

## Technical Support for the Design and Pilot of the Voluntary Carbon Labelling Scheme in Vietnam



### Terms of Reference

Recent GHG reporting obligations in Vietnam under the Revised Law on Environment, along with GHG emission standards and policies introduced by the international community such as Carbon Border Adjustment Mechanism (CBAM), are putting pressure on the private sector in Vietnam to track, inventory, disclose, and reduce GHG emissions resulting from their operations. In addition to mandatory requirements, international corporations are increasingly adopting voluntary GHG reporting standards and setting GHG reduction targets for their supply chain emissions.

The technical assistance aims to provide input for the Ministry of Natural Resources and Environment to establish a voluntary carbon labelling scheme and prepare readiness to the private sector in carbon accounting and carbon emission reduction under the new international climate policy and investment. A certification scheme aligned with international standards under the voluntary scheme will recognize company emissions and emissions reductions domestically and globally, thus, contributing to the national NDC implementation as well as providing incentives to the private sector to decarbonize their supply chain.

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## I. Introduction

1. The Southeast Asia Energy Transition Partnership (ETP) brings together governments and philanthropies to work with partner countries in the region. ETP supports the 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 (SDGs) and the Paris Agreement objectives, 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 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) knowledge and awareness building.

## II. Summary

2. The technical assistance aims to provide input for the Ministry of Natural Resources and Environment (MONRE) to establish a voluntary carbon labelling scheme and prepare readiness of the private sector in carbon accounting and carbon emission reduction under the new international climate policy and investment. A certification scheme aligned with international standards under the voluntary scheme will recognize company emissions and emissions reductions domestically and globally, thus, contribute to the national NDC implementation as well as to provide incentives for the private sector to decarbonize their supply chain.

## III. Project Details

### A. Rationale

3. Vietnam ratified the Paris Agreement on November 3, 2016, committing to reduce greenhouse gas (GHG) emissions. In 2022, Vietnam updated its targets, aiming for a 15.8% reduction in emissions without conditions and a 43.5% reduction with conditions by 2030 compared to a Business-As-Usual scenario. At the 26th Conference of Parties to the UNFCCC (COP26), Vietnam affirmed its commitment to implementing strong GHG reduction measures, with an ambitious target of achieving net-zero emissions by 2050 through a combination of domestic efforts and international support, particularly from developed nations.
4. In response to these commitments, the Vietnamese government has enacted a series of decrees, circulars, and policies designed to reduce GHG emissions and foster the development of a domestic carbon market, which is crucial for realising the nation's net-zero goal. To support this initiative, ETP has been actively collaborating with MONRE and the Ministry of Finance (MOF). ETP's involvement includes assisting the Department of Climate Change (DCC) in emissions trading system simulations, designing carbon pricing mechanisms, launching

voluntary labelling programs, and exploring opportunities to integrate Vietnam's domestic emissions trading system (ETS) with international markets. Concurrently, ETP is working with MOF to identify and address legal, financial, and infrastructural gaps in the carbon trading exchange through technical assistance and capacity-building initiatives.

5. Amidst these domestic efforts, Vietnamese businesses face increasing international pressure to monitor, report, and reduce their GHG emissions. Central to this pressure is the implementation of policies such as the Carbon Border Adjustment Mechanism (CBAM), which requires private sector entities to align with global emission standards to maintain their competitiveness in the export market. The failure to comply with these standards could jeopardize their market positions, underscoring the critical role of CBAM and similar mechanisms in driving emission reductions within the private sector.

## **B. Impacts**

6. This technical assistance is to provide MONRE with the necessary support to introduce a policy on voluntary carbon labelling, while simultaneously preparing the private sector for carbon accounting and emission reduction under the new international climate policy. Carbon labelling is a practice aimed at reducing GHG emissions and promoting low-carbon technologies by quantifying emissions throughout a product's lifecycle and displaying this information for consumer transparency.
7. For businesses, carbon labelling offers significant advantages, even without mandatory requirements. Many companies have voluntarily adopted carbon labelling to cut emissions, improve their business models, and identify both risks and opportunities. By implementing carbon labels, businesses can track and report their environmental impacts, which facilitates progress tracking, efficiency improvements, and waste reduction. Moreover, transparent communication through carbon labels fosters consumer trust and loyalty, attracting environmentally conscious customers and driving demand for greener products. This not only contributes to a sustainable economy but also allows businesses to align with consumer preferences and gain a competitive edge in a market increasingly focused on sustainability.
8. The technical assistance will also enhance the capability and knowledge of various stakeholders in implementing actions to reduce climate change impacts. Specifically, it will support MONRE in introducing and building capacity for certification and verification mechanisms aligned with international standards. A certification scheme under the voluntary program will recognize company emissions and emissions reductions both domestically and globally, contributing to the national NDC implementation and providing incentives for the private sector to decarbonize their supply chains.

