Section II: Schedule of Requirements

e-Sourcing reference: RFP/2023/45801

Permitting and Consenting Process for OffShore Wind Projects Terms of Reference

A. Objectives

1 The overall objective of the Project is to support the development of an efficient permitting process for offshore wind projects in the Philippines that is in line with international best practices. The specific objectives are as follows:

a. Establish a clear process for the permitting of offshore wind sites

The Project will identify and clarify the documentation, decision-making, and process by which an offshore wind project will be permitted in the Philippines. In this process, all the required permits for offshore wind development and the government agencies involved will be identified.

b. Create clear guidelines to allow both developers and regulators to navigate the permitting process

The Project will support the Philippines Government to create processes and guidelines aimed at both developers and regulators to ensure all parties can effectively navigate the leasing and permitting processes.

c. Prevent regulatory overreach and minimize delays

The Project will support the streamlining of permitting by defining the role, responsibility, and remit of governmental bodies and how the regulation is applied to offshore wind projects bringing in international best practices. Where any jurisdictional conflict arises between agencies, the Project will aim to identify the agency best placed to deal with specific permits, providing clarity on the reasoning. This objective will prove crucial to ensure that signed wind energy service contracts (WESC) timelines are achievable, providing recommendations based on Good International Industry Practice (GIIP).

B. Key Activities

2 This Project results in recommendations for establishing an efficient leasing and permitting process for offshore wind projects, through the following activities:

3 **Identify and clarify all permit requirements and processes for an OSW project in the Philippines and any guidance associated with these permits**

4 The Project will map all the required permits, attendant requirements, and processes needed to develop an offshore wind project in the Philippines and relevant authorities/decision makers. The current Renewable Energy Act 2008 of the Philippines provides a baseline of requirements that could be updated to incorporate bespoke requirements aimed at the offshore wind industry. Refer to Annex 2 for some of the indicative permits required.

5 **Identify national, regional, and local government stakeholders engaged with OSW permitting**

6 The Project will carry out a thorough stakeholder engagement process to ensure all relevant parties involved in offshore wind permitting process at the national, regional, and LGU levels are aware of their roles and jurisdiction. It should also outline and define the stages at which each government agency involved in permitting would be required through the process. This activity would aim to minimize potential disputes, regulatory overreach, and improve the efficiency/pace of the permitting process.

7 **Utilise Good International Industry Practice (GIIP) and experience from developed markets to make recommendations on how the regulations can be updated to better accommodate the requirements for the development of offshore wind**

8 As the OSW market in the Philippines is still in its pre-development stage, it is at a stage in which it can benefit from utilizing the lessons and experience from developed markets to define the role of the domestic stakeholders. The Project will use lessons and experience from developed markets as a template to make recommendations on streamlining or simplifying current processes. It will provide case studies to support the Philippines to confirm the roles of each Government agency in the permitting process.

9 **Provide training to support agencies in the Philippines to carry out their role in the permitting process**

10 The Project will define the roles of relevant regulatory bodies in the different stages of offshore wind permitting through capacity building. The DOE would be upskilled to manage and ensure

that relevant regulatory bodies, such as those outlined in Annex 2, can carry out their duties with regard to offshore wind permitting. Additional upskilling and capacity-building support would be provided to officials in other regulatory bodies.

11 **Facilitate the integration of regulating bodies into the Energy Virtual One-Stop Shop (EVOSS) to streamline permitting process**

12 The project shall endeavor to integrate the permitting processes and requirements of relevant government agencies and offices into the EVOSS system by considering the improvements recommended by the World Bank Offshore Wind Roadmap, getting feedback and buy-in from the government bodies, and consulting developers on how this could work for offshore wind. It should lay out a plan for the integration of offshore wind into EVOSS.

C. Deliverables

13 It is suggested the selected implementing partner will produce the following outputs:

Stage 1. Set-Up

- **Inception report:** The consultant will prepare a detailed inception report detailing the project plans, ensuring the expectations of ETP are aligned with the understanding of the project from the consultant. The inception report will contain, as a minimum:
  a. Introduction and project background
  b. Scope of Services
  c. Methodology and Workplan, 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. Mapping of key stakeholders and outreach/ communications and a donor coordination strategy
  f. Project management inclusive of organisational chart detailing key personnel, their roles and responsibilities, as well as their locations (in country project management is expected)
  g. Risks, mitigations and assumptions
  h. Monitoring and Evaluation Framework, presented in the form of the ETP Results Based Monitoring Framework (RBMF)

- **1a. Stakeholder engagement plan:** A document to lay out which stakeholder groups will be engaged during the Project and why (e.g., their role in the permitting process).

