

## Terms of Reference

### Technical Advisory Services to support the Implementation of the Just Coal Transition Forum

#### A. Background Information

- 1) Just Coal Transition Forum (JCT Forum) will be established to support just transition in the context of energy transition and coal phasedown in Southeast Asia. Broadly, the Forum will:
  - ensure adherence to the global guidelines and principles on Just Transition,
  - deliver coordination services for the participating stakeholder communities,
  - facilitate strategies and transition projects,
  - coordinate technical assistance to design bespoke policies, and
  - build institutional governance and implementation capacities in Southeast Asia.
- 2) The JCT Forum will be hosted by ETP for an initial 3 year period. ETP provides a governing framework for the Forum, involving the World Bank as a funder of both ETP and the Forum. The Forum will be served by a Secretariat that will be an extension of the ETP Secretariat, leveraging on existing policies, processes, systems, and structures where possible. The Team Leader, and the Forum Secretariat, of the Forum will report to the ETP Fund Director, and supported by the ETP Secretariat, during this initial phase.
- 3) The Forum aims to bring together Principals to implement an initiative for Just Transition of Southeast Asian countries: ETP, the World Bank (through its Extractives Global Programmatic Support (EGPS), the Powering Past Coal Alliance (PPCA), and the European Union's (EU) Directorates for Energy and Climate. While these partners and others will develop interventions for coal phase-out in the Region based on their respective areas of interest and expertise, the Forum is aimed at achieving several jointly implemented components in summary<sup>1</sup> below:
  - **Component 1:** create an **Open Forum** for dialogue
  - **Component 2:** build **Peer Platforms** for learning
  - **Component 3:** build capacity through **Learning Academy**
  - **Component 4:** provide **Technical Assistance**
  - **Component 5:** design and implement a **Twinning Program**
  - **Component 6:** coordinate access to **Financing for Just Transition Projects**
  - **Component 7:** formulation of a **Sustainability Plan** for the Forum
- 4) JCT Forum structure:
  - **Governance** - vested in the ETP Steering Committee that will provide strategic guidance and decision making;
  - **Secretariat** - led by a Project Manager and responsible for overall coordination, day to day activities of the Forum as guided by the Governance structure; embedded in ETP Secretariat, leveraging existing processes and structures as well as shared positions, as relevant

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<sup>1</sup> To see detailed definition of the Forum's components, Final Concept Note\_Just Coal Transition Forum.pdf

- **Project Manager** - Team Leader of the Forum Secretariat reports to the ETP Fund Director; responsible for day to day management of the Forum Secretariat, coordination, quality control, and deliverables;
  - **Thematic Committees** - Established as advisory committees for specific topics, composed of subject matter experts and led by partners, where possible, to facilitate stakeholder discussions and support JCT Forum implementation, particularly the open forum and peer platforms with content and modular knowledge packages and sharing of lessons learned. Topics include: learning and knowledge dissemination, management of socio economic data, policy analytics, market intelligence and value chains, and access to finance facilitation and structured financial solutions, and global context and exposure.
- 5) The Thematic Committees will provide access to global best practices and latest technological inputs and concepts based on a highly developed, detailed, and analytical assessment of the relevant coal regions, issue analysis, information dissemination, public awareness building, and interaction with a range of stakeholders from the highest level of country authorities to community stakeholders.

## **B. Assignment**

- 6) ETP is seeking advisory services for a firm (the Consultant) to support the implementation and operation of the JCT Forum. The geographic scope for this assignment is initially the three priority countries of ETP's countries, Indonesia, Vietnam and the Philippines, with a possible expansion, as deemed relevant, to other countries in Southeast Asia. The advisory services will include, but not be limited to, provision of support to the following:
- a. the development of the Forum's Implementation Manual;
  - b. the development of TOR for the Forum's Thematic Committee;
  - c. establishing a partnership and arrangements, including sharing of the learning assets between the College of the Europe and the JCT Forum;
  - d. identification of measures to calibrate these learning assets to the needs of Southeast Asian stakeholder communities
  - e. alignment of the JCT Forum's scope with other just transition facilities (e.g. ADB-Just Transition Support Facility and Energy Transition Mechanism, IKI-Just Energy Transition, Climate Investment Fund's Women Led Coal Transition, among others);
  - f. templates for agreements with the governments in the region for engaging and focalling the JCT Forum;
  - g. preparation of various terms of reference and specifications of scope for the services of the JCT Forum, including
    - i. evaluation of just transition impacts on coal industry supply chain; and
    - ii. socioeconomic baseline data collection and analysis of the stakeholders, including identification and codifying these communities, their membership, learning levels, and needs (using the World Bank's 3 x 3 framework).
  - h. Organizing meetings to establish the Forum's relationship with:
    - i. the College of Europe in context of establishing the Forum's Learning Academy;
    - ii. DG ENER of the European Commission (EC) as the lead of the Initiative for Coal Regions in Transition in the Western Balkans and Ukraine and the EU Just Transition Platform; and