## C. Objectives, Outcomes, and Outputs

6. The general objective of this technical assistance is to provide design input to MONRE to establish a voluntary labelling program and pilot this program for carbon emission and emissions reduction disclosure in the selected sector.
7. The specific objectives of this technical assistance include:
  - a. Assess Vietnam legal context and existing institutional arrangement as well as technical capabilities for introducing an effective carbon labelling program and mapping the relevant stakeholders.
  - b. Analyse existing international carbon labelling schemes and climate action related ranking/reward system through two countries or business association case studies to promote private sector engagement in climate actions. Gaps analysis and capacity building needed for different stakeholders to implement a carbon labelling program will be proposed to MONRE.
  - c. Design a voluntary carbon labelling program which must be aligned with Vietnam policy on climate mitigation, to achieve the NDC target and support the decarbonization in the industry supply chain. The design should include (1) technical aspect: mission, vision, scope, the approach & methodology; (2) certification and verification scheme; (3) institutional set up and implementation procedure; (4) implementation plan; and (5) capacity building program.
  - d. Define criteria for selecting a sector to pilot the scheme and implement the pilot activities with an innovative approach to engage with the private sector.
  - e. Consult the design with relevant stakeholders and provide recommendations on technical and institutional components of the carbon labelling program, mechanism to encourage/incentivise companies to participate in the carbon labelling program. An implementation plan which details institutional arrangement, the capacity building needs and the timeline for each step will be developed.
  - f. Implement awareness raising and communication activities to promote the carbon labelling program for energy-intensive export sectors of Vietnam, particularly sectors impacted by international regulations, such as CBAM.
8. The specific activities and expected outputs are described in section III. The primary outputs of this project are:
  - a. A report analysing the legal framework in Viet Nam and current ongoing efforts and incentives to Vietnam's private enterprises for taking climate mitigation actions. The report will also provide an assessment of international experience on the voluntary carbon labelling scheme; Gaps analysis and capacity building needed for different stakeholders to implement a carbon labelling program.
  - b. A training report recording key components of the study and lessons learned for Vietnam.

- c. A report proposing the design of a voluntary carbon labelling program and a detailed implementation plan for the pilot phase and consultations notes with relevant government agencies.
- d. A report on the detailed result of the pilot phase in the selected sector and summarises all training and awareness raising activities.
- e. A policy recommendation with a roadmap and key design elements for a carbon labelling program including a list of consulted stakeholders and reporting of events. An implementation plan which details institutional arrangement, incentive mechanism, the capacity building needs and the timeline for each step will be developed.

## D. Sustainability and Gender Mainstreaming

- 9. ETP is committed to promoting and supporting gender mainstreaming in its project implementation. The technical assistance shall be inclusive of the invited stakeholders during the consultation and seek a balanced representation of women. The implementing partner should identify the implications, its outputs, and contributions to gender equality in the project activities. This task shall be accomplished through a clear methodology and approach.

## IV. Deliverable

- 10. In line with the outputs and outcomes expected from this technical assistance, this section provides additional information on specific deliverables and activities required.
- 11. Table 1 outlines the key deliverables and associated activities which are expected in this technical assistance. Additional details about each deliverable follow Table 1.

**Table 1. Deliverables and Implementation Timeline**

Milestone	Deliverable (D)	Estimated Timeline	Payment (%)
1	<b>D1.</b> Inception report with a detailed work plan and organisation of inception workshop.	Month 1	15%
2	<b>D2.</b> A report analysing the legal framework in Vietnam and existing institutional arrangement as well as technical capabilities for an effective carbon labelling program; assessment international experience on voluntary carbon labelling scheme; gaps analysis and capacity building needed for different stakeholders to implement a carbon labelling program.	Month 5	15%

3	<p><b>D3.</b> A report proposing the design of a voluntary carbon labelling program and a detailed implementation plan for the pilot phase and consultations notes with relevant government agencies.</p> <p>As part of this deliverable, the consultant is required to plan, in consultation with ETP, and organise a public consultation workshop to discuss D2-4.</p>	Month 10	20%
4	<p><b>D4.</b> A report on the detailed result of the pilot phase in the selected sector and summarises all training and awareness-raising activities.</p> <p>Two capacity-building workshops will be organized for enterprises participating in the pilot labelling activities.</p>	Month 15	20%
5	<p><b>D5.</b> A policy recommendation with a roadmap and key design elements for a pilot labelling program including a list of consulted stakeholders and reporting of events. An implementation plan which details institutional arrangement, incentive mechanism, capacity-building needs, and the timeline for each step will be developed.</p>	Month 15	20%
6	<p><b>D6.</b> Final report and final workshop</p> <p>The final report will provide a summary of the key output of the assignment, which should include key components of the carbon labelling design as per D2-5 and can serve as the high-level document, to support MONRE in policy development.</p> <p>This deliverable requires a final workshop, planned and organised by the consultant.</p>	Month 16	10%
Contract Monitoring Requirement	<p>- <b>Monthly Progress report</b></p> <p>- <b>Quarterly RBMF data update</b></p>	Submission in the ETP's provided template	N/A



