

## **TERMS OF REFERENCE**

# **Technical Support for ETP's Programme on Vietnam's Carbon Market**

## **I. Background Information**

1. The Southeast Asia Energy Transition Partnership (ETP) brings together governments and philanthropies to work with partner countries in the region. We support the transition towards modern energy systems that can simultaneously ensure economic growth, energy security, and environmental sustainability. Enabling the transition toward greener energy systems will greatly contribute to the achievement of the UN's Sustainable Development Goals (SDGs) and the Paris Climate Agreement objectives.
2. ETP is funding a technical assistance (TA) programme for Vietnam's carbon market, which encompasses a few smaller projects. It will address key challenges facing the country as it supports the development of a carbon market that can address and mitigate climate change by putting a price on carbon emissions and facilitate the reduction of greenhouse gas emissions in Vietnam.

## **II. Purpose and Scope of this Assignment**

3. ETP is seeking the support of a Consultant to assist the ETP Secretariat with the quality control/quality assurance of the aforementioned TA) programme, providing technical and issue specific expertise in the areas under the technical assistance. This will involve the review of all projects under this TA programme and for other carbon market related projects funded by ETP.

The selected entity will provide ETP Secretariat with the following services:

- a. Provide in-depth technical review of projects' deliverables in writing (e.g., comments embedded directly in the shared deliverables), within 10 number of days from receipt of the product. The consultant may be requested to attend product review meetings (virtual) for further discussions on the reviews if deemed necessary;
- b. Participate in technical and other problem resolution activities and meetings online as requested by ETP Secretariat to ensure that the projects are executed to the quality expected under international standard regarding each component of the projects, help/guide ETP Secretariat staff with
  - problem resolution in case issues arise both in writing and verbally
  - outlining strategies and tactics to correct the course of the projects, Identify and assess opportunities to enhance the quality and the comprehensiveness of the projects and its delivery by the engaged consulting firm.
- c. Draft and/or provide a technical review on concept notes and TORs related to the subject matter and provide suggestions as requested

- d. Provide general ad-hoc consultancy services on carbon market development, where possible and within the consultants area of knowledge, in Southeast Asia, including Philippines and Indonesia.
4. The consultant will support ETP Secretariat with intermittent services throughout the project period until 31 December 2024. It is estimated that the total number of person days required to perform this consultancy is a cumulative 100 man-days.

Table 1: List of Tasks and Estimated Allocation of Man-days

Task No.	Description	Estimated Allocation of person days (%)
1	Provide in-depth technical review of projects' deliverables in writing (e.g., comments embedded directly in the shared deliverables). The consultant may be requested to attend product review meetings for further discussions on the reviews if deemed necessary;	75
2	Participate in technical and other problem resolution activities and meetings online as requested by ETP Secretariat to ensure that the projects are executed to the quality expected under international standard regarding each component of the projects, help/guide ETP Secretariat staff with <ul style="list-style-type: none"> <li>problem resolution in case issues arise both in writing and verbally</li> <li>outlining strategies and tactics to correct the course of the projects, Identify and assess opportunities to enhance the quality and the comprehensiveness of the projects and its delivery by the engaged consulting firm.</li> </ul>	15
3	Draft and/or provide a technical review on concept notes and TORs related to the subject matter and provide suggestions as requested	5
4	Provide general ad-hoc consultancy services on carbon market development, where possible and within the consultants area of knowledge, on Southeast Asia, including Philippines and Indonesia.	5

### III. EVALUATION CRITERIA

#### a. Eligibility and Formal Criteria

The criteria contained in the table below will be evaluated on **Pass/Fail** basis and checked during Preliminary Examination of the proposals.

Criteria	Documents to establish compliance with the criteria
----------	---

1. Offeror is eligible as defined in Instructions to Offerors, Article 4	Form A: Joint Venture Partner Information Form, all documents as required in the Form, in the event that the Proposal is submitted by a Joint Venture. Form B: Proposal Submission Form
2. Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete	All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals
3. Offeror accepts UNOPS General Conditions of Contract as specified in Section IV	Form B: Proposal Submission Form

## b. Qualification Criteria

The criteria contained in table below will be evaluated on **Pass/Fail** basis and checked during Qualification Evaluation of the proposals.

