



**RFP/2024/55310**

**RFP - Consultancy Service for Technical Assistance to Support the  
Establishment of the ASEAN School of Regulation - Phase I**



# 1

## UNOPS



# UNOPS ROLE AND MANDATE

UNOPS was established in **1974** as part of the United Nations Development Programme.

UNOPS became an independent organization within the UN system in **1995**.

In 2010, the UN General Assembly reaffirmed UNOPS' mandate to be:

***“A central resource for the United Nations system in procurement and contracts management as well as in civil works and physical infrastructure development, including the related capacity development activities.”***

## OUR EXPERTISE

INFRASTRUCTURE    PROCUREMENT    PROJECT MANAGEMENT  
FINANCIAL MANAGEMENT    HUMAN RESOURCES



# 2

## PROJECT DETAILS



## ABOUT US

**A multi-donor partnership of government and philanthropic funders, working to accelerate sustainable energy transition in Southeast Asia, in line with the Paris Agreement and Sustainable Development Goals.**

**ETP provides technical assistance to create an enabling environment to support the transition from using fossil fuels to renewable sources of energy to advance climate action in Southeast Asia.**

# THEMATIC AREAS



**SO1: Aligning Policies with Climate Commitments**



**SO2: De-risking Energy Efficiency and Renewable Energy Investments**



**SO3: Extending Smart Grids**



**SO4: Just Transition**

# Background



**ASEAN has been pursuing regional power grid** with a multilateral power trade arrangement, requiring extensive harmonisation efforts.



**Regulatory harmonisation** becomes one of the critical elements of the successful implementation of multilateral power trade in ASEAN.



The idea of **ASEAN School of Regulations** was presented by UNESCAP during the 15th AERN Meeting in Kuala Lumpur, Malaysia.



ETP, ESCAP and the ASEAN Secretariat are **committed to realising the School aspiration** that could facilitate the APG implementation.

# Objectives



Systematically **build up and retain capacities of ASEAN member states** to implement regional power trade.



Establish **common understandings on regulatory issues** within and across countries.



Expand **capacity building opportunities to young professionals**, particularly women in the energy regulatory sector.



Develop **demand-driven capacities on topical issues** in a timely manner, starting with regional power trade issues.



# Implementation of the ASEAN School of Regulation Initiative

## **Phase I Preparatory (2024-2025)**

- Landscape scanning and needs assessment
- School design and implementation plans

## **Phase II Pilot Implementation (2025-2026)**

- Module development and program piloting
- Sustainability plan beyond pilot period

## **Phase III Transitional Support (2026-2027)**

- Independent host institution and funding
- Regular & extended program implementation

# Deliverables

Milestone	Deliverable	Target delivery timeline	% of Payment
1	Inception Report	Month 1	10%
2	A Report on the Needs Assessment on Capacity Building for Energy Regulators in ASEAN	Month 3	30%
3	Pilot Summer School for Energy Regulators in ASEAN	Month 5	30%
4	A Report on the Proposed Concept of the ASEAN School of Regulation	Month 6	30%
Non-personnel Reimbursable Costs	1 Consultation Workshop and 1 Summer School	Months 3 and 5, respectively (to be confirmed during inception)	N/A, reimbursable up to the ceiling costs
Contract Monitoring Requirement	<ul style="list-style-type: none"> <li>- Monthly progress update</li> <li>- Quarterly RBMF data update</li> </ul>	Submission in the ETP's provided template	N/A

# Deliverables - Task Details

## **Deliverable 1**

### **A Report on Capacity Needs Assessment**

- Capacity building needs assessment for regulators in ASEAN
- A stocktake of capacity building activities
- Gaps analysis and recommendations for capacity building
- Stakeholder consultations

## **Deliverable 2**

### **A Pilot Summer School**

- Summer School Curriculum and Materials Development
- Speakers Identification and Arrangements
- Summer School Co-Delivery with ESCAP
- Logistics Arrangements for In-person Sessions
- Travel Arrangements for Participants

## **Deliverable 3**

### **A Report on the Proposed Concept of the School**

- Landscape Scanning of Potential Host
- Analysis of Good Practices
- Proposed Governance Structure
- Financing Plan for the School
- Stakeholder consultations

# Consultations

## Bilateral meetings

The consultant will identify and propose the meeting needs that will be consulted with ETP, ESCAP, and the ASEAN Secretariat.