- iii. organizing partners and stakeholders' kickoff meeting for the JCT Forum (2 separate meetings).

## C. Sustainability and Gender Diversity

- 7) The Project is committed to the promotion, enhancement and development of gender sensitivity of its implementation activities. For cause-oriented groups, the Project shall be inclusive of the invited stakeholders during the consultation, more particularly women's groups. The Project shall also seek gender balance among the officials designated into the working groups. Emphasis shall be given to policy measures that shall not discriminate or marginalise any personalities and groups based on gender.

## D. Project Timeline

- 8) The Project is planned for 100 working days (estimated) from 15 March 2023 to 15 March 2024. The detailed project timeline will be presented by the consultants and agreed upon in the inception meeting. The services will be delivered intermittently on a need basis and will, in principal, be delivered on line, subject to agreement.

Task	Indicative Timeline	Estimated Total Days	Payment
Support to prepare the Forum's program documents pertaining to tasks under Para 6a - 6b	Within 6 months from contract start date	40 days	40%
Assist in the development of the Forum's learning assets and establishment of partnership with stakeholders pertaining to tasks under Para 6c, 6d and 6h.	Within 3 months after contract start date	40 days	40%
Support in aligning the Forum with other initiatives and preparing the Forum TORs and templates pertaining to tasks under 6e - 6g	Within 12 months after contract start date	20 days	20%

*\*The confirmation of the indicative timeline of the tasks is subject to the consultant's detailed project timeline presentation and agreed upon in the inception meeting.*

## E. Qualifications and Experience of the Consulting Entity

- 9) The consulting entity should have the following experiences:
  - Minimum 3 years of experience in working in similar capacities
  - Has proven experience working with NGOs, government agencies, or intergovernmental organizations
  - The service provider is expected to identify (a) designated employee(s) to produce the above outputs. The individual(s) should have the following qualifications (CV should be attached to the application):

### i. Education

- 10) Minimum advanced university degree (master's or equivalent) in Energy Economics, Engineering, International Economics and/or Relations, Public Relations, Public Policy, International Development, or related field.

**ii. Work Experience**

- 11) The overall team is expected to have a minimum seven (7) years of relevant experience with an advanced degree is required preferably in project or programme management, coordination, and just transition issue analysis; development, or administration, strategic planning and management, strategic liaison, donor or Partners coordination or related areas.
- Within relevant experience in coordinating complex environments, multiple and diverse stakeholder groups, generating coherency and collaboration, experience working in an international organization or internationally is required
  - Within relevant experience, experience in a senior management or advisory role is required;
  - Experience with coordinating work between different sectors and stakeholders, including governments, international financial institutions, UN and other development partners required
  - Prior experience working in UN agencies and/or UNOPS is an asset.
- 12) The **lead** individual should have the following qualifications:
- Education: Master's Degree or higher education in Energy, Energy Markets, Finance, Economics, Environment, Climate Change, Development Policies, Engineering, or related fields is required.
  - Work Experience:
    - i) A minimum of 10-year experience in energy and/or climate change policies, development policies, program and project planning and management, liaison and donor coordination;
    - ii) Professional experience in leading energy sector, just transition, stakeholder engagement and coordination projects is required;
    - iii) Strong knowledge of the energy and just transition, political, economic, and social situation in Southeast Asia context is an asset.
    - iv) Previous successful involvement with, and good knowledge of, donor, government, private sector, and civil society is an asset.
    - v) Prior experience working with international organizations is an asset.
- 13) The project **team member(s)** should have the following qualifications:
- Just Transition Expert**
- Education: Master's Degree or higher education in Energy, Energy Markets, Finance, Economics, Environment, Climate Change, Development Policies, Engineering, or related fields is required.
  - Work Experience:

