

# **Request for Quotation (RFQ) for Services**

## **Invitation to Secondary Bidding**

### **Twinning Arrangements for Decarbonization for Southeast Asia (Regional)**

**RFQ Ref No: EAPMCO/TH/2025/063**

Version: v2024

## Invitation letter

Dear Sir/Madam,

**Subject:            Twinning Arrangements for Decarbonization for Southeast Asia (Regional)**  
**RFQ No.:           EAPMCO/TH/2025/063**

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: Instructions to Bidders
- Section II: Schedule of Requirements
- Section III: Returnable Bidding Forms
  - o Form A: Quotation Submission Form
  - o Form B: Joint Venture Partner Information Form
  - o Form C: Price Schedule Form
  - o Form D: Technical Quotation Form
  - o Form E: Format for Resume of Proposed Key Personnel
  - o Form F: Performance Statement Form
  - o Form G: Self Disclosure Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission **21 May 2025, 23:59 (GMT+7)**.

We look forward to receiving your quotation.

Kind regards,

UNOPS Procurement Team

06 May 2025

## Section I: Instructions to Bidders

### 1. SCOPE OF QUOTATION

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Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

### 2. INTERPRETATION OF THE RFQ

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This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/business-opportunities/how-we-procure>) and other relevant Operational Directives and Operational Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### 3. BIDDER ELIGIBILITY

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Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder (and its personnel) has a close business or family relationship with a UNOPS personnel or with personnel of the UNOPS partner who engaged UNOPS and who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, for the same procurement activity, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid. In the case of procurement processes with lots, this provision shall apply on a lot by lot basis;
- A Bidder does not comply with any other conflict of interest situation relevant to the specific procurement process as specified in the solicitation document.
- A Bidder that has an owner, partner, board member, officer, who is a current member of UNOPS personnel (regardless of the UNOPS personnel contract modality), or in which a current member of UNOPS personnel has a direct financial interest in any capacity.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to [UNOPS policy on vendor sanctions](#).

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

If a bidder does not have all the expertise required for the provision of the goods/services to be provided under the Contract, such bidder may submit a bid in association with other entities, particularly with an entity in the country where the goods and/or services are to be provided. In the case of a joint venture, consortium or association:

- (i) All parties of such joint venture, consortium or association shall be jointly and severally liable to UNOPS for any obligations arising from their bid and the Contract that may be awarded to them as a result of this ITB;
- (ii) The bid shall clearly identify the designated entity designated to act as the contact point to deal with UNOPS. The duly filled Form D: Joint Venture Partner Information Form must be included with the Bid. Such entity shall have the authority to make decisions binding upon the joint venture, association or consortium during the bidding process and, in the event that a contract is awarded, during the duration of the contract; and
- (iii) The composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of UNOPS.
- (iv) Each joint venture, consortium or association members must meet the bidder eligibility conditions.

The eligibility conditions for the bidders under this article also apply to any sub-contractor.

#### **4. CLARIFICATION OF THE RFQ**

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Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

#### **5. REMUNERATION FOR AND COSTS OF QUOTATIONS**

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Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

#### **6. QUOTATION CURRENCY(IES)**

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The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotation s submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of

quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

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## **7. DUTIES AND TAXES**

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

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## **8. PAYMENT TERMS**

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

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## **9. PUBLICATION OF CONTRACT AWARD AND DEBRIEFING PROCEDURES**

UNOPS shall publish in its website (<https://data.unops.org>) and/or the UNGM website (<https://www.ungm.org/Public/ContractAward/Index/ContractAwards>) information regarding the purchase order(s) or contract(s) awarded as a result of this RFQ.

UNOPS may debrief unsuccessful bidders upon receipt of a written request. The request for debrief must be received within 10 calendar days of the notification by UNOPS of the tender results to unsuccessful bidders and is a prerequisite for a bidder to file a bid protest, further to Article 12 below. UNOPS shall promptly respond in writing to any unsuccessful Bidder who requests a debriefing.

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## **10. ETHICS AND PROSCRIBED PRACTICES**

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS policy on vendor sanctions](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

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## **11. AUDIT**

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys,

accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

## **12. BID PROTEST**

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Any bidder that believes to have been unjustly treated in connection with this solicitation process may submit a complaint to UNOPS' Director of Implementation Practices and Standards through the [bid.protest@unops.org](mailto:bid.protest@unops.org) email address. For a bid protest to be received and substantially assessed, the vendor must have requested a debrief further to Article 9 and submits the bid protest within 10 calendar days of UNOPS providing the debrief. In the unlikely event that UNOPS does not provide a debrief within 15 calendar days of the vendor's request further to Article 9 above the vendor may present a bid protest within 10 calendar days of the expiry of said 15 calendar day period. For further details on bid protests, please refer to the UNOPS Procurement Manual.

## **13. CONFIDENTIALITY**

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All information and documents provided to the bidders by UNOPS shall be treated as confidential by the bidders and shall:

- (i) remain the property of UNOPS;
- (ii) not be used for any purpose other than the purpose of preparing a bid; and
- (iii) be immediately returned to UNOPS in the event the bidder declines to respond to this ITB, or, in the event of a rejected or an unsuccessful bid, within fifteen days of being notified by UNOPS that its bid was rejected or unsuccessful.

All information and documents provided to the bidders by UNOPS shall not be disclosed to any third party, except:

- (i) with the prior written consent of UNOPS;
- (ii) where the third party is assisting a bidder in preparing the bid, provided the bidder has previously ensured that party's adherence to this duty of confidentiality;
- (iii) if the information or documents is/are at the time of this ITB lawfully in the possession of the bidder through a party other than UNOPS;
- (iv) if required by law, and provided that the bidder has previously informed UNOPS in writing of its obligation to disclose the information or documents; or
- (v) if the information is generally and publicly available other than as a result of breach of confidence by the person receiving the information.