## Stakeholder consultation workshop

The consultant is required to conduct **one consultation workshop** to gather information and validate the assumptions

- Total participants: 30 people
- Location: Kuala Lumpur, Malaysia (to be confirmed, the bidders should propose a budget with Kuala Lumpur as the assumption)
- Duration: 2 full days

## Note on Travel Entitlements

- **Flights:** Economy class airfare with the most direct route.
- **Subsistence:** Following the UN Daily Subsistence Allowance (**DSA**) i.e., the max ceiling rate proposed by the bidder to cover accommodations, meals, transportations, and incidentals.

# Communications

No.	Communications Items	Quantity
1	<b>Social media posts</b> The Consultant will provide texts (approx 100 words) and photos (minimum 2).	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 align with high quality photos.	2 - including 1 by mid project, and 1 upon project completion
4	<b>Project wrap-up presentation</b> A 15-20 minute recorded presentation (with slide deck) summarising key highlights of the project.	1 upon project completion
5	<b>Database of project photographs from events/activities</b>	15-20 high-quality images per workshop/event/ activity, inclusive of 'action shots'

# Project Timeline

Deliverables	Month						
	1	2	3	4	5	6	7
Deliverable 1: Inception Report							
Deliverable 2: A Needs Assessment Report on Capacity Building for Energy Regulators in ASEAN							
Deliverable 3: Pilot Summer School for Energy Regulators in ASEAN							
Deliverable 4: A Report on the Proposed Concept of the ASEAN School of Regulation							

# 3

## EVALUATION CRITERIA

# Evaluation Method

1. Preliminary Screening using Eligibility and Formal Criteria (Pass/Fail)
2. Technical Evaluation using Qualification Criteria (Pass/Fail)
3. Technical Evaluation using Technical Criteria (Numeric Score)
4. Financial Evaluation (Numeric Score)
5. Combined Analysis
6. Background Check/Due Diligence



# 1. Preliminary Screening - Eligibility & Formal Criteria

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 fulfil this requirement	<ul style="list-style-type: none"><li>• 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.</li><li>• Form B: Proposal Submission Form</li></ul>
2. Completeness of the Proposal. All required Questionnaires (if any), Returnable Bidding Forms, and other documentation requested under the Document Checklist section have been provided and are complete	<ul style="list-style-type: none"><li>• All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals</li></ul>
3. Offeror accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms	<ul style="list-style-type: none"><li>• Form B: Proposal Submission Form</li></ul>

## 2. Technical Evaluation - Qualification Criteria

Criteria	Documents to establish compliance with the criteria
<p>1. The company should have a minimum <b>5 years</b> of experience with at least 2 similar contracts or projects within related sectors, such as energy transition, environmental policy, sustainability, and capacity building.</p> <p>In case of a joint venture (JV), at least one of the JV members should fulfil this criteria</p>	<ul style="list-style-type: none"><li>• Certification of incorporation of the Offeror</li><li>• Form F: Performance Statement Form</li></ul>
<p>2. Offeror must provide a minimum of two (2) customer references (including name, email address and/ phone number of the focal point) within any of the last 5 years.</p> <p>In case of a JV, at least one reference from the JV should be submitted</p> <p>UNOPS may contact the customer reference when the bidder is awarded the contract.</p>	<ul style="list-style-type: none"><li>• Form F: Performance Statement Form</li></ul>

## 2. Technical Evaluation - Qualification Criteria

3. Financial Capacity/financial stability: Bidder should have a minimum annual turnover of USD 300,000 in any of the past 2 years Liquidity / quick ratio should be a minimum 1, in any of the past 2 years.

In case of a JV, annual turnover is calculated based on the total annual turnover of the JV members. In case of a joint-venture, at least one of the JV members should have 1 liquidity/quick ratio in any of the past 2 years.

Offeror should submit **audited financial statements** for the past 2 years or any other document/ statement accepted by the local government authorities in which the offeror is legally registered to provide the services.

