

Terms of Reference - Consultancy Services for Delivery of Energy Transition Services across Southeast Asia

September 2023

1. Background

The Southeast Asia Energy Transition Partnership (ETP) brings together governments and philanthropies to work with partner countries in the region to accelerate the energy transition. ETP supports a transition towards modern energy systems that can simultaneously ensure economic growth, energy security, and environmental sustainability. To contribute to the achievement of the UN's Sustainable Development Goals and the Paris Climate Agreement goals, ETP works in Southeast Asia, with a focus on three priority countries, namely Indonesia, the Philippines, and Vietnam. ETP's strategy is built around four inter-related pillars of strategic engagement that are squarely aligned to address the barriers to the energy transition. These are (i) policy alignment with climate commitments, (ii) de-risking energy efficiency and renewable energy investments, (iii) extending smart grids, and (iv) expanding knowledge and awareness building.

Hosted by UNOPS Southeast Asia and the Pacific Multi Country Office (henceforth will be referred to as EAPMCO), ETP has significantly grown these past few years, with several new technical assistance projects signed recently. In support of this growing operations need, UNOPS is seeking to establish Long Term Agreements (LTAs) with multi-disciplinary consultancy firms for the provision of technical and strategic sustainable energy support services to cover mainly the Philippines, Vietnam, and Indonesia where ETP operates.

The nature of ETP works requires ETP to respond quickly to support its projects and to successfully deliver, it needs to partner with companies that have the high technical expertise as well as familiarity with situations in countries where ETP operates. The establishment of the Long Term Agreements is expected to facilitate this.

2. Key Objectives

The key objectives from the establishment of these LTAs are to:

1. Support ETP in providing technical, social, economic, and/or political analysis in order to expedite the energy transition across Southeast Asia.
2. Establish long-term partnerships with key service providers who understand UNOPS values and requirements
3. Provide a wide range of services to suit different contexts and service needs, both technically, and geographically, and covering a range of market conditions across the countries within which ETP operates, principally Indonesia, Vietnam and the Philippines, including access to local knowledge and/or on-site support.
4. Provide rapid access to technical expertise when needed and thereby providing responsive services to our development partners.
5. Increase access to quality skills, experience, and knowledge of the wide-reaching skills needed in supporting beneficiaries in expediting the energy transition and such enabling environments in which ETP operates in the Asia region.
6. Develop and implement a comprehensive strategy for energy transition services.
7. Provide technical and operational support to local stakeholders
8. Facilitate the development of renewable energy projects.
9. Support the implementation of energy efficiency initiatives.
10. Assist in the development of energy markets and regulatory frameworks

The scope of services requested in these LTA's for the THMCO is aligned with appropriate local/international codes and standards, and based on the nature of technical expertise and ability to operate in specific geographic locations, as outlined below.

Note: It is expected that the full scope of types of services, sectors, and geographies outlined below is unlikely to be covered by a single firm. It is our intention to appoint a number of LTAs with both international and local capacities to cover the range of skills, experience, and knowledge required to support the operations of ETP/EAPMCO.

3. Types of Services

The type of support services requested through the LTAs are outlined here. Although the intention is to develop long-term partnerships based on close collaboration and repeated services, there is no obligation on either UNOPS or the Consultancy Firm to enter into any services under this LTA.

I. Analysis and/or Design of Policy, Legal and Regulatory Frameworks

The Consultancy Firm may be requested to provide support in assessing and/or developing policy, legal, and/or regulatory frameworks, particularly in the areas relating to low carbon energy systems, renewable energy, smart grid, and the *just transition*. The topical areas relate to, but are not limited to:

- Power and Energy Procurement and Planning
- Energy sector subsidies, rate-setting methodologies
- Energy trade and market mechanisms
- Grid code analysis and upgrades
- Financing mechanisms for the energy transition
- Power-wheeling
- Carbon pricing, carbon markets, emissions trading schemes, and associated sectors
- Implementation of the Nationally Determined Contributions (NDCs) and Net-zero Commitment
- Low-carbon labeling
- Monitoring, reporting, and verification system
- Coal phase-down
- Permitting and consenting
- Energy supply chain
- Capacity building

