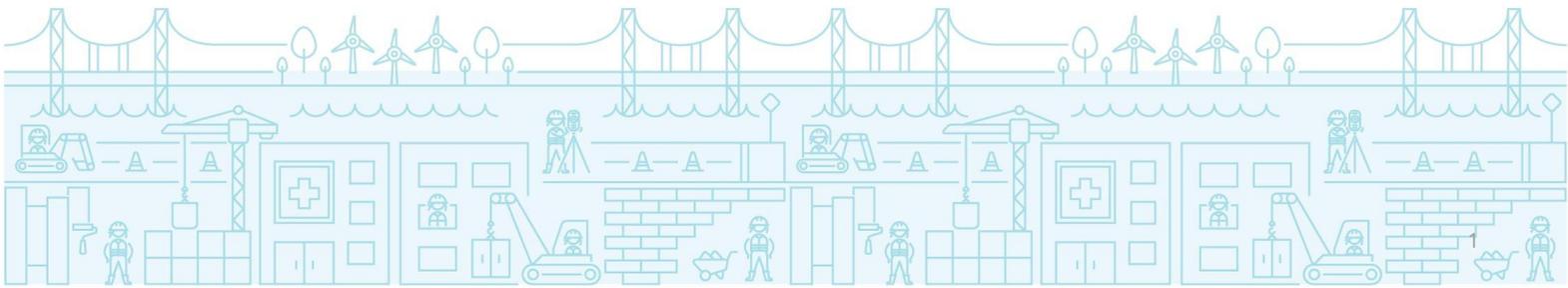




# RFP - Technical Support to Energy Transition Partnership Programme on Vietnam Carbon Market



# 1

## PROJECT DETAIL





ETP Partners with governments, private sector and civil society to move to low carbon energy systems in SEA.

- ❖ **Encouraging** policy makers to promote the right investment environment, legal and regulatory frameworks that support rather than impede energy transition
- ❖ **De-risking** of finance and investments for businesses looking to make investments into clean energy; and
- ❖ **Expanding** grids to facilitate safely and surely variable renewable energy to consumption
- ❖ **Knowledge** to empower governments, private sector and civil society to underscore a demand for rapid transformation.

## Energy Transition Partnership (ETP):

A unique platform of government donors, philanthropies and partner governments that supports policies, de-risking of renewable energy projects and energy efficiency, and sustainable infrastructure for energy transition.

## Project Background

- ❖ **Vietnam's recognition of the potential benefits of collaboration with international carbon markets has led the country to take various steps to accelerate the development and implementation of a domestic carbon market.**
- ❖ **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.

## Objectives

- ❖ 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.



## Scope of Work

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.



## Key tasks

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



## Indicative Implementation Timeline

The selected 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 to be paid monthly/quarterly based on actual work done.

Payment Term: Within 30 days after receipt of the services and on submission of payment documentation.





# 1. Eligibility and Formal Criteria

- 1) Offeror is eligible as defined in Instructions to Offerors, Article 4. In case of Joint Ventures (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.



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# 2. Qualification Criteria

- 1) The company should have a minimum of five (5) years of continuous experience in delivering similar projects in the past with a track-record of success. In case of JV, the experience will be calculated as accumulation of the experience of the JV members.

What is considered as relevant experience are the following:

- 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
- The entity should demonstrate extensive experience of researching and publishing on the subject matters.
- The entity's experience working with government agencies/ multilateral organizations/ UN organizations will be an asset

- 2) Offeror must provide a minimum of two (2) customer references from which similar services have been satisfactorily provided, within any of the last 5 years. In case of JV, the customer reference can be accumulated from the JV members.



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### 3. Technical Criteria

Part 1: Offeror’s Qualification, Capacity and Expertise	25 points
Part 2: Proposed Methodology and Approach	25 points
Part 3: Key Personnel Proposed and Sustainability Criteria	30 points
<b>Total Technical Proposal Points</b>	<b>80 points</b>

- 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**

### 3. Technical Criteria

Part 1: Offeror’s Qualification, Capacity and Expertise		25 points
1.1	Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including the relevance of specialized knowledge and experience on similar engagements done in the past.  (Max 4 pages written text plus 1 Matrix )	20
1.2	General organizational capability which is likely to affect implementation: management structure, and project management controls.  (Max 4 pages written text)	5

## 3. Technical Criteria (cont.)

<b>Part 2: Proposed Methodology and Approach</b>		<b>25 points</b>
2.1	Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference	20
2.2	Quality Assurance	5
<b>Part 3: Key Personnel Proposed and Sustainability Criteria</b>		<b>30 points</b>
3.1	Qualifications of key personnel proposed	25
3.2	The bidder shall provide a response that demonstrates its commitment to support and mainstream gender equality and social inclusion through its operations and project implementation activities.	5
<b>Total Technical Proposal Points</b>		<b>80 points</b>

## Technical Scoring Breakdown

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including the relevance of specialized knowledge and experience on similar engagements done in the past.

(Max 4 pages written text plus 1 Matrix )

(Maximum score for criterion : 20 points)

The entity should demonstrate extensive experience of researching and publishing on the subject matters.

(Max. score: 10 points)

Experience in providing similar services in the region, especially Vietnam

(Max. score: 10 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 points)

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

(Max. score: 3 points)

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.

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.

(Max. 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 points)

Description of the offeror's approach to analyse Vietnam's readiness towards carbon trade exchange

(Max. score: 10 points)

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

(Max. score: 10 points)

# Technical Scoring Breakdown

## 2.2 Quality Assurance

(Maximum score for criterion : 5 points)

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 points)

# Technical Scoring Breakdown

## 3.1 Qualifications of key personnel proposed

(Maximum score for criterion : 25 points)

- |  |                  |
|--|------------------|
| 1) Team Leader estimated at 50 working days                            | (max. score: 12) |
| 2) Legal and policy experts/ similar role estimated at 25 working days | (max. score: 6)  |
| 3) Economist/ similar role estimated at 25 working days                | (max. score: 7)  |

3.2 The bidder shall provide a response that demonstrates its commitment to support and mainstream gender equality and social inclusion through its operations and project implementation activities.

(Maximum score for criterion : 5 points)

## 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**

# Procurement Timeline



## Q&A

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