- **1b. OSW permitting and processes workshop:** Using the World Bank's Offshore Wind Roadmap for the Philippines as a foundation, facilitate a workshop to review the existing functions and processes for OSW permitting in the Philippines, as well as explore the legal and regulatory frameworks beyond the Renewable Energy Act of 2008 for permitting. The workshop will need to include representatives from government agencies involved in OSW permitting to ensure there is buy-in to the method and process. The DOE will advise on the stakeholder list for this activity.

- **1c. Current permitting processes and gap analysis report:** A report documenting the outputs and findings for the OSW permitting and processes workshop, as well as a review of relevant literature/documentation provided by the Philippines Government and other relevant sources, which lays out the/a potential Philippine permitting ecosystem. The report will include a summary of all current permitting processes and relevant authorities in the Philippines (refer to Annex 2 for some of the existing permit applications) which could feed into the official OSW permitting framework. It should also provide a summary of the internal limitations faced by agencies.

Stage 2. Data Gathering and Processing

- **2a. Collation and gap analysis of permitting guidance:** Building on 1c, a compilation of any existing written guidance related to any of the required permits for OSW (Annex 2) into a database. Where guidance is missing, recommendations for the type of guidance that would be needed for project developers and other stakeholders. The report should also determine how standard operating procedures (SOP) could be created in the future and highlight possible jurisdictional conflicts that may require deliberation with the stakeholders.

- **2b. Roles, regulatory boundaries, internal constraints exploration workshop(s):** Building on 1b, the consultant will conduct workshop(s) to explore the definition of roles, regulatory boundaries, and internal limitations of government agencies. This will allow each stakeholder to understand their role better in the permitting process, highlight their internal limitations (including but not limited to knowledge, skills, and/or labor gap), and prevent regulatory overreach.

- **2c. Case study and recommendation report:** A case study report detailing at least 3 distinct OSW permitting processes in mature markets (e.g., UK, Denmark, etc), and framework development requirements to ensure the Philippines permitting processes are in line with industry best practice. The report should provide specific recommendations, for instance, on opportunities for streamlining or simplification, based on the current permitting ecosystem

(referencing the findings of Outputs 1c, 2a, and 2b) and international best practices. The report should specifically draw out permitting guidance best practices where possible. This report should be shared with government agencies and stakeholders (in a report and/or presentation format) as a reference for how to best streamline the Philippines OSW permitting ecosystem and SOP in the future.

Stage 3. Capacity Building

- **3a. Feedback workshop(s) on the permitting framework recommendations:** Workshop(s) co-led by DOE will be delivered. These workshops would use the results of the gap analysis (2a, 2b) and best practices and recommendations included in (2c) to facilitate discussion among government stakeholders on the processes, number of permits required by each regulatory body, and the OSW permitting framework as a whole. This workshop should result in a list of agreed/updated roles and responsibilities (e.g., guidance development) for each permit, as well as any agreed changes to the permitting process.

- **3b. Stakeholder capacity building workshop(s):** Building on the feedback workshops (3a) and summarising the findings of the draft report in (4), capacity building workshop(s) will be delivered to build the required knowledge to upskill governmental agencies and stakeholders on the permits they would manage during OSW permitting process, including but not limited to the approval processes, and managing their interactions with OSW developers.

Stage 4. Finalizing the Permitting Framework

- **4. Draft report or paper to serve as a foundation for DOE's Circular drafting**: With the outlined and agreed OSW permitting processes among the government stakeholders (3a), the consultant will draft a report or paper to serve as a foundation for DOE's Circular drafting process. Options to expand agencies' roles to cover OSW permitting should be explored and recommended (e.g. department orders or joint circulars with DOE).