II. Develop Roadmaps for Low Carbon and Net Zero Pathways

The Consultancy Firm may be requested to develop technical and financial roadmaps, and the supporting analysis required to verify the roadmaps projections. Such roadmaps may be at the local, subnational, national, or regional level, and include one or more technologies or sectors. The topical areas relate to but are not limited to:

- Energy Efficiency
- Renewable energy include hydropower
- Net-zero emissions
- Energy Sector
- Transport Sector
- Energy transition supply chains (upstream and downstream)

- Energy Storage Systems
- Energy infrastructure (energy port, transmission and distribution grid, etc.)
- Energy transition financing
- Green transition and green finance for low carbon solutions

III. Technical Review and Advisory Services

The Consultancy Firm may be requested to provide technical reviews of ETP projects and provide additional technical advisory services to support UNOPS operations as required. The specific areas where technical review and advisory services are covered, but are not limited to, are energy transition financing, enabling environment (policy and regulation) for low carbon energy sector, wind energy, solar photovoltaic energy, net-zero emissions pathways, renewable energy integration, transport sector, energy transition supply chains (upstream and downstream), energy storage systems, transmission, coal phase-down, and distribution Grid Upgrades. The specific tasks include:

- Assist with the quality control of ETP projects, providing technical and issue specific expertise in the areas under the various technical assistance;
- Assist ETP Secretariat with a technical review of all project deliverables;
- Support with written or verbal explanations on the project, its scope and objectives, and intentions to accelerate energy transition;
- Participate in technical and other problem resolution activities and meetings, both online and in-person to ensure that the project is executed to the quality expected under international standard regarding each component of the project,
- 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 project, Identify and assess opportunities to enhance the quality and the comprehensiveness of the project and its delivery by the engaged consulting firm.
- Review/evaluate the project goals, objectives, timeline, budget, and any other relevant details.
- Research the technology that is being used in the project. This includes understanding the technology's capabilities, limitations, and any potential risks associated with its implementation.
- Assess the project plan to ensure that it is feasible and that it meets the project goals and objectives. This includes evaluating the project timeline, budget, and any other relevant details.
- Identify any potential risks associated with the project, such as technical, financial, or environmental risks.
- Develop recommendations for how to address any identified risks or to improve the project plan.
- Provide feedback on the project plan and any recommendations
- Developing and/or delivering technical training and capacity building for development partners or beneficiary communities
- Expert review on project technical outputs
- Inputs into technical documents and publications
- Support to the development of opportunities and project proposals

IV. Pre-Feasibility and Feasibility Studies and Assessments

The Consultancy Firm may be requested to provide project pre-feasibility and feasibility studies and site assessments, such as:

- Policy and institutional analysis, regulations and tool kits, governance and private public partnership assessments
- (Pre) Feasibility assessments (technical, economical, environmental, and financial) of proposed renewable energy and/or energy efficiency projects
- Review/evaluate the project goals, objectives, timeline, budget, and any other relevant details.
- Research the technology that is being used in the project. This includes understanding the technology's capabilities, limitations, and any potential risks associated with its implementation.
- Assess the project plan to ensure that it is feasible and that it meets the project goals and objectives. This includes evaluating the project timeline, budget, and any other relevant details.
- Identify any potential risks associated with the project, such as technical, financial, or environmental risks.
- Develop recommendations for how to address any identified risks or to improve the project plan.

4. Geographic Coverage

The locations of the coverage of this LTA are the following:

1. Indonesia (Lot 1)
2. The Philippines (Lot 2)
3. Vietnam (Lot 3)
4. ASEAN countries (Lot 4) must have experience in a minimum 3 ASEAN countries in order to be eligible under this lot.