## D1. Inception Report

12. The consultant must prepare an inception report with a detailed work plan and mobilise the necessary resources, ensuring the expectations of ETP are aligned with the understanding of the project from the consultant. The inception report should contain, **as a minimum**:
  - a. Introduction and project background
  - b. Scope of services
  - c. Methodology and work plan, including approach, methodology, and project Gantt chart
  - d. A detailed approach as to how each deliverable will be met and what each submission will contain
  - e. Results of the audience mapping and analysis and communication/ outreach plans
  - f. A donor coordination strategy
  - g. Technical Assistance management inclusive of organisational chart detailing key personnel, their roles, and responsibilities, as well as their locations (strong in-country team and project management is expected)
  - h. Gender mainstreaming
  - i. Risks, mitigations, and assumptions
13. The consultant will be required to develop communications and dissemination products from the project. The communications products form the contractual requirements from the ETP for every contract managed. The consultant is responsible for drafting a detailed communications plan which will be embedded in the Inception Report. The consultant is required to submit the communication products along with the required deliverables indicated below. The minimum requirements for the project communications materials are as follows:

**Table 2. Project Communication Requirements**

No.	Communications Items	Quantity
1	<b>Social media posts</b> The Consultant will provide texts (approx 100 words) and photos (minimum 2). The ETP team will publish the content on ETP's social media sites ( <a href="#">LinkedIn</a> , <a href="#">Facebook</a> , <a href="#">Twitter</a> ),	1 post per platform per public workshop/event
2	<b>Press Releases</b> The Consultant will compile texts (approx 500 words), following which the ETP team will publish the press release on ETP website.	1 per public workshop/event
3	<b>Articles for ETP Website</b> The Consultant will compile texts, following which the ETP team will publish the article on ETP website. The articles must be impactful and engaging, and	2 - including 1 by mid project, and 1 upon project completion



	capture key project activities and impact. Each article must be submitted with a minimum of 3 high-quality photos/graphics.	
4	<b>Project wrap-up presentation</b> A 15-20 minute recorded presentation (with slide deck) summarising key highlights of the project. The recording will be featured on the ETP website as a knowledge item.	<b>1</b> upon project completion
5	<b>Database of project photographs from events/activities</b>	<b>15-20</b> high-quality images per workshop/event/activity, inclusive of 'action shots' capturing key speeches, activities and participant engagement

14. **Inception Workshop<sup>1</sup>:** As part of this deliverable, the consultant is required to conduct an inception workshop to introduce the objectives, expected outcomes, and outputs of the technical assistance, key stakeholders, and its implementation plan.
- The workshop will be in hybrid mode and located in Hanoi
  - Duration: Half day with a coffee break, no lunch.
  - Invitees: The expected number of participants is 30 people from ETP, DCC, and relevant ministry stakeholders.
  - The Consultant will collaborate with ETP and DCC regarding all stakeholder engagement activities and consultation workshops/meetings with key stakeholders.
  - The content of workshops and the list of participants must be discussed and agreed upon with ETP and DCC before the organisation of the event and in line with the communication and consultation plan. Gender and social inclusion considerations have to be taken into consideration. At least 30% of the participants must be women representing different stakeholder groups.
15. After the stakeholder workshop, the consultant is required to **submit a post-workshop report** that should contain the following components:
- Description of the workshop (e.g., background, objective, organisation)
  - Workshop agenda and participant components

<sup>1</sup> The consultant is expected to handle all tasks related to the inception workshop including organising the logistics, inviting participants and speakers, booking the venue and executing the actual workshop. The workshop will be reimbursed against the actual up-to-the-ceiling price proposed in the bidding costs. The consultant is required to propose in the financial proposal the non-personnel costs associated with consultation and dissemination workshop participation. The non-personnel costs will be reimbursed against the actual up-to-the-ceiling price proposed in the bid. A detailed breakdown of international travel and other foreseeable costs should be provided to guide actual reimbursement.