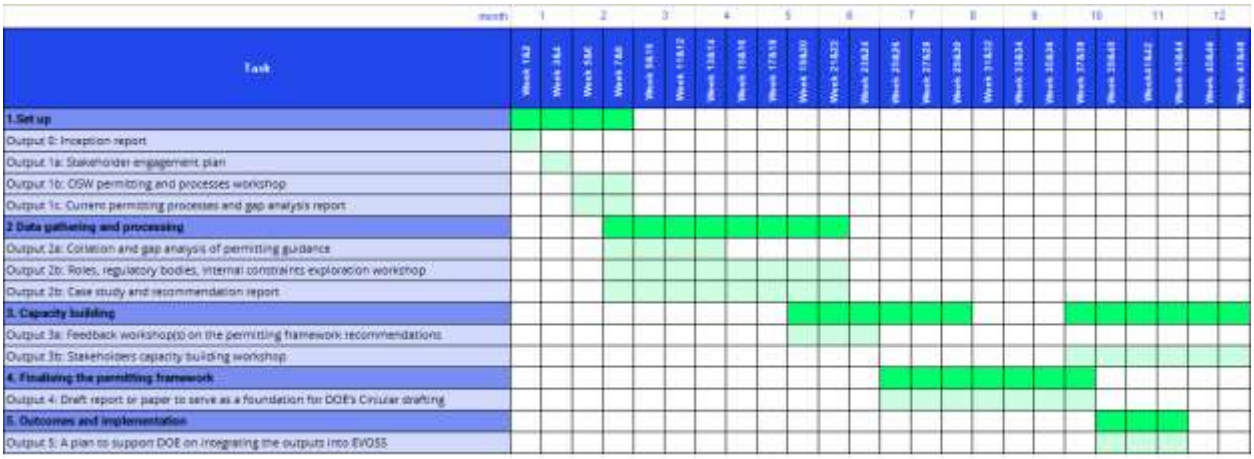
Stage 5. Outcome and Implementation

- **5. A plan to support DOE in integrating the outputs into Energy Virtual One Stop-Shop (EVOSS):** The selected implementing partner will provide a plan on how the permitting process for OSW projects will be integrated into EVOSS. More information on EVOSS can be found in Annex 1.

14 Consultants are encouraged to elaborate on how the Project will and should be approached in line with best practice, referring to the World Bank's guidelines.

D. Implementation Modality & Arrangements

15 The suggested timeline for this project is depicted below.



16 While a suggested delivery timeline of approximately 12 months is provided, bidders are encouraged to propose their own timeline, preferably a shorter timeline, and resourcing plan based on the project outputs and scope.

17 Strong in-country, on-ground presence is essential for the timely completion of this project. It is desired that the team leader is in the country throughout the Project.

18 The Project will benefit from the Support of POWJIP and Carbon Trust who have extensive experience in developing and managing multi-stakeholder projects globally to ensure that the project maintains momentum. Carbon Trust will represent POWJIP and carry out the role of technical and quality assurance adviser of the DOE, and support with the quality assurance of deliverables.

Task	Estimated delivery time	Description and Deliverables	Payment Schedule
Inception	2 weeks	Inception Report	10%
1. Set up	2 months	Engage then host a kick-off workshop with relevant Philippines Government (national,	15%

Task	Estimated delivery time	Description and Deliverables	Payment Schedule
		regional, and local levels) to understand the existing functions and permitting processes of the Philippines. This should also include the study and evaluation of the permitting scope of the Renewable Energy Act of 2008 (RA 9513) and other legislative requirements. Using extensive literature review and outcomes of the workshop, draft a short report documenting the outputs and findings which lays out the/a potential Philippine permitting ecosystem. **First Progress Report** **Output 1a**: Stakeholder engagement plan **Output 1b:** OSW permitting and processes workshop **Output 1c:** Current processes	
2. Data gathering and processing	3 months	Gather existing guidance on permits and highlight where guidance is lacking or needs to be developed. Conduct workshop(s) to explore the definition of roles, regulatory boundaries, and internal constraints with government agencies. Prepare a case study report detailing at least 3 distinct OSW permitting processes in mature markets and recommend the best practice to DOE. **Second Progress Report** **Output 2a**: Collation and gap analysis of permitting guidance **Output 2b**: Roles, regulatory boundaries, internal constraints exploration workshop **Output 2c**: Case study and recommendation report	15%
3. Capacity building	3 months	Based on task 2, provide capacity building for government agencies and relevant stakeholders on OSW permitting and assist them in understanding their roles, overcoming any skills and knowledge gap that is present. **Third Progress Report**	15%