UNOPS intends to appoint a selection of LTAs which will include firms that have multi-country representation and also local firms that could provide some of the requested services in specific countries. Each service provider should be able to provide service in **at least 1 lot listed above** and is encouraged to identify as many lots as possible that it has capacity/willingness to provide the service in the countries listed in this Terms of Reference.

Using the Returnable Schedule, bidders must indicate which services they intend to provide. All service types and sectors are included in the technical evaluation. For those countries selected, minimum experience is also required through the provision of project examples to be considered acceptable.

Although the focus of the provision of services is those countries listed above, UNOPS may wish to agree on services outside of the locations specified if appropriate and agreed upon by both parties in advance.

6. Personnel Requirements

Disciplines

To become eligible for award of LTA, bidders are requested to provide maximum daily rates for the provision of services under the following areas of expertise. Bidders are requested to provide prices for different experience levels as listed in the following section.

Bidders must ensure that the disciplines selected align with the services that they will offer.

Disciplines

Bidders must offer **at least 3 disciplines** from the following resources in **at least 2 experience levels (level 1 and level 2)**:

1. Legal Expert (energy)
2. Energy Market Specialist
3. Energy Policy Expert
4. Energy Efficiency Expert
5. Electrical Engineer
6. Data modeler (energy)
7. Data analyst (energy)
8. Energy Sector Forecasting Expert
9. Political Economist
10. Smart grids engineer
11. Information Systems Developer
12. Environmental Engineer/or specialist
13. Solar photovoltaic Energy Engineer
14. Wind energy engineer
15. Social & Sustainability Specialist
16. Sustainable/Climate Finance Specialist
17. Economist
18. Energy Regulatory Specialist
19. Energy efficiency expert
20. Regulatory Expert
21. Climate Change Policy Expert
22. Climate Mitigation Expert
23. Carbon Market Expert
24. Gender Equality and Social Inclusion Specialist

In addition to the above mandatory requirement, bidders are welcome to propose additional experts from the above list (either full-time or consultants) that may strengthen their application. Any additional experts submitted will be considered as part of the technical evaluation.

The financial evaluation will be based on the average price for positions which are offered in both Level 1 and Level 2 experts, in a minimum of 3 disciplines. Any other experts suggested will not be included in the financial evaluation.

Experience Levels

Experience Level 1 is a qualified person in the particular discipline with a minimum qualification of a Bachelor's degree in the area of technical specialty for the skill listed, with experience ranging from 1 to 7 years.

Experience Level 2 is a qualified person in the particular discipline with a minimum qualification of a Bachelor's degree in the area of technical specialty for the skill listed, with experience ranging from 8 to 15 years. A Masters degree is also preferred.

Experience Level 3 is a qualified person in the particular discipline with a minimum qualification of a Bachelor's degree in the area of technical specialty for the skill listed, with experience greater than 15 years. Experts at this level will serve as leaders in their discipline and must possess a professional license/certification in their engineering/architecture discipline.

Bidders should offer as many disciplines as possible, and at least 3 of them should be offered in 2 experience levels (Level 1 and Level 2).

Bidders must include CVs of the resources as outlined above. Different disciplines might be covered by the same person, provided that the person has the relevant experience and qualification as outlined in the CV and aligns with the Terms of Reference

For all Experience Levels 1, Expert Level 2, Expert Level 3 categories, a Master's Degree in relevant discipline may be substituted for 2 years of professional experience.

For technical disciplines in which the bidder does not possess technical expertise and will not provide services, the bidder shall insert "n/a" within the pricing schedule.

Pricing Schedule

Rates provided should be maximum daily rates, and valid for the initial three year LTA period. The LTAs may be extended for a further 2 years (3+2) subject to performance, continued need and competitive rates. If the LTA is extended for an additional two years beyond the initial three year period, then there will be an opportunity to agree revised maximum daily rates with UNOPS based on local market conditions and any recognised national official price indices, up to a maximum of 10%.

The actual rates used to undertake the provision of services under the LTA will be based on the actual resources required to undertake the assignment at the time of the agreement of the Call Off Order. These will be agreed with UNOPS and are expected to be less than the maximum rates to ensure overall engagement fees which are reasonable, competitive and in the spirit of fairness. UNOPS reserves the right to conduct a secondary bidding process to ensure value for money if required.

