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Date: 8 September 2016

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

| | |
|--|---|
| Country: | Viet Nam |
| Description of the assignment: | International Advisor contributing to the formulation of Action Plan for implementation of Viet Nam's Renewable Energy Development Strategy |
| Project name: | Policy Advisor |
| Period of assignment/services (if applicable): | September - December 2016 |
| Tender reference: | 1-190902 |

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: (1-190902) International Advisor Renewable Energy Development Strategy

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 | Master's degree in energy, engineering, environment, economics, and/or relevant field | 150 |
| 2 | At least 15 years of experience in the climate change and/or energy sector in developing countries, including in Viet Nam | 250 |
| 3 | In depth knowledge of climate change policy, renewable energy development and sustainable development in Viet Nam and globally | 200 |
| 4 | Profound experience in providing strategic advice and policy formulation on climate change, and dealing with the government and international development partners at senior levels, including in Viet Nam | 200 |
| 5 | Excellent understanding of past and projected greenhouse gas emissions, especially from energy and of the economics of energy production in Viet Nam | 150 |
| 6 | Excellent written and oral English language skills; knowledge of Vietnamese | 50 |
| | 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 of 40% of the contract will be made upon the submission of the first draft report with all inputs to the RED action plan
- Second and last payment of 60% of the contract will be paid upon satisfactory completion of the assignment and upon approval of the achieved outputs by GDE and the UNDP Viet Nam

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)

Technical Contribution for Formulation of Action Plan for Implementation of Viet Nam's Renewable Energy Development Strategy

| | |
|-------------------------------|--|
| Title: | International Advisor contributing to the formulation of Action Plan for implementation of Viet Nam's Renewable Energy Development Strategy |
| Country of Assignment: | Viet Nam |
| Duration and timing: | September - December 2016 |

1) GENERAL BACKGROUND

Viet Nam's rapid economic growth is expected to drive high electricity demand for the next 15 years. According to the adjusted seventh National Power Development Plan (2011-2020 with vision to 2030) (PDP7), approved under Decision No. 428/QĐ-TTg dated 18 March 2016, Viet Nam's electricity demand will grow by 8.7% p.a. during 2016-2030. In order to meet rising electricity demand, the Viet Nam Government has set a target for bringing the total generation capacity (including domestically-produced and imported sources) from 39,350 MW in 2015 to 60,000 MW in 2020 and 129,500 MW in 2030.

In order to secure power supply and at the same time reduce coal imports, fossil fuel consumption, and greenhouse gas emissions, the Government Viet Nam is attempting to diversify the national energy supply through the development of renewable energy (RE). In November 2015, the National Strategy for RE Development up to 2030, with outlook to 2050 (REDS), was issued via Decision No. 2068/QĐ-TTg. Viet Nam's commitment to renewable energy was also confirmed in the Intended Nationally Determined Contribution (INDC) submitted under the United Nations Framework Convention on Climate Change (UNFCCC) as part of the Paris Agreement on climate change.

The National REDS targets increasing electricity production generated from RE resources, with a focus on hydropower, wind power, solar power, biomass energy and biogas, from 58 TWh in 2015 to 101 TWh in 2020, 186 TWh in 2030 and 452 TWh in 2050. The share of electricity production from RE will reach 38% in 2020 and 43% in 2050.

To achieve the above targets, the Government has requested the Ministry of Industry and Trade (MOIT) to formulate an Implementation Action Plan for the Viet Nam Renewable Energy Development Strategy (*the RED Action Plan*)", under Article 1 of Section VII of the Decision No. 2068/QĐ-TTg of 25 November 2015.

The Government of Viet Nam has already put in place a number of policies to support the deployment of RE, including feed-in tariffs (FITs) for wind and waste-to-energy, avoided cost tariffs for biomass (FIT for biomass co-generation) and small hydro power plants, tax exemptions and free land leasing. In addition, a FIT for solar farms and a net-metering scheme for solar PV rooftop are currently being considered. However, the REDS outlines a number additional mechanisms and policies that could help accelerate development and deployment of RE in Viet Nam.

MOIT plans to formulate the RE Action Plan to cover four main action areas: 1) electricity generation from all available RE resources; 2) heat generation and usage from RE resources, 3) bio-fuel generation and usage, e.g., ethanol and bio-diesel; and 4) rural electrification based on RE resources at reduced costs. The RED Action Plan will focus on grid-connected and off-grid electricity generation from RE sources including (i) solar power, (ii) hydro-power, (iii) biomass/biofuels, (iv) wind, (v) tidal, and (vi) geothermal energy.

UNDP has provided support to MOIT in the preparation of the RED Action Plan by hiring a national task-team that supports the Government in doing analysis and writing drafts of the RED action plan under

guidance of the Department of New and Renewable Energy (DNRE) of the General Directorate of Energy (GDE) in MOIT. The national task-team consists of a team leader and experts in 5 thematic areas: solar power, wind energy, hydropower, biomass/biofuels, and geothermal.

