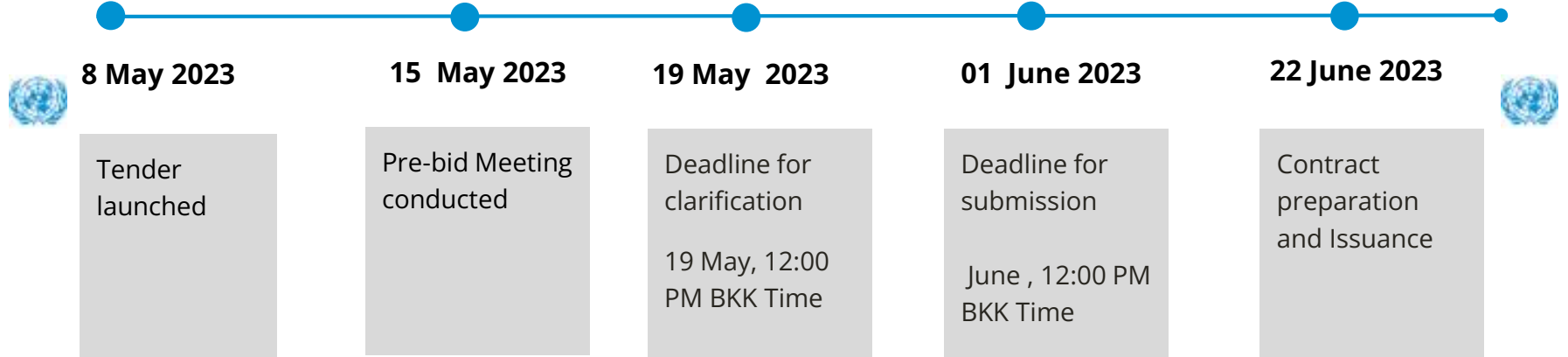




# RFP ASSESSMENT OF COUNTRY'S READINESS AND INTERNATIONAL EXPERIENCE FOR CARBON TRADE EXCHANGE DESIGN



# Timelines



# 1

## PROJECT DETAIL



# About ETP



The Southeast Asia Energy Transition Partnership (ETP) supports the transition towards modern energy systems that can simultaneously ensure economic growth, energy security, and environmental sustainability.

- ❖ We provide high level technical advisory support to improve RE and EE policies and regulations, and **align it with climate action commitments**.
- ❖ We aim to unlock large-scale RE and EE investments, while **increasing de-risking of projects** and making them bankable.
- ❖ We provide technical solutions to expand **smart grid** operations
- ❖ We support platform to **foster knowledge, build technical and technology expertise through education programmes, and establish state-of-the art centres of excellence**.

## Energy Transition Partnership (ETP):

A unique platform that brings together governments and philanthropies to work with partner countries - Indonesia, the Philippines, and Vietnam - in the region.

# Project Background

## Vietnam Carbon Trade Exchange Development

### An Assessment of Country's Readiness and Design for Carbon Trade Exchange

- The Technical Assistance is an intervention among a series of ETP's support to Ministries of Finance (MOF) and Natural Resources and Environment (MONRE) in the **development of the carbon market in Vietnam**.
- Its aim is to provide support in the development of the legal framework and financial mechanism required for the establishment and operation of the Carbon Trade Exchange (CTX) in Vietnam by 2025. Furthermore, the project seeks to provide support to implicated ministries in the initial preparations for the physical operation of the CTX by 2027.
- The project will be implemented in close coordination and cooperation with the relevant ministries, including MONRE, MOIT, and the international development agencies, financial institutions, the potential market participants and key stakeholders to benefit and the activities and the benefits of the project.
- The project incorporates gender inclusion and considerations in design and implementation of the project activities.

# Objectives

The project aims to achieve the following objectives:

1. to provide the Ministry of Finance a comprehensive understanding of the country's existing relevant legal, institutional framework and infrastructure conditions and the gaps to be fulfilled for the establishment and operation of the CTX. Lessons learnt from developed CTX models in other countries, particularly countries having similar starting points and conditions as Vietnam, shall be analysed to recommend an appropriate institutional and technical solution roadmap for Vietnam.

# Project Partners

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- ❖ Legal Department, Ministry of Finance of Vietnam

# Scope of Work

- Task 1: Preparing an Inception Report and Project Work Plan.
- Task 2: Organizing Inception Workshop.
- Task 3: Review of international experiences and assessment of the legal, institutional and infrastructure requirements for establishment and operation of the CTX.
- Task 4: Review of the national context and assessment of existing relevant regulations, institutions and infrastructure for establishment and operation of the CTX.
- Task 5: Analysis of legal, institutional and infrastructure gaps for establishment and operation of CTX in Vietnam and recommended solutions based on international experience and the country's context.
- Task 6: Stakeholder engagement and consultation.
- Task 7: Design a carbon market master class for government officials to learn and exchange governance knowledge and experience of CTX.
- Task 8: Final report and final workshop.