## **14. DATA PROTECTION**

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1. UNOPS will handle Personal Data that it obtains from the bidders, and all parties constituting the bidder, (hereinafter the "Bidder ") as a result of, or in connection with, the solicitation and award process, solely in accordance with its own legal framework.
2. For purposes of this Article, "Personal Data" shall mean any information relating to an identified or identifiable natural person, including any information the disclosure of which could harm such identified or identifiable natural person, and "UNOPS Personal Data" shall mean Personal Data that is obtained by the Bidder from UNOPS in connection with, or related to, the solicitation and award process.
3. By engaging in the solicitation and award process, the Bidder acknowledges and consents to UNOPS's collection, use, disclosure, transfer and storage of the Bidder's Personal Data as outlined at <https://www.unops.org/privacy> .
4. Unless otherwise provided in the Contract, the Bidder shall take all appropriate measures, consistent with applicable laws, that have a bearing on the Bidder, to safeguard UNOPS Personal Data.
5. Unless otherwise more specifically provided in the Contract, the Bidder shall, at a minimum:
  - a. process UNOPS Personal Data solely and exclusively in accordance with the requirements of the solicitation and award process, and shall not use UNOPS Personal Data for the Bidder's research, marketing, sales, promotional, or any other purposes;
  - b. implement appropriate technical and organizational measures, including appropriate access-control measures, to ensure that UNOPS Personal Data is accessed on a "need-to-know", least privilege basis by authorized personnel only;

- c. implement appropriate data security measures to preserve the integrity of UNOPS Personal Data and prevent any corruption, tampering, loss, damage, unauthorized access and improper disclosure of UNOPS Personal Data;
- d. process UNOPS Personal Data in a manner that is adequate, relevant and limited to what is necessary for the purposes of the solicitation and award process, and ensure that UNOPS Personal Data is kept for no longer than is necessary to participate in the solicitation /award process;
- e. as and when requested by UNOPS, update or rectify UNOPS Personal Data to ensure its accuracy;
- f. transfer UNOPS Personal Data to third parties, including the Bidder's agents or proposed sub-contractors, only for the specific purposes of the solicitation and award process, and on terms and conditions equivalent to those set forth in this Article and Article 13: Confidentiality;
- g. immediately notify UNOPS in writing upon becoming aware of any data or security breach; take immediate mitigating and/or remedial action, including mitigating and/or remedial action as directed by UNOPS; and inform and update on a regular basis UNOPS of any measures taken by the Bidder to address such data or security breach;
- h. as instructed by UNOPS in writing, return, delete or destroy UNOPS Personal Data and, upon written request by UNOPS, provide substantiating evidence of such destruction to UNOPS; and
- i. consult with, and follow the instructions of, UNOPS with respect to handling any requests and/or complaints by third parties in respect of UNOPS Personal Data made to or received by the Bidder .
- j. The provisions of this Article shall survive any termination or expiration of the solicitation and award process.



## Section II: Schedule of Requirements

# Twinning Arrangements for Decarbonization for Southeast Asia

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### Terms of Reference | April 2025

This decarbonization twinning initiative in Southeast Asia, with a focus on 3 VIP countries (Indonesia, the Philippines, and Vietnam), aims to drive decarbonization by transferring relevant knowledge among business entities, industries, and local government units (LGUs), to stimulate lasting low-carbon change. It aims to build capacity and facilitate institutional transformation towards decarbonization.

This project will facilitate effective partnerships by matching businesses and LGUs from VIP countries with other stakeholders that could advance their low-carbon objectives.. The project will facilitate at least seven twinning exchanges, producing one decarbonization strategy document for each.





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## I. Introduction

1. The Southeast Asia Energy Transition Partnership ([ETP](#)), a program of the United Nations Office for Project Services (UNOPS), 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 interrelated 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 investments on renewable energy, energy efficiency, and fossil fuel phasedown, (iii) sustainable and resilient infrastructure, and (iv) just transition.
2. The Powering Past Coal Alliance (PPCA) is a global coalition of national and subnational governments, along with private entities, dedicated to advancing the energy transition through climate financing and clean energy planning. ETP and PPCA collaborate in the Twinning Arrangements for Decarbonization for Southeast Asia initiative, with a focus on Vietnam, Indonesia, and the Philippines (VIP countries). It aims to build capacity and accelerate decarbonization by transferring practical knowledge and innovations among enterprises and local government units (LGUs).
3. The initiative leverages PPCA's membership and reach, combined with ETP's understanding of the decarbonization needs and opportunities within the region. This twinning initiative also collaborates with other organizations that advance private sector decarbonization.

## II. Project Details

### A. Rationale and Objective

4. ETP and PPCA take on this Twinning Arrangements for Decarbonization for Southeast Asia initiative, connecting stakeholders to accelerate decarbonization. This initiative aims to build capacity and drive institutional transformation towards a low-carbon future by facilitating the transfer of practical knowledge on decarbonization strategies and technologies among entities. The target entities are industrial and commercial enterprises, and LGUs from Vietnam, Indonesia, and the Philippines.
5. Enterprises play a critical role in driving a nation's socio-economic development. They stimulate economic activity, generate employment and livelihood opportunities, and fulfil the needs of the population. These entities are heavily reliant on energy, with some sectors being more energy-intensive than others. Consequently, they have a critical role in a country's energy transition, particularly in reducing overall energy intensity. Vietnam's large industrial sector consumes more than half of the country's electricity. Around 25% of Indonesia's coal capacity is dedicated to captive use by industrial facilities. Meanwhile, in the Philippines, cooling takes a significant portion of energy use in commercial buildings. These are significant opportunities for energy efficiency that can accelerate the energy transition in these countries.