The national task-team and DNRE/GDE have identified 9 areas about which the task-team need inputs from development partners and international experts, as follows:

1. Solar power
2. Wind energy
3. Hydropower
4. Biofuel/ biomass
5. Geothermal energy
6. Tidal energy
7. RE finance and investment
8. Analysis of alternate policies and
9. RE promotion fund

DNRE/GDE requested UNDP to recruit a senior international advisor (SIA) to provide overall coordination of inputs from development partners and international experts. In order to enhance efficiency of the international support and limit the workload for the International Advisor, it is suggested that a development partners select specific area(s) in the above list, forms specific team(s) for doing the necessary analysis and assessment and for producing report(s), and then shares the final report(s) with the SIA. The SIA will review and take up the most pertinent information, recommendations and suggested measures from the report(s) to the Team Leader and GDE for inclusion into the RED Action Plan.

The diagram in Annex 1 - on work arrangement for receiving inputs to the development of the RE Action Plan for REDS is attached to this TOR.

Below is the detailed assignment for a senior international advisor

2) OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to combine technical inputs in relation to international good practice on renewable energy and provide prioritised, relevant and concrete recommendations to the formulation of the Vietnam RED Action Plan under Viet Nam's Renewable Energy Development Strategy.

The RED Action Plan aims to include most cost-effective and appropriate policies and actions that will accelerate deployment of solar power in Viet Nam in line with the targets outlined in the REDS.

3) SCOPE OF WORK

Specifically, the International Advisor focuses on the following issues:

- Examine the gaps in Viet Nam's policy framework for renewable energy and share international experiences from countries that are advanced in renewable energy development, including Germany, Spain, Japan, China, India, Thailand and other countries that have addressed similar challenges, including: financial incentives (e.g. feed-in-tariffs, tax exemptions), and financing schemes (loan guarantees, etc), approaches to structuring off-take of solar power at scale, for example through pilots and mechanisms such as net metering, etc.
- Make suggestions for the structuring of financing of solar power distributed systems and full sized power plants, based on other countries' experiences, to be applied in the near future
- Make suggestion for rural electrification with solar power: approaches to off-grid, grid connected and mini/hybrid grid systems, possible areas/in certain locations models for installation, operation and maintenance (including household systems, business systems, grid connected and off-grid power generation systems, hybrid systems which have different sources of power combined)
- Make suggestions for other solar power applications such as heat generation and usage
- Combine and review all technical inputs of other groups on solar energy, wind energy, hydropower, geothermal and tidal energy, finance and investment, analysis of alternate policies and RE promotion funds, and insert prioritised and relevant inputs into the draft RED Action Plan.

- Review the draft of the RED Action Plan and make recommendations on solar power in Vietnam.

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

Up to 12 working days for the international solar power expert in the period of September –December 2016.

The work can be taken in home base. No travel is required.

5) FINAL PRODUCTS

The expert will provide the following products:

- A report with all technical inputs for the draft of the RED Action Plan which are indicated in the scope of work;
- A PowerPoint presentation with a summary paper to summarize the key findings of this assignment;
- A peer-review report on drafts of the RED Action Plan.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The overall assignment will be supervised by UNDP and DNRE/GDE. The reports by International Experts will be shared with the UNDP-contracted Senior International Advisor, National Task-team, MOIT and all relevant partners, and reviewed by the Senior International Advisor and the national taskteam, which must be demonstrated in the above products.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The international expert should have:

- Minimally a Master's degree in energy, engineering, environment, economics, and/or relevant field;
- At least 15 years of experience in the climate change and/or energy sector in developing countries, including in Viet Nam;
- In depth knowledge of climate change policy, renewable energy development and sustainable development in Viet Nam and globally;
- Profound experience in providing strategic advice and policy formulation on climate change, and dealing with the government and international development partners at senior levels, including in Viet Nam;
- Excellent understanding of past and projected greenhouse gas emissions, especially from energy and of the economics of energy production in Viet Nam;
- Excellent written and oral English language skills; knowledge of Vietnamese is a distinct advantage.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Admin support will be provided by UNDP-VN and DNRE/GDE

References:

1. Viet Nam's Renewable Energy Development Strategy 2015 and revised PDP7.
2. UNDP's Solar PV Report to MOIT in 2015
3. UNDP, 2016. *Greening the Power Mix: Policies for Expanding Solar Photovoltaic Electricity in Viet Nam.*

9) REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made in two installments:

- First payment of 40% of the contract will be made upon the submission of the first draft report with all inputs to the RED action plan

- Second and last payment of 60% of the contract will be paid upon satisfactory completion of the assignment and upon approval of the achieved outputs by GDE and the UNDP Viet Nam

10) 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).

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