- c. Workshop proceedings (e.g., summary of presentations, key points raised, important insights, significant outcomes or decisions)
- d. Gender considerations
- e. Stakeholder engagement
- f. Monitoring and implementation
- g. Media and communication
- h. Conclusion and next steps

**D2. A Report analysing the legal framework in Vietnam and existing institutional arrangement as well as technical capabilities for an effective carbon labelling program, assessing international experience on voluntary carbon labelling scheme; gaps analysis and capacity building needed for different stakeholders to implement a carbon labelling program**

16. During this phase, the consultant will stock-take the on-going efforts and incentives to Vietnam's private enterprises for taking climate mitigation actions, climate reporting, ESG and its information disclosure, and mapping the relevant stakeholders. The consultant will survey the information from the private sector if relevant. In addition, an assessment of the Vietnamese context for an effective carbon labelling program will be conducted.
17. One or two countries or other business associations case studies will be investigated to explore similar schemes and non-fiscal incentive modality (climate action-related ranking/reward system) as well as reward systems existing in Vietnam related to carbon reporting to promote private sector engagement in climate actions and compile modalities and lessons. The consultant will investigate the international requirement on climate actions and climate reporting, focusing on supply chain carbon emission management.
18. The international experience should include a review of international standards and protocols for environmental reporting and certification. The international experience should also involve engagement with international partners when relevant.
19. Based on the stocktaking, the consultant will identify gaps and capacity-building needs for different stakeholders to implement a carbon labelling program in Vietnam. In addition, the consultant must consult the findings from the needs assessment to relevant stakeholders.

### **D3. A report proposing the design of a voluntary carbon labelling program and a detailed implementation plan for the pilot phase and consultations notes with relevant government agencies**

20. During this phase, the consultant will propose a design of a voluntary carbon labelling program which is suitable for Vietnam's private enterprises for taking climate mitigation actions and its GHG information disclosure in Vietnam. The design of the program should include at least (1) technical aspects: the value chain scope, the approach and methodology and the design of the carbon labels; (2) institutional arrangement; (3) implementation plan and (4) capacity building program.
21. Based on the design of the voluntary carbon labelling program, the consultant will propose a detailed work plan for the pilot program to be implemented during the next phase. The work plan should take into account the following key aspects: stakeholder management; program schedule; private sector involvement; training for private sector; stakeholder engagement plan, selection criteria, evaluation process and verification process.
22. The design is to be consulted with key stakeholders, mostly MONRE/DCC. A public consultation workshop<sup>2</sup> will be organised to gather comments from different stakeholders, both public and private sectors on the proposed design and implementation of the program for further improvements.

### **D4. A report on the detailed results of the pilot phase selected sector, event and workshop notes**

23. Upon approval from MONRE/DCC and ETP, the consultant will pilot the design scheme in one selected sector. A detailed plan for conducting the pilot will be prepared and submitted to MONRE/DCC and ETP before the actual pilot implementation.
24. During the pilot, an effort must be carried out to engage with participating enterprises and to motivate the private sector to participate in the voluntary carbon labelling program. Concept notes must be approved by MONRE/DCC and ETP before launching. Innovative approaches to engage the private sector will be preferable.

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<sup>2</sup> The consultant is expected to handle all tasks related to the consultation workshop including organising the logistics, inviting participants and speakers, booking the venue and executing the actual workshop. The workshop will be reimbursed against the actual up-to-the-ceiling price proposed in the bidding costs. The consultant is required to propose in the financial proposal the non-personnel costs associated with consultation and dissemination workshop participation. The non-personnel costs will be reimbursed against the actual up-to-the-ceiling price proposed in the bid. A detailed breakdown of international travel and other foreseeable costs should be provided to guide actual reimbursement.

25. Based on the needs assessment under Phase 2, the consultant will propose a list of topics for training and capacity building to MONRE/DCC. Two training and capacity-building workshops will be organised for different stakeholders including the private sector, financial institutions, consumers, and industrial associations. These hybrid workshops will be held in Hanoi and Ho Chi Minh City, following the format below:
- a. A half-day hybrid session with a coffee break, no lunch.
  - b. The expected number of on-site participants is a maximum of 50.
  - c. Gender consideration: At least 30% of participants need to be women. All key stakeholders related to the topic, particularly governmental entities, should be engaged. Journalists should be invited also to promulgate the findings of the workshop.
  - d. The training topics should be consulted and approved by ETP and DCC beforehand.
26. The consultant will propose a method to conduct awareness-raising activities to promote the concept of voluntary carbon labelling as well as to motivate the private sector to implement carbon management and invest in solutions to reduce/offset GHG emissions. The results of the pilot program will be summarised in a final evaluation report.

#### **D5. A policy recommendation with a roadmap and key design elements for a pilot labelling program**

27. The consultant will prepare a final technical document with a roadmap and key design elements for a pilot labelling program. An implementation plan which details institutional arrangement, incentive mechanism, capacity-building needs, and the timeline for each step will be developed.
28. The consultant will provide ad-hoc support and technical input for legal documents when appropriate.
29. The Design of the voluntary carbon scheme as well as the pilot result will be consulted with different relevant stakeholders through workshops and roundtable discussions. A final workshop will be organised to distribute the final results of the pilot phase as well as the design of the voluntary carbon labelling scheme.