6. LGUs are pivotal enablers of the energy transition on the ground. Their sub-national level mandate covers industrial and commercial activities, allowing them to influence and facilitate decarbonization within these sectors. In addition to their role in providing policy direction, they can implement their decarbonization projects and are effective in convening and mobilizing local actors.
7. This twinning initiative aims to accelerate decarbonization through targeted exploration of low-carbon solutions by industrial and commercial enterprises. This will be reinforced by engaging with LGUs, especially those that are developing industrial parks and commercial districts. In addition, the initiative will introduce new low-carbon technologies and strategies emerging from outside the region, enabling VIP participants to gain insights into global best practices and proven strategies for energy efficiency and emissions reductions.
8. The “twinning” will be achieved by strategic match-making or grouping among entities and facilitating engagement. The groupings could take many forms, which could vary in number and/or membership. The expected participants are:
  - a. Industrial enterprises - entities engaged in large-scale production of goods and services, including manufacturing, construction, and utilities;
  - b. Commercial enterprises - entities engaged in the provision of goods and services, including retail and wholesale trading, and property development;
  - c. LGUs - government units at the sub-national level;
  - d. Industry alliances or associations advancing decarbonization;
  - e. Suppliers of clean energy technologies;
  - f. Energy efficient practitioners, service providers, and Energy Service Companies (ESCOs).
9. Under this initiative, the twinning arrangement will include a **match-making forum, virtual exchanges**, and an **investment dialogue**.

## **B. Impact, Outcomes, and Outputs**

10. The Twinning initiative aims to contribute to the wide adoption of decarbonization strategies and technologies to accelerate the energy transition in the three countries, contributing to national climate and clean energy targets.
11. It aims to support the advancement of low-carbon transformation among enterprises from VIP countries and accelerate decarbonization at sub-national levels. It aims to stimulate institutional transformation that will lead to a lasting shift towards net-zero operations.
12. The project will establish at least seven (7) twinning pairs or clusters, each producing a decarbonization strategy framework. The experience and lessons learned will be disseminated through case studies.

## **C. Sustainability and Gender Mainstreaming**

13. ETP is committed to promoting environmental sustainability in its operations and projects. Environmental management principles must be followed when planning for meetings, workshops, or events. Consultants must comply, at a minimum, with the “Ensuring the Basics” level outlined in the [UNOPS Guide to Sustainable Events](#).
14. ETP is committed to promoting and supporting gender mainstreaming in its project implementation. The project 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.
15. Recognizing the importance of inclusivity and acknowledging the unique perspectives that women bring into decarbonization, women-led enterprises should be actively identified, encouraged, and prioritized for participation.

### III. Project Deliverables

16. Table 1 outlines the key deliverables that are expected in this project. Additional details on associated activities for each deliverable are provided in Table 1.

**Table 1. Key deliverables and implementation timeline**

Milestone	Deliverables	Target delivery date	% of payment
1	Inception Report	Month 1	10%
2	Stakeholder Mapping and Engagement Strategy	Month 3	15%
3	- A Compendium of Clean Technology Suppliers and Service Providers - Decarbonization Match-Making Forum, and Site Visit - A Post-forum and Site Visit Report	Month 6	30%
4	- 7 Decarbonization Strategy Frameworks - A Twinning Exchange Summary Report	Month 10	15%
5	- Decarbonization Investment Dialogue, and Post-event Report - 7 Decarbonization Twinning Case Studies	Month 12	20%
6	Final Report	Month 13	10%

#### Milestone 1: Inception Report

17. The consultant must develop and submit a detailed inception report detailing the workplan and organize an inception workshop, ensuring that the consultant’s understanding of the project is aligned with ETP’s expectations.
18. The inception report should contain, as a minimum:
  - a. Introduction and project background
  - b. Scope of services

- c. Methodology and workplan to accomplish each deliverable
- d. Gender mainstreaming and sustainability plan
- e. Gantt chart for all project activities
- f. Stakeholder coordination plan
- g. Project management structure, 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. Risks, mitigations and assumptions
- i. Monitoring and Evaluation plan: describe an approach to collect, analyze, and verify data and evidence as required in the ETP's Results-Based Monitoring Framework (RBMF). This plan shall detail the methodologies, tools, and timeline for systematic data collection and reporting to effectively measure progress against established indicators.
- j. Communications plan as described in Table 2 below, with the consultant being responsible for the production of each item. All communication items and project-related updates require approval from ETP before publication on professional and/or personal platforms.

**Table 2: Project communications 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 capture key project activities and impact. Each article must be submitted with a minimum of 3 high-quality photos/graphics.	2 - including 1 by mid-project, and 1 upon project completion (on successful twinning arrangements, including positive outcomes from participating in the project )
4	<b>Project wrap-up presentation</b> A 15-20 minute recorded presentation (with slide deck) summarizing key highlights of the project. The recording will be featured on the ETP website as a knowledge item.	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' capturing key



		speeches, activities and participant engagement
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*\* The consultant is required to ensure that the [ETP Communications and Visibility Guidelines](#) will be adhered to for all project-related activities.*

19. The consultant is required to conduct introductory meetings with ETP and/or other relevant partners to present the project work plan. It is the responsibility of the consultant to propose and arrange such meetings in the first month of the contract signing, prior to submitting the inception report to ETP.

## Milestone 2: Stakeholder Mapping and Engagement Strategy

20. The stakeholder mapping involves scanning for potential participants from VIP countries and from outside the region. The activities will include:

- a. Identifying LGUs from VIP countries with decarbonization goals. ETP conducted an initial shortlisting of LGUs from these countries, which will serve as the starting point for the selected implementing partner to work on.
- b. Identifying potential participating enterprises (industrial and commercial) from VIP countries, in consultation with ETP. Categorizing them based on industry/sector and/or decarbonization priorities and needs. Each of the three countries should be represented. Women-led enterprises should be actively identified and prioritized.
- c. Identifying potential participants and other stakeholders from outside the VIP countries who are capable and interested in contributing to the advancement of VIP participants' decarbonization targets. These can include:
  - **LGUs from outside VIP countries** that demonstrate leadership in implementing decarbonization strategies, offering practical insights and replicable approaches for LGUs in VIP countries. Involving LGUs from outside the VIP countries will facilitate cross-country learning and open opportunities for collaboration.
  - **Enterprises based outside VIP countries** that have adopted decarbonization strategies and technologies, and are willing to serve as role models or mentors for the VIP-based enterprises. This provides them the opportunity to showcase their leadership in sustainability and establish relationships with potential partners in VIP.
  - **Industry alliances or associations focused on decarbonization** provide platforms for knowledge exchange, collaboration, and collective voluntary action on energy efficiency and renewable energy.
  - **Clean energy technology providers**, both from within and outside VIP countries, including suppliers of emerging energy-efficient technologies, digital tools, renewable energy solutions relevant to industrial and commercial applications, and others.
  - **Energy efficiency practitioners, service providers, and ESCOs** who can offer technical expertise to accelerate decarbonization efforts.
  - **Financing sources** for decarbonization efforts.
  - Other entities that could support in advancing industrial and commercial decarbonization.

