**Section III: Returnable Bidding Forms - Financial Envelope**

**Request for Proposal (RFP) - Technical Support for Development and Impacts Assessment of Carbon Credit and Allowance Governance Mechanism in Vietnam**

**eSourcing reference:**  **RFP/2024/51515**

Note to Offerors: The following returnable forms are part of this RFP and must be completed and returned by offerors as part of their Proposal. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your proposal by uploading them against their specific Document Checklist in the UNOPS eSourcing system. Please ensure that the financial information in your proposal is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

This Section comprises the following Returnable Bidding Forms:

* Form C: Financial Proposal Form

**Form C: Financial Proposal Form**

RFP reference no: **RFP/2024/51515**

Name of Offeror: [insert name of offeror]

The Proposer is required to prepare the Financial Proposal following the below format and be submitted in an envelope separate from the rest of the RFP as indicated in the Instruction to Offerors. Please ensure that this form is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

The financial proposal must be submitted in **USD**

The Financial Proposal must be filled in in both Tables 1 and 2 below (for which the total amount should match), including provision of a detailed cost breakdown. Provide separate figures for each functional grouping or category. The format includes specific expenditures under Table 2, which may or may not be required or applicable but are indicated to serve as examples. Offerors may adjust the name of expenditures under Table 2 if necessary.

**Table 1: Cost breakdown per deliverable/output**

| **Item No.** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Total Price USD** |
| --- | --- | --- | --- |
| 1 | **D.1. Inception Report with a detailed work plan and organization of the project’s inception workshop\*** | 10% | [Please insert price] |
| 2 | **D.2. Report:** A report analysing the legal framework in Viet Nam and international experiences to identify different governance options for determination and development of the ETS governance options in Vietnam, with focus on the feasible options for the pilot operation during 2025-2027 period that reflects the most recent commitments under the NDC, net-zero and JETP. | 15% | [Please insert price] |
| 3 | **D.3. Report:** A report on assessing and modelling the impacts of ETS governance options in Vietnam, and the specific impacts of different governance options, on socio-economic and environmental aspects in order to provide the data-driven analysis and quantitative insights for determining the governance scheme for the ETS in Vietnam. | 30% | [Please insert price] |
| **D.4. Report:** A report on identification of carbon credit potential, potential demand from international markets and identification of various scenarios for trading of carbon credits and mitigation outcomes from Vietnam to the international market  As part of this 3rd payment, the consultant is required to plan, in consultation with ETP, and organize a public consultation\* to discuss D2-4. | [Please insert price]  15% |
| 4 | **D.5. Report:**  A report on the quantitative and modelling of the impacts of international trading of carbon credits and mitigation outcomes from Vietnam to the international market under different scenarios | 35% | [Please insert price]  15% |
| **D.6. Report:**A report on recommendations for the determination on optimal governance options and development of the credits and allowances governance policy to maximise the benefits and minimise the negative impacts  As part of this 4th payment, the consultant is required to plan, in consultation with ETP, and organize a public consultation\* to discuss D5-6. | [Please insert price]  20% |
| 5 | **D.7. Report: Final Report**  This deliverable requires a final workshop\*, planned and organized by the consultant. The final report is required to be submitted with a chapter on stakeholder engagement and consultation activities. | 10% | [Please insert price] |
| **Continuous - Contract Monitoring Requirement** | **Monthly Progress Report (Internal-facing reports) - Monthly submission**  In addition to the listed deliverables, the consultant will need to provide monthly progress reports as per the provided template. Failure to submit this report will result in the payments being withheld. |  | [Please insert price] |
| **Total financial proposal for personnel costs (USD)** | | | **[Insert total lump sum price]** |
| **Total financial proposal for non-personnel costs (USD)** | | | **[Insert total lump sum price]** |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | **[Insert total price]** |

*\** ***Importance****: The consultant shall handle all tasks related to the workshop\* including organising the logistics, inviting participants and speakers, booking the venue, and executing the actual workshop. Bidders shall provide a breakdown of all non-personnel costs per workshop in the financial proposal. The payment for logistical arrangements for the workshop will be released as a lump sum together with corresponding deliverable. A prorated payment will be made if the actual number of participants or the days do not fulfill the minimum requirements stipulated in the TOR.*

**Table 2: Cost breakdown per component**

Offerors are requested to provide the cost breakdown for the above-given prices based on the following format. UNOPS shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties agree to a contract amendment in the future.

| **Cost Component** | **Qty**  **(number of days)** | **No. of Personnel** | **Remuneration per Unit**  **(daily rate)** | **Total Rate for the Period (USD)** |
| --- | --- | --- | --- | --- |
| **Personnel costs (lump sum payment)** | | | | |
| 1. Team Lead |  |  |  |  |
| 1. Carbon Market Expert |  |  |  |  |
| 1. Impact Assessment Expert |  |  |  |  |
| 1. Data Modelling Expert |  |  |  |  |
|  |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty** | **Unit Rate** | **Quantity (Pax)** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs** | | | | |
| **Organise one inception workshop under deliverable 1 (Half-day, 70 participants)**  Please provide a breakdown of all non-personnel costs as per the requirements stated in the TOR. | | | | |
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| **Organise two public consultations under deliverable 4 and deliverable 6 (Half-day, 70 participants)**  Please provide a breakdown of all non-personnel costs as per the requirements stated in the TOR. | | | | |
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| **Organise one final workshop (Half-day, 70 participants)**  Please provide a breakdown of all non-personnel costs as per the requirements stated in the TOR. | | | | |
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| **Other non-personnel costs, if applicable (provide details)** | | | | |
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|  |  |  |  |  |
| **Total non-personnel costs (USD)** | | | |  |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | |  |

**NOTE:**

1. **Total amount in table 1 and total amount in table 2 should be the same**
2. **In case applicable tax is included, please provide a separate line for the tax**
3. **The bidder is required to propose the costs for the non-personnel as per the requirements stipulated in the TOR.**
4. **The bidder is required to propose a per diem rate with a consideration that the UN DSA rate is the ceiling allowance. Please refer to the official UN DSA on** <https://icsc.un.org/>

The discounts offered, if applicable, and the methodology for their application are:

* **Discounts**: If our proposal is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]
* **Methodology of application of the discounts**: The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];

**List of subcontractors or suppliers**

Offeror must identify the names of all subcontractors/suppliers who will be providing good/services under this contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of Offeror***] to sign this Proposal and bind [***insert full name of Offeror***] should UNOPS accept this Proposal:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_