#### **D6. Final report and final workshop**

30. The consultant prepares a final, comprehensive document summarising the results of the analysis, consultations, and the recommended actions for Vietnam. The executive summary of the report should be designed and written as a 5-7 policy brief which highlights key insights and recommendations for the readers who are policymakers.
31. The report submitted to ETP/UNOPS would include **at a minimum** the following components:

- i. **Executive summary**
  - ii. **Introduction and background of the technical assistance**
  - iii. **Key insights of the Vietnam regulatory framework analysis, gaps analysis and international experience in carbon labelling** based on the D2 report
  - iv. **Key recommended design elements of the pilot carbon labelling program for Vietnam** based on the D3 report
  - v. **Key results of the pilot and its implications** for the development and management of the national carbon labelling program based on the D4 report
  - vi. **Key policy recommendations** based on the D5 report
  - vii. **Conclusion and recommendations/ next steps**
32. The consultant will organise the final stakeholder workshop<sup>3</sup> to communicate and discuss the key outcomes of the project and gather feedback and recommendations for upcoming phases/ projects. After the workshop, the consultant will need to revise the final report to incorporate further findings and recommendations.
- a. A half-day hybrid session with tea break, no lunch, located in Hanoi
  - b. The expected number of on-site participants is 50
  - c. At least 30% of participants need to be women
  - d. All key stakeholders related to the topic, particularly governmental entities, should be engaged. Journalists should be invited also to promulgate the findings of the workshop.
33. After the workshop, the consultant is to issue a report on the workshop. The post-workshop report should provide a comprehensive summary of the workshop proceedings, discussions, and outcomes. Here are the key elements that the report should contain:
- a. Description of the workshop (e.g., background, objective, organisation)
  - b. Workshop agenda and participant components
  - c. Workshop proceedings (e.g., a summary of presentations, key points raised, important insights, significant outcomes or decisions)
  - d. Gender considerations
  - e. Stakeholder engagement
  - f. Monitoring and evaluation

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<sup>3</sup> The consultant is expected to handle all tasks related to the final stakeholder workshop including organising the logistics, inviting participants and speakers, booking the venue and executing the actual workshop. The workshop will be reimbursed against the actual up-to-the-ceiling price proposed in the bidding costs. The consultant is required to propose in the financial proposal the non-personnel costs associated with consultation and dissemination workshop participation. The non-personnel costs will be reimbursed against the actual up-to-the-ceiling price proposed in the bid. A detailed breakdown of international travel and other foreseeable costs should be provided to guide actual reimbursement.

- g. Media and communication
- h. Conclusion and next steps
- i. Annexes (supporting materials such as slides of the presentations, workshop handouts, participant list, list of comments, etc.)

**Contract Monitoring Requirement:**

- 34. In addition to the listed deliverables, the consultant is required to submit monthly progress reports and update the RBMF data on a quarterly basis. Failure to do so may result in the payments being withheld.
- 35. The monthly progress report includes a concise narrative (in short bullet points) of the completed activities contributing towards the milestones and the indicative next steps. It serves as the monitoring report between the consultant and ETP.
- 36. The monthly progress report includes the following standard items:
  - a. General progress update
  - b. Updated Gantt chart
  - c. Risk identification and mitigation
  - d. Communications activities and materials
- 37. The final monthly progress report will include the above items and the following:
  - a. Summary of lessons learned from the project implementation
  - b. Recommendations on potential next steps to build on this project
- 38. On a quarterly basis, the consultant is required to provide the updated results against the Results Based Monitoring Framework (RBMF) in a provided template. The data must be gender-disaggregated, where applicable.
- 39. The templates (Excel spreadsheet) for both the monthly progress report and RBMF will be shared at the project kick-off stage.

**Other key information to be considered:**

- A public-facing, publishable Executive Summary (no more than 2 pages) in professional English must be submitted with each deliverable.
- A public-facing, catchy PowerPoint presentation highlighting key information must be submitted with each deliverable
- All the deliverables and presentations must be submitted in English and Vietnamese, the local language.
- All deliverables are subject to review by ETP and beneficiary entity(ies) where applicable, before approval. If there are comments and suggestions, the deliverables need to be revised accordingly before payment is released.

- The consultant is required to submit plans for consultation meetings to the ETP team, and ETP team might attend these. All meeting minutes should be documented and submitted to ETP.
- The consultant is required to update the results and achievements of the technical assistance following the agreed project-level Results-Based Monitoring Framework, as per the approved template. All results, where applicable, must be gender disaggregated
- The consultant is required to organise and execute all aspects of the workshops including organisation and logistics.
- The consultant, or an active organisation within the applying consortium, must have full-time in-country presence.
- Any costs associated with workshops, etc. are reimbursable based on actual expenditure.
- The consultant must consider and highlight specific gender considerations in their proposal.
- The consultant must be available to attend 1 in-person workshop with the ETP secretariat in the region. The costs for this will be covered outside the financial scope of this proposal.

## IV. TIMELINE

41. The technical assistance will require 18 months. The actual timeline will be presented by the consultant and agreed upon in the Inception Report.