21. Prepare the Stakeholder Mapping and Engagement Strategy that will inform the succeeding activities to ensure that there will be meaningful exchanges.

**Milestone 3: Compendium of Clean Technology Suppliers and Service Providers; Decarbonization Match-Making Forum; Site Visit**

22. Design, organize, and execute a Decarbonization Match-Making Forum (see paragraph 23 for more details) and a site visit (see paragraph 27 for more details), which serve as the venue where entities from VIP countries can interact with other stakeholders on decarbonization. This is envisioned to be a public event that includes targeted match-making breakout sessions intended to initiate collaboration and partnerships. The activities include:
  - a. Develop the design and structure of the event, which could include thematic presentations, match-making sessions, and informal networking. Draft the agenda and propose decarbonization topics or themes that will be discussed in the event. The forum design should draw from the stakeholder mapping activity under [Deliverable 2](#). Ensure that the forum's design will be compelling for both LGUs and enterprises to participate.
  - b. Develop branding design and targeted promotional strategy to increase the event's visibility and engagement. This will align with ETP's branding and visibility guidelines and be coordinated with ETP's Communications Officer.
  - c. Prepare and disseminate invitations to identified participants from the stakeholder mapping exercise. In parallel, execute the targeted promotional strategy to encourage broader participation in the event. The consultants must monitor registration and ensure that participant targets are met.
  - d. Facilitate targeted match-making sessions based on the results of the stakeholder mapping, ensuring productive exchanges. This involves pre-identifying matches that would be strategic and useful for all parties and ensuring that they have meaningful discussions during the event. The matches could be between pairs or among small clusters of entities. For every cluster, at least one entity should come from one of the VIP countries.
  - e. **Develop a compendium of clean technology suppliers and service providers**, and all expected participants in the match-making forum, which can include enterprises, LGUs, and other relevant stakeholders. This compendium can facilitate effective engagement and networking during the event. The final product should be a copy-edited version suitable for both print and digital formats. **Include the cost of printing 75 copies of the compendium in your financial proposal.**
  - f. Develop and implement event feedback mechanisms.
  - g. Design and organize a **site visit** to an establishment that has implemented advanced decarbonization strategies. Propose options for the site visit, with the final selection to be made with ETP. This establishment could either be from the commercial,

manufacturing, or industrial sectors. The site visit is a full-day event and should happen the day after the forum (see paragraph 27).

23. The consultants shall handle all tasks related to the **organization of the Decarbonization Match-Making Forum**, including preparing logistics, inviting participants and speakers, booking the venue (4 stars), and executing the actual event. Expected participants include enterprises, clean energy technology suppliers, service providers, LGUs, and other relevant stakeholders. The event will follow the following model:
- a. Format: Two-day in-person event
  - b. Number of participants: 75 participants per day (same attendees for both days)
  - c. Number of **sponsored participants**: 12 people (out of the 75 participants mentioned above). This includes LGU representatives from VIP countries. There will be no sponsorship for private business entities. (See paragraph 26 for travel arrangements of sponsored participants).
  - d. Standard meeting package including lunch and 2 coffee/tea breaks each day for all participants.
  - e. The consultant is also responsible for arranging the accommodation (with breakfast) for the 12 sponsored participants (max 4 nights per person covering both the forum and site visit duration).
  - f. Interpretation services should be provided during the forum and site visit (Vietnamese and Bahasa Indonesia).
  - g. The event location is tentatively Thailand. The final location will be determined in coordination with ETP before completing Milestone 2 and may be Vietnam, Indonesia, the Philippines, or Thailand. For the financial proposal, assume Thailand. The selected location will be confirmed with sufficient advance notice to allow for logistical arrangements.
24. **Financial proposal requirement, payment for the Forum logistics, and potential prorated payment adjustment:** Bidders must detail all non-personnel costs associated with the Decarbonization Match-Making Forum in their financial proposal. Payment for the venue and logistical arrangements for the forum will be made as a single, fixed amount (lump sum) upon successful completion of the forum and adherence to all requirements outlined in this TOR. In instances where the actual number of forum participants or the duration of the forum deviates from the minimum requirements stated in this TOR, a reduced (prorated) payment may be made at the discretion of UNOPS ETP. This will be assessed on a case-by-case basis.
25. The reduced Daily Subsistence Allowance (DSA) would be applied, and the costs of which will be **reimbursed against the actual** number of participants and actual number of nights spent by participants (max 4 nights per person covering both the forum and visit duration).

26. Arrange the travels for the sponsored LGU representatives to the forum with the following requirements, the costs of which will be **reimbursed against the actual** expenses:
- The total sponsored participants for the event is 12 LGU representatives from the VIP countries. ETP will select the LGUs.
  - Travel entitlements will follow UN travel management policies that include economy-class and most-direct-route airfares.
27. The consultant shall handle all tasks related to organizing the **site visit** on the day after the forum. This includes coordinating with the facility owner, arranging transportation, identifying participants who will join, and other arrangements. The site visit will follow the following model:
- Format: In-person full-day
  - Number of participants: maximum 35 participants, including 12 sponsored LGU participants and other interested attendees from the Forum
  - Number of sponsored participants: 35
  - Meals/Snacks: Include provisions for drinks and light snacks. Lunch can be taken at a rest stop, and participants are expected to pay for their meals.
  - Location: Thailand (TBC). Final location to be determined during the planning stage.
28. Interested bidders shall provide a breakdown of all non-personnel costs related to the site visit in their financial proposal. **The payment for the transportation, snacks, and arrangements for the site visit will be released as a lump sum** upon delivery, according to the requirements in this TOR. A prorated payment might be made if the actual number of participants or the days do not fulfil the minimum requirements stipulated in the TOR. This non-personnel component shall include:
- The estimated cost for the transportation, covering both sponsored participants and the consultant team.
  - The estimated cost of drinks and snacks, covering both sponsored participants and the consultant team
29. The associated costs for the consultant team need to be included in the proposal. The travel cost and DSA will be **reimbursed against actual** expenses and up-to-the-ceiling amount as agreed in the contract.
30. The consultants must **prepare a post-forum and site visit report** summarizing key activities, discussions, and insights, and focusing on twinning or matching potential from the match-making exercise. The report must include the next steps and strategies that will be implemented to advance dialogues between entities, which will be important input to the next deliverable.
31. The report must include a list of potential pairs or clusters whose collaboration could be advanced for decarbonization. This list should be finalized with ETP. There should be at least 7