# Deliverables

## Milestone 1:

Task 1: Inception Report and Project Work Plan

Task 2: Inception Workshop

1 month after start date

## Inception Report includes:

- a. Introduction and project background
- b. Scope of Services
- c. Methodology and Workplan, including approach, methodology and project gantt chart
- d. A detailed approach as to how each deliverable will be met and what each submission will contain
- e. Mapping of key stakeholders including outreach and communications plan
- f. A donor coordination strategy
- g. Project management inclusive of organisational chart detailing key personnel, their roles and responsibilities, as well as their locations (strong in country team and project management is expected)
- h. Risks, mitigations and assumptions
- i. Monitoring and Evaluation Framework, presented in the form of the ETP Results Based Monitoring Framework (RBMF)

## Inception Workshop

Introduce project background, scope of services and proposed work plan to relevant donors and stakeholders for coordination.

# Deliverables

## Milestone 2:

Task 3: Review of international experiences and assessment of the legal, institutional and infrastructure requirements for establishment and operation of the CTX.

Task 4: Review of the national context and assessment of existing relevant regulations, institutions and infrastructure for establishment and operation of the CTX.

5 months after start date

## Task 3: The deliverable is an analysis report which includes but not limited to:

- Criteria for selection of the case-studies of experiences in other countries on the establishment and operation of CTX for the emission trading scheme. The selected countries might have a similar country context with Vietnam or are the successful examples of operating CTX in the world.
- Detailed review of the operating model of the CTX with legal, institutional and infrastructure requirements for each case.

## Task 4: The deliverable is an analysis report which includes but not limited to:

- A review and assessment of the relevance of the current legal framework, institutional set-up and infrastructure in relation to the establishment of the CTX.
- The current operation of the Vietnamese stock-exchange and the requirements for the future domestic carbon market should also be included in the review.

# Deliverables

## Milestone 2 (cont'd)

Task 5: Analysis of legal, institutional and infrastructure gaps for establishment and operation of CTX in Vietnam and recommended solutions based on international experience and the country's context.

5 months after start date

## Task 5 - The deliverable is an analysis report which includes but not limited to:

- A comprehensive view of the legal, institutional and infrastructure gaps to be filled for establishment of CTX in Vietnam
- Recommended solutions to fill the gaps based on relevant and applicable international experience.
- A list of objectives, expected outputs, outcomes and deliverables for the next phase of CTX development in Vietnam.

# Deliverables

## Milestone 3:

Task 6: Stakeholder engagement and consultation.

Task 7: Plan for a carbon market master class for government officials to learn and exchange governance knowledge and experience of CTX.

Task 8: Final report and final workshop.

6 months after start date

**Task 6** - The deliverable includes:

- 3 MOF-led infrastructure surveys and consultation meetings with the relevant government stakeholders
- 1 Stakeholder consultation workshop with governmental authorities, international development agencies, exchange and financial institutions, potential market makers and players and relevant key stakeholders.
- The content of the events and the list of participants should be discussed and agreed with ETP and MOF before organisation of the events.

**Task 7** - A carbon market master class for government officials is designed based on the consultant's analysis of the gaps and international experience of CTX development.

**Task 8** - The final report to be approved by the ETP and adopted by the MOF and final workshop.

# Deliverables Timeline

Milestone	Due date	Percentage Payment Corresponding to the Task
Inception report (approved version) and Inception workshop	Month 1	30% from the total contract amount-
Stakeholder mapping and engagement plan Survey and consultation workshop activities Analysis of institutional and infrastructure gaps	Month 5	30% from the total contract amount
<b>Final Report(approved version) and final workshop</b>	Month 6	40% from the total contract amount

# Indicative Implementation Timeline

Activities	1	2	3	4	5	6
Milestone 1						
Task 1: Inception Report and Project Work Plan.						
Task 2: Inception Workshop						
Milestone 2						
Task 3: Stakeholder mapping and engagement plan to approach and engage the targeted groups.						
Task 4: Survey and consultation workshop activities on existing institutional and infrastructure conditions of Vietnam and the gaps to be filled for the establishment of the CTX.						
Task 5: Analysis of institutional and infrastructure gaps for establishment of CTX in Vietnam and recommended solutions based on international experience and the country's context.						
Milestone 3						
Task 6: Stakeholder engagement and consultation.						
Task 7: Plan for a carbon market master class for government officials to learn and exchange governance knowledge and experience of CTX.						
Task 8: Final report and final workshop.						

# 2

## EVALUATION CRITERIA



# Selection Criteria

1. Eligibility and Formal Criteria (Pass/Fail)
2. Qualification Criteria (Pass/Fail)
3. Technical Criteria (Numeric Score)
4. Financial Criteria (Numeric Score)



# 1. Eligibility and Formal Criteria

1. Offeror is eligible as defined in Instructions to Offerors, Article 4. In case of JV, all JV members should fulfill this requirement
2. Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete
3. Offeror accepts UNOPS General Conditions of Contract as specified in Section IV

## 2. Qualification Criteria

1. The company should have a minimum of 5 years of continuous experience in delivering similar projects in the past with a track-record of success. In case of a Joint-Venture, the experience will be calculated as an accumulation of the experience of all of the JV members.
1. Offeror must provide a minimum of two (2) customer references from which similar services have been successfully provided, within any of the last 5 years. In case of Joint-Venture, the 2 references will be calculated as an accumulation of the references of all of the JV members.