**Table 3. Proposed timeline of the project's deliverables**

DELIVERABLES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
D1. Inception Report with a Detailed Work Plan																		
D2. A report of the legal framework in Viet Nam and Gaps analysis and capacity building needed to implement a carbon labelling program.																		
D3. A report proposing the design of a voluntary carbon labelling program and a detailed implementation plan. The report is presented in a public consultation workshop for public comments.																		



## V. Key Beneficiaries

#### Table 4. List of beneficiaries of this technical assistance

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	various stages of a product's lifecycle, including raw material extraction, processing, transportation, production, use, and disposal.	their carbon footprint, which, in turn, sustains their business operation, promotes consumption loyalty, and expands their markets to developed countries.
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## VI. Results-Based Monitoring Framework

### Technical support for the design and pilot of the voluntary carbon labelling scheme in Vietnam

#### IMPACT

Climate action plans w.r.t. climate agreement targets and commitments

#### OUTCOME

1. Strengthened RE and EE policy enabling environment
4. Increased development of and accessibility to RE/EE knowledge

#### OUTPUT

- 1.1 National RE and EE policies, regulations, standards, and energy plans reflect a clear commitment to Energy Transition agenda and integrated into sectoral plans to contribute to the achievement of Paris Agreement
- 4.1. Stakeholders (relevant Government entities, Public sector companies, Financial institutions, Private entities, Academia, and Consumers) involved in the RE/EE value chain, are knowledgeable and better informed to advance the energy transition agenda.

INDICATORS	TARGETS
IN 1.1-02.2 - No. of RE and EE policies, laws, regulations, and/or technical standards revised and adopted by the government entities	1 Recommendation for formulation of regulatory framework on carbon labelling.
IN 4.1-01 - No. of studies, research, new evidence gathered and published, for raising awareness, improving knowledge base, driving decisions, and dissemination	Two studies of the country's context, international experience and recommendations for design and implementation of the national carbon labelling program in Vietnam.
IN 4.1-02 - No. of training, knowledge sharing events, and/or awareness workshops organised at	3 training and awareness raising events

national and regional levels building institutional capacity and knowledge networks?

IN 4.1-02 A - Total no. of attendees

150 attendees

IN 4.1-02 B - Total no. of female attendees

45 women

IN 4.1-04 - Total no. of entities supported through Technical Assistance

1 Entity

IN 4.1-04 - No. of articles, press-releases on social-media, and mass-media, for outreach

6 articles and press releases on the technical assistance activities to be published during implementation.

## ACTIVITIES

Desk studies and recommendations for establishment of regulatory framework for the 1st national carbon labelling program in Vietnam.

## VII. Qualification and Experience of the Service Provider and Evaluation Criteria

### A. Qualification and Experience of the Service Provider

43. The consultant's project team should demonstrate the capacity to execute the works and should include all essential roles filled with personnel with relevant experience. CV's of the personnel proposed should be used to verify this information.
44. The following are the minimum positions that should be included on the team. Bidders should make an assessment of the additional positions needed (if any) to complete the assignment as per the Terms of Reference:
  - Team leader: 1 person
  - Carbon labelling expert: 1 person
  - Climate Policy expert: 1 person
  - Energy and Industry Expert: 1 person
  - Communication expert: 1 person

45. The minimum requirements per position are stated in the Evaluation Criteria, under Technical Criteria section 3.
46. The bidder should also assign a Contract Manager who would liaise on the non-technical part of the contract implementation, including coordination, liaising with key counterparts, and liaising with UNOPS on the submission of invoice and payment-related documents.
47. Considering the importance of close coordination with stakeholders in Vietnam, it is expected that the team proposed consists of consultant(s) who understand the local context in Vietnam.

## B. Evaluation Criteria

### Eligibility and Formal Criteria

1. The criteria contained in the table below will be evaluated on **Pass/Fail** basis and checked during the 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 the case of JV, all JV members should fulfill this requirement	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.  Bidders must strictly adhere to the GCC. Any deviations or proposed amendments will be grounds for disqualification.	Form B: Proposal Submission Form

## B. Qualification Criteria

2. The criteria contained in the table below will be evaluated on **Pass/Fail** basis and checked during the 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 with government agencies or multilateral organisations in the past with a track record of success.</p> <p>Each member of the JV must satisfy the above requirement.</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, climate change policies, carbon management, supply chain carbon emissions, and past working experience in relevant similar topics in Vietnam.</li> <li>• The entity should demonstrate familiarity with Vietnamese and international regulations on carbon reporting and carbon emission reduction schemes.</li> <li>• The entity should demonstrate extensive experience in researching and producing technical reports on the subject matter.</li> <li>• The entity's experience working with government agencies/ multilateral organizations/ UN organisations 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
<p>3. Financial Capacity/financial stability: Bidders should have a minimum annual turnover of 350,000 USD in any of the past 2 years.</p> <p>In the case of a joint venture, annual turnover is calculated based on the total annual turnover of the JV members.</p> <p>The bidder has sufficient liquidity, demonstrated by the ratio of "average current assets / current liabilities" over the last two (2) years which must be equal to or greater than one (1) or the bidder has access to a line of credit or bank overdraft or other financial means to meet a working capital/cash flow requirement of USD 350,000 (should the bidder be selected).</p>	The bidder should submit an audited financial statement/ financial statement verified by a chartered accountant/ Tax declaration statement to the local government, or any similar documents accepted by the local authorities