pairs or clusters. Twinning or engagement strategies for each of the groups must be included in the post-event report.

#### **Milestone 4: Decarbonization Strategy Frameworks; Twinning Exchange Summary Report**

32. Establish and implement mechanisms to initiate and sustain engagement among matched participants. The engagement must foster decarbonization knowledge exchange, technology transfer, problem-solving, and other actionable decarbonization solutions. The activities will include:
  - a. Initiate and facilitate exchanges among the pairs or clusters identified in the match-making event ([Milestone 3](#)). Ensure holding at least **2 facilitated virtual exchanges** for each pair or cluster over a period of four months. Holding virtual exchanges or dialogues involving larger circles could also be conducted (as part of the 2 mandatory exchanges). The focus of these sessions could vary, such as sharing of experiences, analyzing specific decarbonization challenges, sharing financing opportunities, and other relevant topics. Document the objectives, discussion highlights, challenges, and next steps from each exchange.
  - b. Develop a **decarbonization strategy framework** for each pair or cluster (total 7 pairs). These should be designed as practical and forward-looking guides. While each strategy should reflect the shared priorities or concerns of the pair or cluster, it should include scalable insights that could be adopted by others. Include sustainability mechanisms for maintaining partnership/engagement beyond the project.
33. Compile all documentation related to the twinning engagements into a **Twinning Exchanges Summary** report, including the decarbonization strategy frameworks and the sustainability mechanism. The final section should highlight lessons learned, best practices, and actionable recommendations to inform future twinning initiatives.

#### **Milestone 5: Decarbonization Investment Dialogue; Decarbonization Twinning Case Studies**

34. The dialogue will serve as the venue for participants to explore financing opportunities for their decarbonization strategies or projects. It aims to identify financing sources for decarbonization efforts and introduce the twinning participants to potential funders for their projects. The expected activities are:
  - a. Develop the design and structure of the dialogue involving the twinning participants and financial institutions, development donors, and other potential sources of financing for decarbonization projects.
  - b. Prepare and disseminate invitations to identified participants. The consultant team must monitor registration and ensure that participant targets are met.
  - c. Facilitate targeted discussion between twinning participants and financing sources
35. The consultant shall handle all tasks related to the **Decarbonization Investment Dialogue**, including preparing logistics, inviting participants and speakers, booking the venue, and executing the actual event. Participants of this event will include twinning participants, including



business entities and LGUs. Other participants include practitioners, development partners, other business entities, and financial institutions. The event will follow the following model:

- a. Format: one-day in-person event
  - b. Number of participants: 50 participants
  - c. Number of sponsored participants: 12 people (out of 50 participants above). This includes LGU representatives from the VIP countries. There will be no sponsorship for private sector entities.
  - d. Travel arrangements for sponsored participants: Arrange the travels for the sponsored LGU representatives with the following requirements, the cost of which will be reimbursed against the actual expenses:
    - The total sponsored participants is 12 people who represent LGU representatives from the VIP countries. ETP will select the LGUs.
    - Travel entitlements will follow UN travel management policies that include economy-class, most-direct-route airfares, and full DSA for 2 days.
  - e. Standard meeting package including lunch and 2 coffee/tea breaks.
  - f. Location: Thailand (TBC). The final event location will be determined in coordination with ETP and will be in either Vietnam, Indonesia, the Philippines, or Thailand. However, for the purpose of preparing the financial proposal, please assume Thailand as the event location.
36. Interested bidders shall provide a breakdown of all non-personnel costs related to this event in their financial proposal. **The payment for the venue and logistical arrangements for the event will be released as a lump sum** upon delivery, according to the requirements in this TOR. A prorated payment might be made if the actual number of participants or the days do not fulfil the minimum requirements stipulated in the TOR.
37. The associated costs for the consultant team need to be included in the proposal. The travel cost and DSA will be reimbursed against actual expenses and up-to-the-ceiling amount as agreed in the contract.
38. The consultants must **prepare a post-event Decarbonization Investment Dialogue Report** summarizing key discussions and insights.
39. Develop **seven (7) Decarbonization Twinning Case Studies** that capture experiences, highlighting lessons learned and best practices. These are public-facing and concise materials that must be easily understood by a non-technical audience and enhanced with engaging visuals. The end product should be a copy-edited, publishable version that is both print-ready and digital-friendly.

#### **Milestone 6: Final Report**

40. The Final Report must capture the key insights, successful practices, and actionable recommendations from the project to guide future private sector decarbonization efforts across the region and beyond. It should include a high-level assessment of the initiative's immediate impact on the twinning participants, highlighting any significant transformations resulting from the exchanges.

41. The Final Report must provide an analysis of the effectiveness of twinning arrangements in facilitating knowledge transfer and driving actionable change. It should identify challenges and limitations, with insights into how these can be mitigated in the future. The report should include an evaluation for replicating these arrangements across the region, with frameworks for sustainability.