### 3. Technical Criteria

Section number/description		Points Obtainable
1	Offeror's qualification, capacity and expertise	20
2	Proposed Methodology, Approach and Implementation Plan	30
3	Key Personnel proposed and Sustainability Criteria	30
Total Technical Proposal Points		80

The maximum number of points that a bidder may obtain for the Technical proposal is 80.  
To be technically compliant, Bidders must obtain a minimum of 56 points

*Minimum pass score: 70% of maximum 80 points = 56 points*

# Technical Scoring Breakdown

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, relevance of specialized knowledge and experience of similar engagement done in the past. Bidders partnering with Vietnamese entity to provide for the strategic consultations, translations; as well as communications expertise is considered as a valuable asset.

(Maximum score for criterion : 20)

Experience in projects of comparable size, type, complexity and technical specialty  
(Maximum score: 10 points)

Experience in providing similar services in Vietnam and demonstration of good network and experience in engaging with diversified stakeholders and organizing trainings for industries in Vietnam (Max score: 5 points)

Understanding of the local context , and partnering up with a Vietnamese based entity or including a team of local experts to provide strategic consultations and coordination , and efficient implementation of activities  
(Max score : 5 points)

# Technical Scoring Breakdown

1.2 General organizational capability which is likely to affect implementation: management structure, and project management controls.

(Maximum score for criterion : 5)

Management structure, management controls, and extent to which any part would be subcontracted

(Maximum score: 3 points)

Financial Capacity/financial stability: Bidder should have minimum annual turnover of 150,000 USD in any of the past 2 years Liquidity / quick ratio should be minimum 1, in any of the past 2 years.

In case of a joint venture, annual turnover is calculated based on the total annual turnover of the JV members. In case of a joint-venture, at least one of the JV members should have 1 liquidity/quick ratio in any of the past 2 years.

(Maximum score: 2 points)

# Technical Scoring Breakdown

## 2. 1 Description of the Offeror's approach, and methodology for meeting or exceeding the requirements of the Terms of Reference

(Maximum score for criterion : 20)

Description of the offeror's approach to

- review international experiences and assessment of the legal, institutional infrastructure requirements for the establishment of the CTX
- Review of national context and assessment of existing relevant regulations, institutions and infrastructure for the establishment of the CTX
- Analysis of legal, institutional , and infrastructure gaps for the establishment of the CTX in Vietnam and recommended solutions based on international experience and country's context

(Max score : 5)

Description of the offeror's approach to :

- Stakeholder engagement and consultation
- Plan for Carbon market master class for government officials to learn and exchange governance knowledge and experience of CTX . (Max score : 10)

Description of the offeror's approach to conduct study tour and deliver a technical report summarizing results of the simulation and impact analysis.

(Max score : 5)

# Technical Scoring Breakdown

## 2.2 Quality Assurance Plan

(Maximum score for criterion : 5)

A plan outlining how the bidder intends to ensure oversight and quality assurance throughout the assignment. Quality Assurance plan should include discussion on risk-assessment and its mitigation plan

(Max score : 5)

# Technical Scoring Breakdown

## 2.3 Implementation Timeline

(Maximum score for criterion : 5)

Bidder submits a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with gantt chart

(Max score : 5)



# Technical Scoring Breakdown

3.1 Qualifications of key personnel proposed. (Maximum score for criterion : 20)



3.2 The bidder shall provide a response that demonstrates its commitment to support gender equality through its operations (Maximum score for criterion : 5)

## 4. Financial Criteria

The maximum number of points that a bidder may obtain for the Financial Proposal is 20. The maximum number of points will be allocated to the lowest evaluated price bid. All other prices will receive points in reverse proportion according to the following formula:

Points for the Financial Proposal of a bid being evaluated =

$$\frac{[\text{Maximum number of points for the Financial Proposal}] \times \{\text{Lowest price}\}}{[\text{Price of proposal being evaluated}]}$$

**Financial proposals will be evaluated following completion of the technical evaluation.**

The bidder with the lowest evaluated cost will be awarded (20) points. Financial proposals from other bidders will receive prorated points based on the relationship of the bidder's prices to that of the lowest evaluated cost.

# Cumulative Analysis

1. To select the contractor, a combination of total Technical + total Financial Score will be used
2. The weight of technical : financial offer is 80:20

# Common Issues from Previous Submissions

Common Issue	Tips to Avoid the Issue
Not listing relevant past experience	Ensure to include all relevant information as required in the tender document - 5 years of continuous experience in delivering similar projects
Not attaching financial statement in the proposal, incomplete personnel CV	Ensure to include all the documents per checklist
Including financial proposal in the technical envelope	This is a major issue and will result in automatic disqualification, hence, please ensure not to put any indication of financial offer in the technical envelope




**Q&A**

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