

Minutes of Pre-bid Meeting

**Request for Proposal for
Technical Support for Energy Transition Partnership for Carbon Market in Vietnam
RFP/2023/48622**

Date and Time	October 02nd, 2023; 16.00-16.45 BKK Time
Location	Google Meet
UNOPS Representative	<ol style="list-style-type: none">1. John Robert COTTON2. Toan Manh DO3. Thuy Ngoc Nguyen4. Chandany UNG

The Pre-bid meeting was participated by representatives of UNOPS for ETP Project, Procurement Colleague and various prospective bidders.

1. Tender Outline Presentation

The meeting was started by welcoming all the participants and self introductions of UNOPS team members then follows by the introduction of the procurement colleague (Dany) to informed the bidders that UNOPS had arranged this pre-bid meeting sessions to allow UNOPS itself to explain the schedule of requirement in a more clarity way as well as to share the tender evaluation and submission process and also to allow the bidders to raise their concern/ questions related to this procurement exercise prior to hand over the floor to Project team to address the technical requirements for this tender.

UNOPS representative from ETP Program (Thuy) presented the project background, scopes of the project/works and requirements to be fulfilled by the bidder in the bid submission on the technical part. Next, the procurement team (Dany) also presented the procurement part on the evaluation criteria as per details in the presentation slides attached.

Importance timeline to be aware of are:

1. Tender posting date was on 24 September 2023
2. Pre-bid meeting session 02 October 2023 at 4:00 PM BKK time
3. Deadline for submission of clarifications CoB 12 October 2023
4. Deadline for submission of proposal 17 October 2023 at 5:00 PM BKK time

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2. Q&A session

No	Query raised by the Bidders	Clarification given by UNOPS
1	Can you please elaborate a bit on the ad-hoc services?	ETP is currently involved in projects in Indonesia and the Philippines and we are developing projects with a specific focus on carbon market development. Based on our needs, we might request consultant support to review and provide feedback/ guidance on the project concepts we are developing and other areas we may need consultancy in this field. These are considered ad-hoc services.
2	Is there a deadline for bidders to express their interest?	There is no deadline for expression of interest, however, any activities related to this tender in the system should be raised by the bidder before the deadline for clarification CoB 12 October 2023, BKK time, GMT+7.
3	Assuming part of the scopes will be reviewing potential for a project to gain carbon credit - is there a specific framework (VERRA, Gold Standard) and nature of projects (i.e., renewables, forestation) that UNOPS is looking into?	UNOPS anticipates that the selected consultant will offer technical and peer review support for assessing deliverables submitted by our other consultants working on carbon market-related projects. It is important to note that reviewing potential projects for carbon credits is not within the scope of the selected consultant's responsibilities. Regarding the review process and providing comprehensive analysis on deliverables, UNOPS will share the Terms of Reference (ToR) of the projects with the selected consultant to ensure they have a clear understanding of UNOPS requirements before they commence their assessment of other consultants' work.
4	it is specified that the Team Leader must have a Ph.D. in specific fields. We are wondering if Ph.D. experts in different areas (e.g., Sociology) but with a remarkable expertise in carbon markets could also be considered as valid	UNOPS will amend our requirement of team leader qualification to read as below: A Master's Degree in Energy, Engineering, Energy Economics, Finance, or other related fields is required. A Ph.D. in the above-mentioned fields is preferable.
5	Regarding the Legal and policy experts, having one of them is required or both are needed	UNOPS requires the bidder proposed team to have both expertise on Legal and Policy. Bidders may propose one staff with both qualifications or 02 staff to cover this qualification. However, the total allocated number of working days should not exceed 100 days as stated in the ToRs.

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6	For the customer reference, do we also need to attach any document such as work order?, and also the reference have to firm's credential or Individual credentials can also be considered	For customer reference purposes, the bidder is not required to attach a previous work order, however, other relevant certificates to confirm the successful completion of works issued by the previous client should be provided on the top of information to be filled out by the bidder in the performance statement forms F of the returnable forms. Normally, credential should be from the firm and in case of joint venture evaluation will be done a cumulative.
7	For team leader, is PhD necessary or can experience we consider in lieu of no PhD	UNOPS will amend our requirement of team leader qualification to read as below: A Master's Degree in Energy, Engineering, Energy Economics, Finance, or other related fields is required. A Ph.D. in the above-mentioned fields is preferable.
8	Is there any requirement for the team leader to be located in vietnam?	Team leader is not required to be present in Vietnam

Closing

UNOPS's representative closed the meeting and thanked the representative from the respective bidders for attending the pre-bid meeting and looking forward to receiving the proposals on or before the deadline.

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