The maximum daily rates should be **inclusive** of all management and administrative overheads, and any fees, taxes, and insurances that may apply. All rates should be provided in USD.

Any expenses incurred for assignments undertaken will be agreed in advance and outlined in the Call Off Order, based on the following:

- Travel costs based on actual reimbursement
- General expenses based on [UN standard DSA rates](#) or other standard expenses rates, to be agreed on a case by case basis, provided they do not exceed the UN DSA rates.

In the event that UNOPS requests the provision of services that are not expressly listed in this document, but are related to similar services, the Parties may enter into a Call-off Order under this Agreement as long as the rates of the experts to provide such services are not higher than the maximum daily rates set out in the bidder's submitted Schedule of Rates.

7. Management of the LTA and Engagements under the LTA

It is expected that through the LTA, a long term collaboration is developed between UNOPS and the Consultancy Firm. This will be fostered through a proactive management approach. The LTAs will be coordinated through the UNOPS South East Asia and Pacific Multi Country Office.

Roles and responsibilities

Successful bidders should assign the following key roles:

1. **Consultancy Firm Authorized Signatory** - Person with authority to approve the overarching LTA contract as well as any Call Off Orders which fall under the LTAs on behalf of the Consultancy Firm. This should be an Experience at least Level 2 person.
2. **Consultancy Firm EAPMCO ETP LTA Coordinator** - Focal point for the Consultancy Firm for engagement and reporting
3. **Assignment Manager** - To be identified for each assignment to manage the actual services in any Call Off Order agreement

For UNOPS, the following roles are identified:

1. **UNOPS EAPMCO Director (or OiC Procurement DoA)** - The Multi Country Office Director, responsible for signing the LTA
2. **UNOPS EAPMCO ETP LTA Coordinator** - UNOPS EAPMCO SSU Procurement team, responsible for facilitating communication and engagement between the UNOPS requesting unit and the Consultancy Firms, coordinating the Consultancy Firm reporting and sharing lessons learned
3. **Assignment Manager** - The Project Manager for the requesting unit for the specific assignment, responsible for managing the engagement as per the agreement in the individual Call Off Order
4. **Assignment Procurement Authority** - The relevant procurement Authority for specific assignment, responsible for approving the individual Call Off Orders, subject to UNOPS Delegation of Authority

General Reporting & Coordination

An annual report shall be submitted by the bidder, within the last month of the year. Coordination meetings (by Video conferencing) may be requested to discuss issues, opportunities, and lessons learned as required.

Note, reporting and coordination for specific engagements will be agreed and outlined in the Call Off Order.

Engaging through Call Off Orders under the LTA

UNOPS will issue a specific Purchase Order, which includes attachment of the Terms of Reference containing the scope of work of the assignment for each Call-Off Order.

The following describes the basic process flow for engaging services:

1. A request made by the UNOPS requesting unit to the Consultancy Firm Focal point for interest and availability in a potential opportunity to provide services .
2. A Project Proposal may be developed to outline the details of the scope of services

3. If the proposal is accepted by UNOPS (in case of no secondary bidding) or if the bidders' proposal wins the secondary bidding exercise, UNOPS will issue a Purchase Order to formalize the engagement. The purchase order will be approved by UNOPS Procurement Authority, and must be signed by the Consultancy Firm's LTA Signatory
4. Upon acceptance and signing of the PO, the services and deliverables outlined therein will be provided to the agreed quality and within the agreed timescale.
5. The Consultancy Firm shall have an internal quality control/assurance system on the services provided. UNOPS reserves the right to spot check the deliverables received to verify the quality of the services. If necessary, the quality assurance process of the Bidder may be augmented to meet UNOPS requirements.