### C. Technical Criteria

3. Technical evaluation will be carried out to bids that pass the eligibility, formal and qualification criteria, with requirements as follows:
  - The maximum number of points that a bidder may obtain for the Technical proposal is 70. To be technically compliant, Bidders must obtain a minimum of 49 points
  - Minimum pass score: 70% of maximum 70 points = 49 points

### Overall Technical proposal points allocation

Section number/description		Points Obtainable
1	Offeror's qualification, capacity, and expertise	25
2	Proposed Methodology, Approach, and Implementation Plan	25
3	Key Personnel Proposed and Sustainability Criteria	20

Total Technical Proposal Points	70
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### 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 organisation, including the year and country of incorporation, and types of activities undertaken, including the relevance of specialised knowledge and experience on similar engagements done in the past. Bidders partnering up with a Vietnamese entity to provide strategic consultation and translations; as well as communications expertise is considered a valuable asset.</p> <p>(Max 4 pages written text plus 1 Matrix )</p>	23	
	<p>Experience in projects of comparable size, type, complexity, and technical specialty in Vietnam</p> <ul style="list-style-type: none"> <li>- Projects of Comparable size - <b>3 points</b></li> <li>- Project type - <b>3 points</b></li> <li>- Project complexity - <b>3 points</b></li> <li>- Project technical specialty - <b>3 points</b></li> </ul>		12
	<p>Experience in providing similar services, especially in Vietnam, and demonstration of good network and experience in engaging with diversified stakeholders and organising consultation/engagement activities for industrial in Vietnam</p> <ul style="list-style-type: none"> <li>- Providing similar service in Vietnam - <b>5 points</b></li> <li>- Demonstration of good network and experience in engaging with diversified stakeholders and organising consultation/engagement activities for industrial in Vietnam - <b>6 points</b></li> </ul>		11
1.2	<p><b>General organisational capability which is likely to affect implementation: management structure, and project management controls.</b></p> <p>(Max 4 pages written text)</p>	2	



Section 1: Offeror's qualification, capacity and expertise		Points	Sub-points
	<p>1. Management structure, management controls, and the extent to which any part would be subcontracted.</p> <p>In the case of a JV, there is a clear designation of roles and responsibilities between the JV members.</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	<b>Description of the Offeror's approach including risk(s) and mitigation measure(s), and methodology for meeting or exceeding the requirements of the Terms of Reference</b>	15	
	<p>1. Description of the offeror's approach to:</p> <ul style="list-style-type: none"> <li>- conduct the needs assessment, consultation events/ workshop</li> <li>- select and engage potential target groups and key stakeholders</li> </ul>		5
	<p>2. Description of the Offeror's approach to</p> <ul style="list-style-type: none"> <li>- Design the voluntary carbon labelling scheme (technical design element, institutional setup, and implementation plan).</li> </ul>		5
	<p>3. Description of the Offeror's approach to:</p>		5

<b>Section 2: Proposed Methodology, Approach, and Implementation Plan</b>		<b>Points</b>	<b>Sub-points</b>
	<ul style="list-style-type: none"> <li>- Conduct the pilot voluntary carbon labelling scheme (Selection of product(s), methodology, data collection, site visit)</li> <li>- Innovative approach of the bidder to conduct the assignment</li> </ul>		
2.2	<b>Quality Assurance</b>	<b>5</b>	
	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
2.3	<b>Implementation Timeline</b>	<b>5</b>	
	Bidder submits a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with a Gantt chart		5
<b>Total points of the section</b>		<b>25</b>	

### Section 3: Key personnel proposed and Sustainability Criteria

<b>Section 3: Key personnel proposed and Sustainability Criteria</b>		<b>Points</b>	<b>Sub-points</b>
3.1	<b>Qualifications of key personnel proposed</b>	<b>20</b>	