Criteria	Documents to establish compliance with the criteria
<p>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.</p> <p>What is considered as relevant experience are the following:</p> <ul style="list-style-type: none"> <li>• The entity should have experience providing technical advisory services on areas covering carbon market, green finance, climate change finance, optimal finance, renewable energy, cost-effectiveness, and other related topics</li> <li>• The entity should demonstrate extensive experience of researching and publishing on the subject matters.</li> <li>• The entity's experience working with government agencies/ multilateral organizations/ UN organizations will be an asset</li> </ul>	<p>Certification of incorporation of the Offeror</p> <p>Form F: Performance Statement Form</p>
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	Form F: Performance Statement Form

## c. Technical Criteria

Technical evaluation will be carried out to bids that pass the eligibility, formal and the qualification criteria, with requirements as follows:

- 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

#### **Overall Technical proposal points allocation**

<b>Section number/description</b>		<b>Points Obtainable</b>
1	Offeror's qualification, capacity and expertise	25
2	Proposed Methodology, Approach and Implementation Plan	25
3	Key Personnel proposed and <u>Sustainability</u> Criteria	30
Total Technical Proposal Points		80

## Section 1: Offeror's qualification, capacity and expertise

Section 1: Offeror's qualification, capacity and expertise		Points	Sub-points
1.1	<p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including relevance of specialized knowledge and experience on similar engagements done in the past.</p> <p>Similar engagement/service in this case is defined as providing technical advisory services on areas covering carbon market, green finance, climate change finance, optimal finance, renewable energy, cost-effectiveness, and other related topics</p> <p>(Max 4 pages written text plus 1 Matrix )</p>	20	
	The entity should demonstrate extensive experience of researching and publishing on the subject matters.		10
	Experience in providing similar services in the region, especially Vietnam		10
1.2	<p>General organizational capability which is likely to affect implementation: management structure, and project management controls.</p> <p>(Max 4 pages written text)</p>	5	
	1. Management structure, management controls, and extent to which any part would be subcontracted		3
	<p>2. Financial Capacity/financial stability: Bidder should have minimum annual turnover of 50,000 USD in any of the past 2 years Liquidity / quick ratio should be minimum 1, in any of the past 2 years .</p> <p>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.</p>		2
Total points for section		25	

## Section 2: Proposed Methodology, Approach and Implementation Plan

Section 2: Proposed Methodology, Approach and Implementation Plan		Points	Sub-points
2.1	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	20	
	1. Description of the offeror's approach to analyse Vietnam's readiness towards carbon trade exchange		10
	2. Description of the offeror's approach to analyzing the implications and provide recommendations on the policy options and the design of carbon tax system in Vietnam		10
2.2	Quality Assurance	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		5
Total points of the section		25	

## Section 3: Key personnel proposed and Sustainability Criteria

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
3.1	Qualifications of key personnel proposed	25	
	<p><b><u>1. Team Leader estimated at 50 working days</u></b></p> <p><b>Education:</b> The project lead should have <a href="#">A Master's Degree in Energy, Engineering, Energy Economics, Finance, or other related fields. A Ph.D. in the above-mentioned fields is preferable.</a></p> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 10 years of relevant experience in similar role, with minimum 5 years of leadership experience</li> <li>• Professional experience in climate change finance, technique, optimal finance, decision-making, governance, economics, financial, and so on.</li> <li>• Knowledge of energy transition, political, economic, and social situation in Vietnam</li> <li>• Previous successful involvement with, and good knowledge of donor, government, private sector, and civil society is desired</li> <li>• Computer literacy in Microsoft packages (MS Word, MS Excel, MS Access, MS Power Point) and data science softwares like Stata, Python, Simulation Tools is required</li> <li>• <a href="#">Having at least two articles published in international journals and having participated in related projects will be considered an asset, but not a requirement.</a></li> </ul>		12

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
	<b>Language:</b> Fluency in written and spoken English is essential.		
	<b><u>2. Legal and policy experts/ similar role estimated at 25 working days</u></b> Master's degree + 10 years of professional experience in legal/ regulatory aspects of climate change/ environment (PhD preferred)  Knowledge of and experience in energy transition, political, economic, and social situation in Vietnam preferred		6
	<b><u>3. Economist/ similar role estimated at 25 working days</u></b>  Master's degree + 10 years of professional experience in financial/ economic aspects of climate change/ environment (PhD preferred)  Knowledge of and experience in energy transition, political, economic, and social situation in Vietnam  Knowledge of financial optimisation, cost-effective evaluation, simulating approach, decision-making science		7
3.2	The bidder shall provide a <b>response</b> that demonstrates its commitment to support gender equality through its operations	5	
Total points of the section		30	

#### d. Financial Criteria (20 maximum points)

The financial part of those proposals that are found to be technically compliant will be evaluated as follows.

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.

**Formula for computing points: Example**

Points = (A/B) Financial Points
Bidder A's price is the lowest at \$20.00. Bidder A receives 20 points
Bidder B's price is \$40.00. Bidder B receives $(\$20.00/\$40.00) \times 20$ points = 10 points

The total score obtained in both Technical and Financial proposals will be the final score for the proposal, with 80% allocated to the Technical proposal and 20% to the Financial proposal. The proposal obtaining the overall highest score will be considered as the winning proposal. This proposal will be considered to be the most responsive to the needs of UNOPS in terms of value for money.

The selection of the preferred bidder will be based on a cumulative analysis, analyzing all relevant costs, risks and benefits of each proposal throughout the whole life cycle of the services and in the context of the project as a whole. The lowest priced proposal will not necessarily be accepted.