The quantities specified in any Purchase Order entered into under this Agreement must not be exceeded or decreased without the prior written authorization of UNOPS. Each Purchase Order may be terminated by the Parties in accordance with the Agreement. It is understood and agreed by the Parties that the termination of a Purchase Order shall not, in and of itself, affect the validity of this Agreement and any other Purchase Orders entered into under this Agreement.

8. Methodology & Approach

Quality Management

The bidder shall include a detailed discussion of the standard quality management methodology used by the firm to ensure services provided to UNOPS will maintain consistently high levels of technical accuracy and be appropriate for the context. Refer to Returnable Schedule 9.

The bidder's discussion of quality management shall include at a minimum:

- Bidder's approach to risk identification and mitigation
- Bidder's approach to ensuring that any submitted deliverable is in publishable english, public-facing, and accurate.
- Bidder's approach to integrating any reviews and adjustments/feedback received from UNOPS/ETP or designated 3rd party reviewers, on submitted deliverables.
- Any related international standards or certifications held by the organization
- Methodology of the bidder's approach to conduct technical reviews in the area of the bidder's subject-matter expertise
- Methodology for confirming coordination across multiple types of disciplines the bidder is applying under
- Methodology for embedding sustainability, gender inclusiveness and resilience principles

Sustainability & Gender

Bidders are requested to complete the DRiVE Supplier Sustainability Questionnaire.

The DRiVE (Delivering Responsibility in Vendor Engagement) questionnaire is part of UNOPS' commitment to sustainability and risk management in procurement, to ensure that UNOPS vendors operate responsibly and in accordance with high standards of integrity. This supplier self-assessment questionnaire is designed to give us a better understanding of how your company manages its impact, awareness and mitigation in these areas. The DRiVE submission is mandatory, but will not be scored as part of the evaluation process. However, please note that UNOPS reserves the right to verify the completeness and accuracy of information provided as part of our due diligence process and in the spirit of fostering an open and honest dialogue and continuous improvement.

The DRiVE questionnaire covers key sustainability topics related to the bidder's operations, including:

- Environmental - such as energy reduction, promotion of energy efficient and water efficient technologies, waste management (both solid waste and wastewater)
- Social - such as gender equality and inclusivity, and number of women at senior level in the organization. Women owned firms are strongly encouraged to apply.

Mainstreaming these sustainability principles into projects and assignment deliverables is also an important consideration, and this is covered in the Sustainable and Resilient Approach to Infrastructure section above.

In order to reduce the impact of excessive travel on the climate, services offered under this LTA will limit unnecessary travel by prioritizing teleworking where possible, and where travel cannot be avoided, every effort will be made to minimize the creation of emissions. All flights will be economy.

9. Subcontracting & Assignment

Subcontracting

The Consultant shall engage no subcontractor to perform any work or services in connection with this Contract without prior written approval from UNOPS. The approval by the UNOPS of the engagement of a subcontractor shall not relieve the Consultant of any of its obligations under this Contract or from its responsibility for the work or services performed by the subcontractor. The terms of any subcontract shall be subject to and in conformity with the provisions of this Contract. The term "subcontractor" includes any independent contractor or other person or entity with which the Consultant enters into an association, affiliation or relationship of any form for the purposes of performing work or services in connection with this Contract, other than an agent, servant or employee of the Consultant.

The sub-contractor personnel assigned for the work performed under this Long Term Agreement shall fulfill the minimum requirements of experience as outlined in this Terms of Reference.

Assignment

The Consultant shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Consultant's rights, claims or obligations under this Contract except after obtaining the prior written approval of the UNOPS.

10. General Notes

In submitting a tender proposal for these LTA's, the Consultancy Firm represents that it is qualified, ready, willing and able to provide some or all of the above multi-disciplinary consultancy services in some or all of the geographic locations above. At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation.

Successful bidders will be awarded a LTA with UNOPS under the terms of this ToR, the submitted Consultancy Firm proposal and UNOPS General Terms and Conditions. This will enable all future engagements to be made by direct appointment to provide services for specific projects or to country teams. In the event that UNOPS requests the provision of services that are not expressly listed in this ToR, but are related to similar services, or in countries not expressly listed in this ToR, the Parties may enter into a Call-off Order under this Agreement as long as the rates of the experts to provide such services are not higher than the maximum daily rates set out in the bidder's submitted Schedule of Rates.