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
	<p><b><u>1. Team Leader</u></b></p> <p><b>Education:</b> The project lead should have:</p> <ul style="list-style-type: none"> <li>• Master's Degree or higher education in Economics, Environment, Climate Change, Policy Development.</li> </ul> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 10 years of experience in climate change policies, carbon pricing instruments, carbon market, UNFCCC mechanisms</li> <li>• Knowledge of the energy and climate landscape, economic and social situation, and carbon pricing in Vietnam;</li> <li>• Understanding of carbon footprinting and product life cycle assessment.</li> <li>• Computer literacy in Microsoft packages (MS Word, MS Excel, MS Access, MS PowerPoint) is required.</li> <li>• Combining of experience in policy advisory and providing consulting services for the private sector in carbon footprinting, carbon compliance to the international market</li> </ul> <p><b>Language:</b> Fluency in written and spoken English is essential.</p>		<p><b>5</b></p> <p><b>Education:</b> 1 point for meeting the requirements of qualification and education.</p> <p><b>Related Experience:</b></p> <p>More than 15 years: 3.5 points.</p> <p>10 to 15 years: 3 points.</p> <p>5 to 9 years: 2 points.</p> <p>Less than 5 years: 1 point.</p> <p><b>Technical experience in designing labelling scheme:</b> 0.5 point</p>
	<p><b><u>2. Carbon labelling expert</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in climate change, environment, energy, economics, policy sciences or related fields.</li> <li>• A Bachelor's Degree with 2 years of relevant experience is considered equivalent.</li> </ul>		<p><b>4.5</b></p> <p><b>Education:</b> 0.5 point for meeting the requirements of qualification and education.</p> <p><b>Related</b></p>

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
	<p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years of experience in researching/ working on carbon markets, ETS, and/or carbon credit projects/programmes</li> <li>Previous experience in carbon labelling and carbon footprinting</li> <li>Experience and network in the related areas in Vietnam is preferred</li> </ul>		<p><b>Experience:</b></p> <p>10 and more than 10 years: 3 points.</p> <p>5 to 9 years: 2 points.</p> <p>5 years: 1 point.</p> <p>Less than 5 years: 0 point</p> <p><b>Experience providing carbon-related services to the private sector: 1 point</b></p>
	<p><b><u>3. Climate policy expert</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Master's degree in development policies, energy, environmental sciences, or related fields.</li> <li>A Bachelor's Degree with 2 years of relevant experience is considered equivalent.</li> </ul> <p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>10 years of experience in the development of legal frameworks, policies in climate change, GHG mitigation measures, and experience in designing carbon pricing instruments.</li> <li>Experience in carbon policy design in Viet Nam is preferable.</li> </ul>		<p><b>3.5</b></p> <p><b>Education:</b> 0.5 points for meeting the requirements of qualification and education.</p> <p><b>Related Experience:</b></p> <p>10 and more than 10 years with experience in Vietnam: 2.5 points.</p> <p>5 to 9 years: 2 point</p> <p>Less than 5 years: 0</p>

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
	<p><b>Language:</b> Fluency in written and spoken English is essential.</p>		<p>points.</p> <p><b>Experience in Vietnam:</b> 0.5 points</p>
	<p><b><u>4. Energy &amp; Industrial expert</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in energy science, engineering, power, industry process, environment, climate change</li> <li>• A Bachelor's Degree with 2 years of relevant experience is considered equivalent.</li> </ul> <p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>• 10 years of experience in providing carbon and energy related services to government, international donors and private sector</li> <li>• Professional experience in carbon footprinting in Viet Nam is preferred</li> </ul>		<p><b>3.5</b></p> <p><b>Education:</b> 1 point for meeting the requirements of qualification and education.</p> <p><b>Related Experience:</b></p> <p>10 and more than 10 years: 1.5 points.</p> <p>5 to 9 years: 1 point.</p> <p>Less than 5 years: 0 point</p> <p><b>Experience in carbon policy in Viet Nam for industrial sector:</b> 1 point</p>
	<p><b><u>5. Stakeholder engagement expert /Communication expert</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree with Master's degree preferred in communication, public relations, environmental management,</li> </ul>		<p><b>1.5</b></p> <p><b>Education:</b> 0.5 points for meeting the requirements of qualification and education.</p>

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
	<p>environmental engineering, or related field;</p> <p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>10 years of experience from participation within multidisciplinary expert teams in at least 3 international projects in Viet Nam.</li> <li>Experience in public awareness and stakeholder consultation in GHG mitigation and carbon market instrument design in Viet Nam is preferred</li> </ul>		<p><b>Related Experience:</b></p> <p>10 and more than 10 years: 0.5 points.</p> <p>5 to 9 years: 0 points.</p> <p><b>Working experience in Viet Nam:</b> 0.5 point</p>
3.2	The bidder shall provide a <b>response</b> that demonstrates its commitment to supporting gender equality through its operations	2	
<b>Total points of the section</b>		<b>20</b>	

### B. Financial Criteria (30 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 (30) 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 30 points
Bidder B's price is \$40.00. Bidder B receives $(\$20.00/\$40.00) \times 30$ points = 15 points

10. The total score obtained in both Technical and Financial proposals will be the final score for the proposal, with 70% allocated to the Technical proposal and 30% 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.
11. The selection of the preferred bidder will be based on a cumulative analysis, analysing 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.