Task	Estimated delivery time	Description and Deliverables	Payment Schedule
		Output 3a: Feedback workshop(s) on the permitting framework recommendations **Output 3b:** Stakeholders capacity building workshop(s)	
4. Finalizing the permitting framework	3 months	Draft a report or paper to serve as a foundation for DOE's Circular Drafting process. **Fourth Progress Report** **Output 4:** Draft report or paper to serve as a foundation for DOE's Circular Drafting	15%
5. Outcomes and Implementation	1 month	After the OSW permitting framework is established, and the process is well understood by all stakeholders, consultants to outline a plan on how outputs can be integrated into EVOSS. **Output 5**: A plan on integrating the outputs into EVOSS **Final Report** **Presentation Deck on the Project**	30%

19 In addition to project outputs, the implementing partner must submit progress reports for each project stage that narrate the activities completed, explain the next steps, and summarize the outputs. They must be in a publishable format and appropriate for the general public, and accompanied by a presentation deck. The Results-Based Monitoring Framework (RBMF), with disaggregated gender data, must be updated throughout the implementation of the project and submitted with the progress reports. A Final Report must be submitted at the end of the project that summarizes project activities and outputs, analyzes the project's impact on the Philippines' energy transition, and provides recommendations. The Final Report should be accompanied by a Presentation Deck that explains the rationale, objectives, strategic action, outputs, recommendations of the Project, and other relevant information.

20 The implementing partner must be prepared to present on project status to ETP, to ETP's steering committee, to the DOE and its stakeholders at any time. Experts may be invited to speak at ETP and the DOE's workshops, webinars, and other events.

21 All documentation of workshops, consultations, webinars, meetings, and other similar events should include a list of participants, with disaggregated gender data. The implementing partner

should be mindful to involve female experts, trainers, moderators, and leaders in the implementation of this project.

22 All outputs must reflect ETP's, its funders', and relevant partners' logos. Visibility guidelines will be provided to the winning bidder.

23 All outputs and deliverables will be reviewed by the DOE and ETP. They will only be accepted once they are found satisfactory by both.

24 The Project should be managed according to best practices and have robust contingency procedures to deal with project risks.

25 Monthly project update meetings will be held with ETP, DOE, and Carbon Trust.

26 Carbon Trust on behalf of DOE and the Philippines Offshore Wind Joint Industry Programme will form and chair project Expert Working Group meetings. Quarterly Expert Working Group meetings will be held to guide the delivery partner on the project and bring in international experience and expert guidance. The delivery partner will be expected to attend and present at these meetings as required, respond to questions and consider feedback.

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	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	Form B: Proposal Submission Form

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**
1. The company should have a minimum of 5+ years of continuous experience in delivering similar projects in the past with a track-record of success.	Certification of incorporation of the Offeror Form F: Performance Statement Form
2. 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

c. Technical Criteria

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

- 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
- Minimum pass score: 70% of maximum 80 points = 56 points

Overall Technical proposal points allocation

Section number/description	**Points Obtainable**

1	Offeror's qualification, capacity and expertise	20
2	Proposed Methodology, Approach and Implementation Plan	30
3	Key Personnel proposed and Sustainability Criteria	30
Total Technical Proposal Points		80

Section 1: Offeror's qualification, capacity and expertise

Section 1: Offeror's qualification, capacity and expertise		**Points**	**Sub-points**
1.1	Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including the relevance of specialized knowledge and experience on similar engagements done in the past. Partnering with an entity based in the Philippines or including a team of local experts for strategic consultations and coordination, understanding of the local context, and efficient implementation of activities, is required. (Max 4 pages written text plus 1 Matrix)	15	
	Experience in projects of comparable size, type, complexity, and technical specialty		5
	Experience in providing similar services in the Southeast Asian region		5
	Understanding of local context, and partnering up with a Philippines-based entity or including a team of local experts to provide for strategic consultations and coordination, and efficient implementation of activities.		5