#### General Guidance on Event/Workshop/Travel Organization

42. The consultant is expected to handle all tasks related to organizing events/workshops, including arranging the logistics, inviting participants and speakers, booking the venue, and executing the actual event/workshop. Interested bidders shall provide a breakdown of all non-personnel costs in the financial proposal.
43. The payment for logistical arrangements for the event/workshop will be released as a lump sum upon delivery, according to the requirements in this TOR. A prorated payment might be applied if the actual number of participants or the number of days does not fulfil the minimum requirements stipulated in the TOR.
44. A detailed breakdown for international/local travel, daily subsistence allowance (DSA) and other related foreseeable costs should be included in the financial proposal, if applicable. These costs will be paid on a reimbursable basis. The invoice for reimbursable payments shall be submitted with an Excel summary of all reimbursable expenses as agreed in the project budget. The currency shall be converted based on the UNORE rates at the time expenses are incurred.
45. The event/workshop agenda and mission travel plan need to be discussed with ETP in advance. Gender considerations have to be taken into account.
46. The mode of transportation should be based on the most direct and economical route. Business class tickets are not permissible for reimbursement claims. The consultant shall provide an advanced notice to ETP if travel costs are anticipated to exceed the given budget.
47. **The consultant is responsible for disbursing the DSA to the sponsored participants.**

#### Other Important Requirements

48. All project deliverables and presentations must be submitted in English, Bahasa Indonesia, and Vietnamese, and are expected to be professionally formatted after the content is approved.
49. A public-facing, publishable Executive Summary (approximately 2 pages) in professional English, Bahasa Indonesia, and Vietnamese, and a public-facing, catchy PowerPoint presentation highlighting key information must be submitted with each deliverable. Except for the Decarbonization Twinning Case Studies, which do not need an Executive Summary.
50. All deliverables are subject to review by ETP. If there are comments and suggestions, the deliverables need to be revised accordingly before payment is released.
51. The consultant must be available to attend 1 in-person workshop with the ETP Secretariat in the region, if needed, during project implementation. The costs for this will be covered outside the

financial scope of the proposal. The bidders are not required to budget this component in their proposal submission.

52. **Personal data management:** The consultant needs to make appropriate arrangements to ensure a safe space for participation in all project activities. Each event and publication will need to comply with the personal data protection and privacy principles of the UN. The consultant must provide a detailed explanation of data handling throughout the project period, including gathering, processing, and transfers.

## IV. Project Timeline

53. The project implementation duration is expected to take 13 months. The actual project timeline will be presented by the consultant and agreed upon in the Inception Report.

**Table 3. Proposed Timeline of Project's Deliverables**

Deliverables	1	2	3	4	5	6	7	8	9	10	11	12	13
Inception Report													
Stakeholder Mapping and Engagement Strategy													
- A Compendium of Clean Technology Suppliers and Service Providers - Decarbonization Match-Making Forum; Site Visit Post-forum and Site Visit Report													
- 7 Decarbonization Strategy Frameworks - A Twinning Exchange Summary Report													
- Decarbonization Investment Dialogue; and Post-event Report - 7 Decarbonization Twinning Case Studies													
Final Report													

## V. Key Beneficiaries

54. This project is designed to generate public goods by facilitating knowledge exchange and supporting the acceleration of decarbonization efforts in VIP countries. As such, it does not have direct beneficiaries. The key **indirect** beneficiaries of this project are provided in Table 4.

**Table 4. List of Project's Indirect Beneficiaries**

Beneficiary	Description
Local Government Units (LGUs)	LGUs can gain exposure to practical decarbonization strategies, access to relevant stakeholders, and insights from best practices. These will enhance their ability to design and implement decarbonization initiatives,

	particularly in managing industrial parks and commercial zones within their jurisdictions.
Policy Makers	Governments benefit from observing successful decarbonization models, which can inform policy development and inspire larger-scale initiatives.
Development partners	Development partners gain insights into the effectiveness of targeted decarbonization partnerships and twinning models, offering another option for driving change. The twinning model may even be adopted in sectors beyond energy.

## VI. Results-Based Monitoring Framework (RBMF)

55. This project will contribute to the **Strategic Outcome 2** on De-risking Investments on Renewable Energy, Energy Efficiency and Fossil Fuel Phasedown.
56. The results of the project are monitored through the RBMF in Table 5 below.
57. The RBMF template (Excel spreadsheet) will be shared at the project kick-off stage. The consultant is required to submit the RBMF data update on a biannual basis, by mid-June for the January-June period and by mid-December for the July-December period.
58. Each RBMF update must provide quantitative data against established indicators, qualitative analysis of progress and achievements, and clarification for any deviation from the targets. The data must be gender-disaggregated, where applicable.
59. All reported results must be supported with verifiable evidence and documentation, which will be subject to ETP's validation process to ensure data quality, accuracy, and reliability.

**Table 5. Results-Based Monitoring Framework**

### ANTICIPATED IMPACT

GHG Emissions avoided or reduced – estimates of fossil fuel mix replaced in % (Coal, Natural Gas, Oil)

### OUTCOME

SO 2.0 De-risking Investments on RE, EE and Fossil Fuel Phasedown

### OUTPUTS

INDICATOR	TARGET
OC 2.1 Number of new regulations, recommendations, and de-risking strategies adopted to reduce investment risks to RE, EE, grids and fossil	7 Decarbonization Strategy Frameworks

fuel phasedown	
OP 2.1 Number of new regulations, recommendations, and de-risking strategies proposed to reduce investment risks to RE, EE, grids, and fossil fuel phasedown	7 Decarbonization Strategy Frameworks
OP5.1– No. of studies, research, new evidence published, for raising awareness, improving knowledge base, driving decisions, and dissemination to a wider audience	7 Decarbonization Twinning Case Studies 1 Final Report 1 Twinning Exchange Summary Reports
OP5.2a - No. of trainings, knowledge sharing events organized at national and regional levels to build institutional capacity and knowledge networks	1 Decarbonization Investment Dialogue
OP5.2b - Total no. of attendees in trainings, knowledge sharing events organized at national and regional level to build institutional capacity and knowledge networks	125
OP 5.2 c Total no. of female attendees in trainings, knowledge sharing events organized at national and regional level to build institutional capacity and knowledge networks	50%
OP 4.3- No. of articles, press releases on social media, and mass media, for outreach	Minimum 6 social media posts

## VII. Consultant's Required Qualifications and Evaluation Criteria

### A. Consultant's Required Qualifications

60. The consultant's project team should demonstrate the capacity to execute the work and should include all essential personnel with relevant experience. CVs of the proposed personnel should be used to verify this information.
61. The following are the **minimum positions** that should be included in the team. Bidders should make an assessment if additional positions are needed to deliver the project, in which case they should provide relevant justifications.
  - a. Team Leader/Decarbonization Expert
  - b. Energy Efficiency Expert
  - c. Coordinator
62. The minimum requirements per position are detailed in Section B. Evaluation Criteria, under Technical Criteria.
63. The Consultant should also assign a Contract Manager who would liaise the non-technical part of project implementation, including coordination, liaising with key counterparts, liaising with ETP/UNOPS on the submission of invoice and payment-related documents.



