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Date: 18 December 2012

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

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

<b>Country:</b>	<b>Viet Nam</b>
<b>Description of the assignment:</b>	<b>Part-time Project Support Officer to assist the project preparation of “Promotion of Non-fired Brick Production and Utilization”</b>
<b>Project name:</b>	<b>00082549/ PPG: Promotion of Non-fired Brick (NFB) Production and Utilization in Viet Nam</b>
<b>Period of assignment/services (if applicable):</b>	<b>December 2012 – December 2013</b>

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **17.00 hrs., 26 December 2012 (Hanoi time).**

**With subject line: Part-time Project Support Officer**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

**Note:** 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
  - Expression of interest, explaining why he/she is the most suitable for the work.
  - Copy of 1-3 publications/writing samples.

- Contact reference 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 **Viet Nam Dong** including consultancy fees and all associated costs i.e. 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.

Please note: For the consultancy firm/institution/organization, please provide the above information **of the assigned consultant (only ONE) for this service**, not the experience and information of **YOUR firm**. The documents must be submitted by the assigned consultant.

#### 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	University degree in energy efficiency, brick engineering or relevant fields	150
2	At least five years of relevant work experience in provision of administrative and logistic support to project implementation	250
3	Experience in working with government agencies and local authorities, institutions in relevant fields	200
4	Excellent communication and team work skills	200
5	Knowledge of brick industry, NFB development, energy efficiency policies in Viet Nam will be an advantage	100
6	Experience in providing assistance to implementation of international donor supported projects will be an advantage	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.

An interview with the candidate given the highest combined score may be held before contract awarding, 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
- 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.

- The first payment of 30% of contract amount will be paid upon submission of the minutes/notes of the LFA workshop with satisfactory acceptance by UNDP and MOST.
- The second payment of 30% of contract amount will be paid upon the submission of the consolidated paper of comments by relevant stakeholders on the draft project document, with satisfactory acceptance by UNDP and MOST.
- The third payment of 40% of contract amount will be paid upon the submission of the consolidated paper of comments by relevant stakeholder on the draft DPO, with satisfactory acceptance by UNDP and MOST.

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)**

### **Project Support Officer for Project Preparation of “Promotion of Non-Fired Brick Production and Utilization”**

<b>Title:</b>	Part-time Project Support Officer to assist the project preparation of “Promotion of Non-fired Brick Production and Utilization”
<b>Project ID and title:</b>	00082549/ PPG: Promotion of Non-fired Brick (NFB) Production and Utilization in Viet Nam
<b>Duration:</b>	December 2012 – December 2013
<b>Duty station:</b>	Hanoi and local travel to the field if needed
<b>Reporting:</b>	UNDP Viet Nam and Ministry of Science and Technology (MOST)

### **1. BACKGROUND**

The Government of Viet Nam, represented by the Ministry of Science and Technology (MOST) received the Global Environmental Facility (GEF) assistance through UNDP to implement the preparation for a full size project to promote Non-fired Brick (NFB) production and utilization in Viet Nam. The project aims at displacement of fossil fuel use and reduction of the usage of good quality soil for brick making through the increased production, sale and utilization on NFB in Viet Nam.

The main outputs of this phase of GEF assistance are:

1. UNDP Project Document (ProDoc)
2. GEF CEO Endorsement Request with completed relevant GEF Tracking Tools
3. Detailed Project Outline (DPO) in accordance with the government’s guidelines

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 Analysis (including summary of costs, additional cost matrix)
- Results and Resources Framework (RRF)/ Logical 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)

To prepare the full size project documents, UNDP Viet Nam and MOST have recruited a project preparation team of consultants consisting of an international consultant/team leader and five national consultants:

- The international consultant/team leader is in charge of leading the team and finalization of the required documents
- National consultant No. 1 is responsible for working on policy analysis for NFB development, stakeholder analysis and co-financing
- National consultant No. 2 is responsible for working on analysis of NFB market development
- National consultant No. 3 is responsible for working on NFB Technology and Demonstration
- National consultant No. 4 is responsible for working on the energy savings
- National consultant No. 5 is responsible for financing schemes and mobilizing co-financing from financial institutions.