# 3. Technical Evaluation - Technical Criteria

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

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

Section No.	Description	Points Obtainable
1.	Offeror's qualification, capacity and expertise	20
2.	Proposed methodology, quality assurance, implementation timeline, and sustainability plan	35
3.	Key personnel proposed	25
<b>Total Technical Proposal Points</b>		<b>80</b>

### 3. Technical Evaluation - Technical Criteria

Part 1: Offeror's Qualification, Capacity and Expertise		20 points
1.1	<p>Brief description of the consultant (organisation), including the year and country of incorporation, and types of activities undertaken, including relevance of specialised knowledge and experience on similar engagements done in the past.</p> <p>Bidders partnering up with a local entity to provide for the strategic consultation, translations; as well as communications expertise is considered a valuable asset.</p> <p>1. Experience in projects of comparable size, type, complexity and technical specialty <b>(5 points)</b></p> <p>2. Demonstrates an understanding of the ASEAN context with regards key stakeholders, legal, regulatory and policy landscape <b>(5 points)</b></p> <p>3. Demonstrates an ability to engage and work with different governments in ASEAN at the national and regional levels <b>(5 points)</b></p>	15
1.2	General organisational capability which is likely to affect implementation: Management structure, management controls, and extent to which any part would be subcontracted.	5

# 3. Technical Evaluation - Technical Criteria

Part 2: Proposed Methodology, Approach and Implementation Plan		35 points
2.1	1. Description of the offeror's approach for data gathering and analyses to develop the two reports. <b>(10 points)</b>	25
	2. Description of the offeror's approach to delivering the Summer School that incorporates innovative methods to ensure participation. <b>(10 points)</b>	
	3. Description of the offeror's approach to engaging the key stakeholders, including ASEAN counterparts, development partners, and country representatives. <b>(5 points)</b>	
2.2	<p>Quality Assurance Plan</p> <p>A plan outlining how the bidder intends to ensure oversight and quality assurance throughout the assignment, including clear process flow between the experts and JV members (if relevant). Quality Assurance plan should include discussion on risk-assessment and its mitigation plan.</p>	5
2.3	<p>Implementation Timeline</p> <p>Bidder submits a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with gantt chart.</p>	2
2.4	<p>Sustainability criteria</p> <p>The bidder shall provide a clear statement, approach and methodology that demonstrates its commitment to support and mainstream gender equality and social inclusion through its operations and project implementation activities.</p>	3

<b>Part 3: Key Personnel Proposed: Qualifications of key personnel proposed</b>	<b>25 points</b>
3.1 Team Lead - Energy Regulation Focused	10
3.2 Energy and Power Sector Specialist	5
3.3 Power Market Development Specialist	5
3.4 Curriculum Development Specialist	5
<b>Total Technical Proposal Points</b>	<b>80 points</b>

## 4. Financial Evaluation

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. Only the proposals pass the minimum point in the technical evaluation, will be opened on this stage.**

The bidder with the lowest evaluated cost will be awarded (20) points. Financial proposals from other bidders will receive prorated points based on the relationship of the bidder's prices to that of the lowest evaluated cost.



## 5. Combined Analysis

Combination of total Technical + total Financial Score will be used to select the firm.

The weight of technical : financial offer is 80:20

# Sample of Cumulative Analysis

	Offeror 1	Offeror 2	Offeror 3	Offeror 4	Offeror 5	Offeror 6
Eligibility and Formal criteria	Pass	Pass	Pass	Pass	Pass	Pass
Qualification criteria	Pass	Pass	Pass	Pass	Pass	Fail
Technical score	60	60	65	66	55	The offeror 6 is not eligible to move to the next evaluation stage.
Total offered rate (USD)	20,000	25,000	25,000	30,000	Technical score of the offeror 5 is less than minimum 70% of 80 points (56 points). Hence, the offeror 5 is not eligible to move to the next evaluation stage.	
Financial score	20	16	16	13.33		
Accumulative score	80	76	81	79.33		
Award rank	2	4	1	3		

# Anticipated Timeline for the procurement



# RETURNABLE BIDDING FORMS



# Returnable Bidding Forms

Please refer to the **RFP\_Section\_III\_Returnable Bidding Forms**

- Corporate Registration Certificate (including JV member(s) if any)
- Audited Financial Statement (including JV member(s) if any)
- Form A: Joint Venture Partner Information Form (optional)
- Form B: Proposal Submission Form
- Form C: Financial Proposal Form
- Form D: Technical Proposal Form
- Form E: Format for Resume of Proposed Key Personnel
- Form F: Performance Statement Form
- Form G: Self Disclosure Form
- Annex 1: Detailed Personnel Proposed (G-sheet or excel file)
- DRiVE Supplier Sustainability Questionnaire (online questionnaire)