64. Additional positions such as the ones suggested below, may be proposed to effectively implement and execute the work plan. While these additional positions do not have assigned scores under the Key Personnel evaluation section, having these positions included in the proposal as the team composition may be considered as strength in the technical evaluation section 2, the implementation of the workplan and methodology.
- Translators/Interpreters (Vietnamese and Bahasa Indonesia) to support report translation and provide on-site interpretation during the events and site visit.

## B. Evaluation Criteria

### Qualification Criteria

65. The criteria contained in the table below will be evaluated on **Pass/Fail basis** and checked during Preliminary Examination of the proposals.

Section 1: Consultant's qualification, capacity and expertise		Documents to establish compliance with the criteria
1.1	Brief description of the organization, including the establishment year and country of operation, and types of activities undertaken, including relevance of specialized knowledge and experience on similar engagements done in the past.	
	Bidders partnering up with a local entity to provide for the strategic consultation, translation, as well as communications expertise is considered a valuable asset.	
	1. Experience in projects of comparable size, type, complexity and technical specialty.	Technical Proposal Form
	2. Experience in providing similar services in Southeast Asia.	Technical Proposal Form
1.2	General organisational capability which is likely to affect implementation: management structure, and project management controls. (Max 4-page written text)	Technical Proposal Form
	1. Management structure, management controls, and extent to which any part would be subcontracted. In case of a joint venture (JV), there should be a clear designation of roles and responsibilities between the JV members.	Technical Proposal Form

### Technical Criteria

66. The criteria contained in the table below will be evaluated on **Pass/Fail basis** and checked during Preliminary Examination of the proposals.

Section 2: Proposed methodology, approach and implementation plan	Documents to establish compliance with the criteria
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2.1	Description of the approach including risk(s) and mitigation measure(s), understanding of the assignment, and methodology for meeting or exceeding the requirements of the Terms of Reference.	Technical Proposal Form
	1. Description of the framework and strategies for implementing the twinning arrangements among business entities from Indonesia, Philippines and Vietnam with their international counterparts	Technical Proposal Form
	2. Description of an effective dissemination/culminating event for this twinning initiative	Technical Proposal Form
2.2	Quality Assurance Plan	Technical Proposal Form
	1. A plan outlining how the bidder intends to ensure oversight and quality assurance throughout the assignment. A Quality Assurance plan should include discussion on risk assessment and its mitigation plan.	Technical Proposal Form
2.3	Implementation Timeline	Technical Proposal Form
	1. A detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with Gantt chart.	Technical Proposal Form
2.4	Sustainability and Gender Mainstreaming	Technical Proposal Form
	1. The bidder shall provide a clear statement, approach and methodology that demonstrates its commitment to promote environmental sustainability, and to support and mainstream gender equality through its operations and project implementation activities.	Technical Proposal Form

Section 3: Key personnel proposed and sustainability criteria		Documents to establish compliance with the criteria
3.1	<b>Team Lead/Decarbonization Specialist</b>	Resume of Proposed Key Personnel
	<b>Education:</b> <ul style="list-style-type: none"> <li>A Master's Degree in Sustainable Development, Energy, Engineering, Energy Transition, Climate Change, Development or related fields in electrical or mechanical engineering or environment.</li> <li>A Bachelor's Degree with 2 years of relevant experience is considered as an equivalent.</li> </ul>	Resume of Proposed Key Personnel
	<b>Experience:</b> <ul style="list-style-type: none"> <li>A minimum of 10 years of relevant experience in similar role, with a minimum 2 years of leadership experience</li> <li>Proven experience managing projects related to decarbonization, energy efficiency, or energy transition in Southeast Asia.</li> <li>Experience in designing and/or conducting capacity building,</li> <li>Experience working in Southeast Asia</li> </ul>	Resume of Proposed Key Personnel
	<b>Energy Efficiency Expert</b>	Resume of Proposed Key Personnel
	<b>Education:</b>	Resume of Proposed Key Personnel

	<ul style="list-style-type: none"> <li>• A Master's Degree in Sustainable Development, Energy, Engineering or a related field in electrical or mechanical engineering is required.</li> <li>• A Bachelor's Degree with 2 years of relevant experience is considered as an equivalent.</li> </ul>	
	<b>Experience:</b> <ul style="list-style-type: none"> <li>• A minimum of 8 years of relevant experience in energy efficiency, renewable energy, that may include project development, policy, or capacity building.</li> <li>• Experience in organizing, facilitating, leading workshops on energy efficiency topics</li> <li>• Experience working in Southeast Asia</li> </ul>	Resume of Proposed Key Personnel
	<b>Coordinator</b>	Resume of Proposed Key Personnel
	<b>Education:</b> <ul style="list-style-type: none"> <li>• A Bachelor's Degree in any field</li> </ul>	Resume of Proposed Key Personnel
	<b>Experience:</b> <ul style="list-style-type: none"> <li>• A minimum of 3 years professional experience</li> <li>• Experience organizing, leading, implementing workshops, training, and events, preferably on topics related to decarbonization or energy transition</li> <li>• Experience working in all or any of these countries Vietnam, Indonesia, and the Philippines</li> </ul>	Resume of Proposed Key Personnel

### Financial Criteria and Award Selection Decision

66. Proposals that pass the technical evaluation will advance to the financial evaluation.
67. The proposal with the lowest-priced financial proposal will be considered as the winner.
68. At any time during the evaluation process, UNOPS may request clarification or further information in writing from bidders. The bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.