Section 1: Offeror's qualification, capacity and expertise		Points	Sub-points
1.2	General organizational capability which is likely to affect implementation: management structure, and project management controls. (Max 4 pages written text)	5	
	1. Management structure, management controls, and extent to which any part would be subcontracted		3
	2. Financial Capacity/financial stability: Bidder should have minimum annual turnover of 150,000 USD in any of the past 2 years Liquidity / quick ratio should be minimum 1, in any of the past 2 years . In case of a joint venture, 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.		2
Total points for section		20	

Section 2: Proposed Methodology, Approach and Implementation Plan

Section 2: Proposed Methodology, Approach and Implementation Plan		Points	Sub-points
2.1	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	20	
	1. Description of the offeror's approach to develop the Philippines' offshore wind permitting process, and approach in ensuring the efficient implementation of activities		10

Section 2: Proposed Methodology, Approach and Implementation Plan		Points	Sub-points
	particularly the role of Philippines-based experts.		
	2. Description of the offeror's approach to identify and engage with relevant government agencies and other stakeholders.		10
2.2	Quality Assurance	5	
	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	Implementation Timeline	5	
	Bidder submits a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with gantt chart		5
Total points of the section		30	

Section 3: Key personnel proposed and Sustainability Criteria

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
3.1	Qualifications of key personnel proposed	25	
	1. Project lead		7

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
	Education: Master's Degree or higher education in Environment, Renewable Energy, Economics, Climate Change, Development Policies, or related fields is required. Work Experience • A minimum of 10 year- experience in leading teams to deliver projects related to renewable energy, energy transition • Significant professional experience in offshore wind development, particularly related to policy development, permitting and consenting are highly desired • Previous experience working in the Southeast Asian region is preferred; knowledge of the political, economic, social situation in the Philippines is valuable. • Computer literacy in Google Suites and/or Microsoft packages (MS Word, MS Excel, MS Access, MS Power Point) is required. • Language proficiency in English is required		
	2. Offshore Wind Policy and Regulation Expert Masters degree in environment, energy, climate change/ relevant subject with additional 5 years of experience in • Developing and/or analyzing permitting and consenting policies for offshore wind development • Professional experience working with government agencies is required. • Experience working with Philippine government agencies and local governments is highly valuable. • Expert level knowledge of environmental and social impact assessments for offshore wind development • Expert level knowledge of offshore wind site requirements • Familiarity with existing permitting and consenting processes at various levels (national, regional, local)		7

Section 3: Key personnel proposed and Sustainability Criteria		Points	Sub-points
	for energy and marine projects is highly valuable.		
	3. Stakeholder engagement/capacity building ● Bachelor's degree in social sciences, environment, climate change/ relevant subject with 5 years experience in developing and/or delivering stakeholder engagement plans and capacity building activities. ● Professional experience working with the Philippine government agencies, local government agencies, and engaging with different types of stakeholders is required. ● Familiarity with marine management, permitting and/or consenting for renewable infrastructure is valuable.		7
	4. Other Experts The bidder may propose additional experts it sees fit to deliver the tasks. The experts must have at least bachelor's degrees in relevant subjects or equivalent 5 years of professional experience in offshore wind development, permitting, policy development, energy/marine regulations, and other relevant topics. Experience working in the Philippines is desired.		4
3.2	The bidder shall provide a response that demonstrates its commitment to support gender equality through its operations	5	
Total points of the section		30	

d. Financial Criteria (20 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 =

$$\frac{\text{[Maximum number of points for the Financial Proposal] x \{Lowest price\}}}{\text{[Price of proposal being evaluated]}}$$

Financial proposals will be evaluated following completion of the technical evaluation. The bidder with the lowest evaluated cost will be awarded (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.

Formula for computing points: Example

Points = (A/B) Financial Points
Bidder A's price is the lowest at $20.00. Bidder A receives 20 points
Bidder B's price is $40.00. Bidder B receives ($20.00/$40.00) X 20 points = 10 points

The total score obtained in both Technical and Financial proposals will be the final score for the proposal, with 80% allocated to the Technical proposal and 20% 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.

The selection of the preferred bidder will be based on a cumulative analysis, analyzing 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.