UNDP Viet Nam and MOST are looking for a part-time project support officer to work as part of the project preparation team and to provide assistance for this project preparation.

## 2. OBJECTIVES OF THE ASSIGNMENT

The assignment aimed at providing administrative and logistical support to the PPG consultant teams consisting of one international consultant (team leader) and five national consultants, UNDP and MOST during the development of a full-size project document and GEF CEO Endorsement Template.

## 3. SCOPE OF WORK

Under the overall guidance of the Head of the Sustainable Development Unit, UNDP Viet Nam, the Deputy Director of the Department of Science and Technology for Economic- Technical Branches of MOST, and the International Consultant/Team leader, the Project Support Officer will be responsible for implementing of following key tasks:

- Assist the coordination among international consultant, national consultants, MOST and UNDP staff during the development of the project documents;
- Assist the operational work during the project preparation which includes but not limited to drafting of correspondents, sending correspondents/draft project documents to identified stakeholders and follow-ups
- Assist the MOST, UNDP and consultant team in arrangement and organisation of field visits and meetings with stakeholders such as government officers, local authorities, experts and NFB enterprises; which includes but not limited to:
  - o Identify stakeholders for different meetings, consultations, both at the national and local levels;
  - o Provide logistic and administrative support for the preparation of workshop/meetings with key partners and the logical framework analysis (LFA) workshop during the project preparation;
  - o Participate in key meetings and prepare meeting minutes;
- Support MOST and the national consultant in identifying and mobilising co-financing;
- Consolidate comments from various relevant stakeholders on the draft project documents.

## 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration and Timing:** estimated 75 days for the period from December 2012 - December 2013

**Duty Station:** Hanoi. This shall include in country travel to the field if required. Upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

## 5. FINAL PRODUCTS

The following products under this assignment are to be delivered:

- Written minutes/notes of key meetings/workshops (i.e. LFA workshop)
- A written consolidation of stakeholders' comments on the draft Project Documents, DPO
- Draft correspondents to be sent to relevant stakeholders
- Lists of stakeholders meetings/field visits and stakeholders for consultation of the project documents

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

The selected officer will have regular meetings and discussions among the project preparation team and with the responsible staff of UNDP Viet Nam and MOST. He/she is required to regularly report to UNDP Viet Nam, MOST and the international consultant/team leader on the progress of the work basing on the agreed work-plan.

## **7. DEGREE OF EXPERTISE AND QUALIFICATIONS**

The ideal candidate for the Project Support Officer shall have the following minimum qualifications and experience:

- University degree in energy efficiency, brick engineering or relevant fields;
- At least five years of relevant work experience in provision of administrative and logistic support to project implementation;
- Experience in working with government agencies and local authorities, institutions in relevant fields;
- Excellent communication and team work skills;
- Knowledge of brick industry, NFB development, energy efficiency policies in Viet Nam will be an advantage;
- Experience in implementation of international donor supported projects will be an advantage.

## **8. PROJECT SUPPORT AND REFERENCE DOCUMENTS**

- Copies of the following documents will be made accessible to the international consultant upon commencement of the assignments:
- Approved PIF and comments/remarks on the PIF by GEF
- PPG Work plan, notes and copies of presentation of the Workshops on Identification of Barriers to NFB development and consumption in Viet Nam

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

- The first payment of 30% of contract amount will be paid upon submission of the minutes/notes of the LFA workshop with satisfactory acceptance by UNDP and MOST.
- The second payment of 30% of contract amount will be paid upon the submission of the consolidated paper of comments by relevant stakeholders on the draft project document, with satisfactory acceptance by UNDP and MOST.
- The third payment of 40% of contract amount will be paid upon the submission of the consolidated paper of comments by relevant stakeholder on the draft DPO, with satisfactory acceptance by UNDP and MOST.

## **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 VND .....

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 use this estimate as the basis for financial proposal.

#### **Cost breakdown:**

No.	Description	Number of days	Rate (VND)	Total
1	Remuneration			
1.1	Services in Home office			
1.2	Services in field			
2	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). *			
3	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