All deliverables must be provided in English. Knowledge of local languages is an asset. Deliverables in other languages will be agreed on a case by case basis, and specified accordingly in the Purchase Order issued under the Long Term Agreement.

The services can typically be carried out in the Consultancy Firm's place of business and shall utilize electronic means of communication as the primary medium for transmission of data and associated reports, refer to Annex 2 of Section IV - LTA agreement for copyright of deliverables / reports. In some cases field visits or site visits may be requested to suit the services required.

11. 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. In case of JV, all JV members should fulfill this requirement	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none"> • Form B: Proposal Submission Form
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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>1. The organization should have a minimum of 3 years of continuous experience in delivering similar projects in the past with a track-record of success</p> <p>In case of a JV, the experience is calculated from the cumulative experience of the JV members</p>	<ul style="list-style-type: none"> • Certification of incorporation of the Offeror • Form F: Performance Statement Form
<p>2. Financial Capability</p> <p>The offeror has an annual turnover of minimum USD 150,000 in any one of the last [two (2)] years.</p>	<ul style="list-style-type: none"> • Copy of audited financial statements for the last [two (2)] years

C. Technical Criteria

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

- i. The maximum number of points that a bidder may obtain for the Technical proposal is 80 points. To be technically compliant, Bidders must obtain a minimum of 56 points
- ii. Minimum pass score: 70% of maximum 80 points = 56 points

Technical proposal points allocation:

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

Section 1: Offeror's qualification, capacity and expertise	Points	Sub-points
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1.1	Technical capacity, expertise and experience for requested Service Types Provide introduction to Consulting Firm's expertise and experience in delivering the services listed in the Schedule of Requirements		10
1.2	Understanding of local context	15	
	Capability and experience in the specific country selected		8
	Understanding of local context, and partnering up with a COUNTRY SPECIFIC entity to provide for the strategic consultation, translations; as well as the communications expertise		7
1.3	Management structure and management controls	5	
Total points for section		30	

Section 2: Proposed Methodology, Approach and Implementation Plan		Points	Sub-points
2.1	Bidder shall provide a detailed method statement (Max 10 pages, max 10 marks) which: 1. Describes clearly how it proposes to deliver the proposed services in a professional and technically competent manner, including review and assessment of the necessary deliverables.		10
2.2	The bidder shall include a detailed discussion of the standard quality management methodology used by the firm to ensure services provided to UNOPS will maintain consistently high levels of technical accuracy and be appropriate for the context.		10

	This section must include a plan detailing how the bidder intends to ensure oversight and quality assurance throughout the assignment (5 marks). Quality Assurance plan should include the bidder's approach to risk assessment, mitigation, and management (5 marks)		
Total points of the section		20	

Section 3: Team Composition and Gender Parity		Points	Sub-points
3.1	<p>Capacity and Experience of Team Proposed</p> <p>Bidders should offer as many disciplines as possible, and at least 3 of them should be offered in at least level 1 and level 2 experience levels. Bidders must include CVs of the resources as outlined above. Different disciplines might be covered by the same person, provided that the person has the relevant experience and qualification as outlined in the CV and aligns with the Terms of Reference.</p> <p>Breakdown:</p> <ul style="list-style-type: none"> • Relevance of personnel's education (6) • Relevance of personnel's past experience (6) • Relevance of the team proposed with service and sector offered (6) • Team's experience in countries where services are offered by bidder (6) 		24
3.2	The contractor must ensure gender-balance, having at least 25% of the proposed personnel consisting of women		2
3.3	Bidders must provide a practical plan for gender equality and social inclusion mainstreaming throughout the execution into the services and projects supported under the LTA		2
3.4	Bidder must submit a sustainability plan to include energy reduction, as well as other relevant approaches to sustainability practice within their organization		2
Total points for section		30	