# COMMON BIDDING ISSUES



# Common Issues from Past Submissions

No	Issue	Impact	Tips to prevent the issue
1.	Bidder fails to submit complete information. Critical documents such as price schedule, any components of the technical proposal is missing	Bidder will be disqualified	Please ensure you submit all the documents. Please double check the checklist of the document in the system prior to making submission.
2.	Bidder submit the <b>financial proposal</b> along with the technical proposals and its supporting documents for RFP	Bidder will be disqualified	Please double check the checklist of the document in the system prior to making submission. There are different tabs under Vendor Submission tab to upload the financial offer for RFP tender. Please ensure not to put any indication of financial offer in the technical envelope.
3.	Bidder has tried to submit through the system, but there was no sufficient time to submit and the deadline pass before bidder can click "submit"	Submission will not be accepted	Please start your submission process as early as possible. Start by checking whether your company is registered in UNGM. UNGM registration might take several days. We suggest you aim to submit at least 1 day before deadline
4.	Bidder fails to submit through the system, and submits the proposal through email	Bidder will be disqualified	UNOPS cannot accept submissions done outside the system. However, if you have difficulties in accessing the portal, please let us know in advance prior to the deadline so we can assist.

# Common Issues from Past Submissions

No	Issue	Impact	Tips to prevent the issue
5.	Bidder does not accept UNOPS General Conditions of Contract, or <b>Added Additional Conditions or Special Conditions of Contract</b>	The bid will be disqualified	Please ensure that you review the detailed UNOPS Conditions of Contract and complete your internal clearance to confirm you accept the Conditions of Contract as it is
6.	Not attaching financial statement in the proposal, incomplete personnel CV	Incompleted bid submissions	Ensure to include all the documents per checklist
7.	Bidder does not elaborate on their relevant experiences	This impacts their technical score on Bidder's qualification, capacity, and expertise	An in-depth details of the past experience should be provided, for example, scope of works, client name, project results & impacts, etc.
8.	Submitting a proposal utilizing its own format	Bidder proposal may not covering all components required as per UNOPS returnable forms.	Please submit the proposal following the Returnable Bidding Forms provided in the tender, to ensure all the components requested are covered in your proposal. Submission proposal in own format would compromised the term and conditions set by UNOPS which lead to incomplete bid submission.



# Common Issues from Past Submissions

No	Issue	Impact	Tips to prevent the issue
9.	Bidder proposes personnel who are not meeting the education / experience requirements	Bidder's technical score will be impacted	Bidders are encouraged to double check their personnel's CVs and UNOPS requirements
10.	Bidders' CVs does not include complete information of the personnel's credentials and only listed the position and company they worked for	Evaluation panel are not able to verify if the personnel meets the requirements	<p>The CVs should include in-depth information of each personnel's past experience, such as type of activities/tasks performed, degree of responsibilities, duration/years and location of employment, etc. Bidders are requested to complete <i>Annex 1 - Detailed Personnel Proposed</i>.</p> <p>Please note that we will only review the minimum positions as per TOR. If more personnel is offered under 1 requested role, please identify the main key personnel to be evaluated.</p>

# Common Issues from Past Submissions

No	Issue	Impact	Tips to prevent the issue
11.	Bidder overestimates the personnel allocation, resulting in financial proposal being extremely higher than the estimate / available funds	The financial proposal is not as competitive, and might result in the proposal not being selected despite the strong technical component	<p>Bidders are suggested to propose personnel aligned with the Terms of Reference. Some additional personnel might be added based on bidder's consideration to deliver the project as per TOR, but adding significant number of additional personnel tend to inflate the proposal significantly, making it much higher than it could be.</p> <p>UNOPS always announces the winner of the bid, as well as the contract value. Bidders are encouraged to check this information to understand how their financial proposal compares with the winning bid.</p>
12	Bidder provides a general methodology, and sometimes, copies from the tender document	This impacts the technical/ methodology score	Bidder should provide a detailed methodology specifically tailored for this project to demonstrate their capability/capacity to deliver the services.
13	Bidder provides an unaudited financial statement and not provide any relevant analysis document accepted by the local government, where the offeror is legally registered	Bidder will be disqualified	Bidder should provide an audited financial statement or any relevant analytical documents that have been authorized or accepted by the local government where the offeror is legally registered

## 6. Background Check/Due Diligence

Upon completion of the evaluation and prior to contract award, UNOPS shall conduct background checks/due diligence on the offeror recommended for award, to confirm that the offeror meets the criteria set forth in this RFP or as appropriate to the nature of the procurement process.

**UNOPS may reject an offeror's proposal on the basis of the findings.**




**Q&A**

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