget and Work-plan, including First Year Work-plan (GEF and co-financing)
- Project Organigram
- Project timetable
- Terms of Reference for Project staff (project management unit staff, international and national consultants) and main sub-contracts
- Stakeholder involvement Plan
- Confirmed co-financing letters
- Annexes and additional information (i.e. Implementation Arrangement, Baseline data and annual targets, energy consumption and CO<sub>2</sub> emission calculation methodology)

These sections are indicative. As templates may be subject to change, the International consultant will be required to obtain guidance by the UNDP/GEF Regional Technical Advisor on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF requirements.

## **PROVISION OF MONITORING AND PROGRESS CONTROL**

The selected consultant will work under the overall guidance of the Head of the Sustainable Development Unit, UNDP Viet Nam and the Director of the Department of Science and Technology of MOC, and in close consultation with Technical Advisor at UNDP Asia Pacific Regional Centre in Bangkok.

The selected consultant will have regular discussions with and reporting to the responsible staff of UNDP Viet Nam, MOC, and UNDP Regional Technical Advisor. The international consultant needs to report to UNDP any difficulties in a timely manner in order to find solutions and ensure smooth process.

## **DEGREE OF EXPERTISE AND QUALIFICATIONS**

The International Consultant/Team Leader shall have the following minimum qualifications and experience:

- Postgraduate degree and knowledge in project development/management or in energy efficiency or relevant fields;
- At least 10 years of extensive professional experience in development and formulation of energy efficiency related project;
- A very good understanding of GEF/ UNDP project formulation process and requirements; with demonstrable knowledge and skills on drafting, reviewing and finalizing GEF/UNDP documents;
- Work experience and sound knowledge of energy efficiency policy framework and energy efficiency in buildings in Viet Nam and South East Asia will be an advantage;
- Excellent interpersonal skills to lead a small group with strong client and results orientation;
- Demonstrated command over writing professional reports/project documents in English with evidence by submission of sample reports.

## **PROJECT SUPPORT AND REFERENCE DOCUMENTS**

### ***Arrangement of meeting and interview***

- UNDP and MOC will provide all logistical and administrative support to the selected international consultant and the whole team, including entry visa to Viet Nam;
- UNDP and MOC will arrange all meetings, partners/stakeholders consultations or/and field assessments as needed.

### ***Cooperation with national consultants***

- UNDP and MOC will mobilize national consultants to work with the international consultant/team leader

- Team leader will have overall responsibility for guiding and coordinating inputs from these national team members.

**Documents:** Copies of the following documents will be made accessible to the international consultant upon commencement of the assignments:

- Approved PIF and comments on the PIF by GEF
- Templates of the ProDoc, GEF CEO Endorsement Request and relevant tracking tools and DPO
- Copies of relevant Government document such as Law on Energy Efficiency and Conservation, Energy Efficiency Building Code, and Viet Nam Energy Efficiency Programme, Master Plan on Construction Material Development until 2020 upon request
- Project Documents of other relevant projects upon request

#### **REVIEW TIME REQUIRED AND PAYMENT TERM**

- First installment of 20% of the total contract will be paid upon the submission the detailed work plan and draft Log-frame with satisfactory acceptance by UNDP.
- The second installment of 40% contract amount will be paid upon submission the final ProDoc with relevant tracking tools, with satisfactory acceptance by UNDP.
- The third payment of 20% will be paid upon the submission of the final GEF CEO Endorsement Request with relevant tracking tools that are ready for submission to GEF, with satisfactory acceptance by UNDP.
- Last payment of 20% will be made upon submission of final products under the contract, with satisfactory acceptance by UNDP.

#### **CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP 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).

**Note:** The number of work-days in the TOR is estimated only. The bidder should make his/her own estimate of the time taken to complete the assignment in line with this TOR and his/her proposal, and use this estimate as the basis for financial proposal.

**Cost breakdown:**

No.	Description	Number of days	Rate (USD)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
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).....			
	<b>TOTAL</b>			

*\* 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