- i) A minimum of 8-year experience in energy and/or climate change policies, development policies, program and project planning and management, liaison and donor coordination;
- ii) Professional experience in leading energy sector, just transition, stakeholder engagement and coordination projects is required;
- iii) Strong knowledge of the energy and just transition, political, economic, and social situation in Southeast Asia context is an asset.
- iv) Prior experience working with international organizations is an asset.

\*The above explanation is the minimum team requirement. Bidders are allowed to propose additional personnel as they see fit to complete the assignment.

### iii. Language

- 14) Fluency in oral and written English required.

### iv. Eligibility and Formal Criteria

Criteria	Documents to establish compliance with the criteria
1. Offeror is eligible as defined in the document Section I: Instructions to Offerors, Article 4 . In case of JV, all JV members should fulfill 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 documents and technical documentation requested in Instructions to Offerors Article 10 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>

### v. 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 3 years of experience in delivering similar projects in the past with a track-record of success. In case of JV, the experience will be calculated as an accumulation of the experience of each of the JV members.	<ul style="list-style-type: none"> <li>• Certification of incorporation of the Offeror</li> <li>• Form F: Performance Statement</li> </ul>
2. Offeror must provide a minimum of two (2) customer references from which similar services have been successfully provided, within any of the last 2 years	<ul style="list-style-type: none"> <li>• Form F: Form F: Performance Statement</li> </ul>

## F. 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

Technical proposal points allocation:

Section number/description		Points Obtainable
1	Offeror's qualification, capacity and expertise	25
2	Proposed Methodology, Approach and Implementation Plan	30
3	Key Personnel proposed and Sustainability Criteria	25
Total Technical Proposal Points		80

Section 1: Offeror's qualification, capacity and expertise		Points	Sub-points
1.1	Brief description of the 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. Bidders partnering up with a regional entity to provide for the strategic consultation, translations; as well as the communications expertise is considered a valuable asset. (Max 4 pages written text plus 1 Matrix )	20	
	Experience in projects of comparable size, type, complexity and technical speciality		10
	Experience in providing similar services in the region		5
	Understanding of local context, and partnering up with a regional entity to provide for the strategic consultation, translations; as well as the communications expertise		5
1.2	General organisational 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		2

	<p>years Liquidity / quick ratio should be minimum 1, in any of the past 2 years .</p> <p>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.</p>		
Total points for section		25	

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 and methodology to provide advisory service on the development of the Just Coal Transition Forum's Implementation Manual.		5
	2. Description of the offeror's approach and methodology to provide advisory services on identifying learning assets required for the Forum and establishing partnership and its arrangements, including sharing of learning assets with the College of Europe.		5
	3. Description of the offeror's approach to provide advisory services on establishing relationships with partners including the College of Europe and European Commission (DG ENER) and aligning the Forum's work with other just transition initiatives in Southeast Asia.		5
	4. Description of the offeror's approach to provide advisory services on preparing TORs for various scope of the Forum's work and developing templates for arrangements with the governments for focalling the Forum.		5
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		Sub-points	Points (Total)
3.1 Qualifications of key personnel proposed (Bidders are allowed to propose additional team as they see fit to be able to complete the assignment, but the minimum requirements set is outlined in the Terms of Reference)	a) Project lead	13	20
	b) Just Transition Expert	7	
3.2 The bidder shall provide a response that demonstrates its commitment to support gender equality through its operations		5	5
Total points for section			25

#### **G. Financial Criteria (20 maximum points)**

1. The financial part of those proposals that are found to be technically compliant will be evaluated as follows.
2. 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:
3. Points for the Financial Proposal of a bid being evaluated:

[Maximum number of points for the Financial Proposal] x {Lowest price}

[Price of proposal being evaluated]



4. 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.
5. 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

6. 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.
7. 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.