## Section III: Returnable Bidding Forms

**Note to Bidders:** Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

- o Form A: Quotation Submission Form
- o Form B: Joint Venture Partner Information Form
- o Form C: Price Schedule Form
- o Form D: Technical Quotation Form
- o Form E: Format for Resume of Proposed Key Personnel
- o Form F: Performance Statement Form
- o Form G: Self Disclosure Form

## Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject:** Consultancy Services for Twinning Arrangements for Decarbonization for Southeast Asia (Regional)  
**RFQ No.:** EAPMCO/TH/2025/063

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of **90 days** from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future;
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorised by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

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

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]



## Form B: Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

**Subject:** Consultancy Services for Twinning Arrangements for Decarbonization for Southeast Asia (Regional)  
**RFQ No.:** EAPMCO/TH/2025/063

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/ Consortium/ Association.

JV / Consortium/ Association Information	
<b>Name</b>	[complete]
<b>Names of each partner and contact information</b> (address, telephone numbers, fax numbers, e-mail address)	[complete]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[complete]
<b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each</b>	[complete]

### Signatures of all partners of the JV:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/ Consortium/ Association shall be jointly and severally liable to UNOPS for the fulfilment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

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

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

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

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

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

## Form C: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

**Subject:** Consultancy Services for Twinning Arrangements for Decarbonization for Southeast Asia (Regional)  
**RFQ No.:** EAPMCO/TH/2025/063

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

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

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

Item No.	Deliverables	Percentage of Total Price (Weight for payment)	Total Price USD (Lump Sum, All Inclusive)
1	Deliverable 1: Inception Report	10% of lump sum contract value excluding reimbursable non-personnel	[Please insert price]
2	Deliverable 2: Stakeholder Mapping and Engagement Strategy	15% of lump sum contract value excluding reimbursable non-personnel	[Please insert price]
3	Deliverable 3: - A Compendium of Clean Technology Suppliers and Service Providers - Decarbonization Match-Making Forum, and Site Visit - A Post-forum and Site Visit Report	30% of lump sum contract value excluding reimbursable non-personnel	[Please insert price]
4	Deliverable 4: - 7 Decarbonization Strategy Frameworks - A Twinning Exchange Summary Report	15% of lump sum contract value excluding reimbursable non-personnel	[Please insert price]
5	Deliverable 5: - Decarbonization Investment Dialogue, and Post-event Report - 7 Decarbonization Twinning Case Studies	20% of lump sum contract value excluding reimbursable non-personnel	[Please insert price]
6	Deliverable 6: Final Report	10% of lump sum contract value excluding reimbursable non-personnel	[Please insert price]
7	Non-Personnel Reimbursable Components other than workshop costs	To be paid based on actual expenses against suppliers invoice/receipt	[Please insert price]

Total financial proposal for personnel costs (USD)	[Insert total lump sum price]
Total financial proposal for non-personnel costs (USD)	[Insert total lump sum price]
Total financial proposal (USD) = Total personnel costs + Total non-personnel costs	[Insert total price]

\* The Consultant should include in all non-personnel costs associated with organizing the workshop including, venue, organization, communication materials and other travel and logistics expected.

**Table 2: Cost breakdown per component**

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

Cost Component	Detailed Cost Breakdown			
Personnel costs (lump sum payment)	Qty (number of days)	No. of Personnel	Remuneration per Unit (daily rate USD)	Total Rate for the Period (USD)
1. Team Lead/ Decarbonization Expert				
2. Energy Efficiency Expert				
3. Coordinator				
Additional positions (if applicable)				
Total financial proposal (USD)				

[Please provide a detailed breakdown of the non-personnel costs for the organisation and logistics arrangement of the workshops/ meetings. This may include, but not limited to, airfare, daily subsistence allowance, venue hire, meeting packages, etc.].

Cost Component	Detailed Cost Breakdown			
Non- Personnel costs (lump sum payment on workshop components)	Qty	Unit Rate (USD)	Quantity (Pax)	Total Cost (USD)
Organize two (2) full-day Decarbonization Match-Making Forum in a hotel venue (up to 4 stars) and site visit tentative location in Thailand under deliverable 3 Please provide a breakdown of all non-personnel costs for <u>Deliverable 3 for 2 full days forum plus site visit</u> , including costs for organizing the workshops, venue hire, accommodation as required by the TOR.				
Meeting packages (two coffee breaks and one lunch) for 75 offline participants for Decarbonization Match-Making Forum	2-day forum		75 pax/forum	

Transportation Costs for site visits of 35 participants	1 round trip		35 pax	
Drink and light snacks for 35 participants during site visit	1		35 pax	
Interpretation Services	1		1 person	
Cost of printings	1		75 copies	
<b>Organize a full-day Decarbonization Investment Dialogue in a hotel venue (up to 4 stars) tentative location in Thailand under deliverable 5</b> Please provide a breakdown of all non-personnel costs for <i>Deliverable 3 for a full day investment dialogue</i> , including costs for organizing the workshops, venue hire, accommodation as required by the TOR.				
Meeting packages (two coffee breaks and one lunch) for 50 offline participants for Decarbonization Investment Dialogue	1-day forum		50 pax/forum	
<b>Other non-personnel costs, if applicable (provide details) - (reimbursements)</b> Please indicate the corresponding deliverables when proposing costs for flights and DSAs				
Hotel accommodation for 12 sponsors participants from LGUs from VIP countries under D3	4 nights		12 pax	
Flight for 12 sponsored participants from LGUs from VIP countries under D3	1 round trip		12 pax	
DSA for 12 sponsored participants from LGUs from VIP countries under D3 (max. 4 days with adjusted DSA rates for provided meals and accommodation)	4 nights		12 pax	
Hotel accommodation for 12 sponsors participants from LGUs from VIP countries under D5	2 nights		12 pax	
Flight for 12 sponsored participants from LGUs from VIP countries under D5	1 round trip		12 pax	
DSA for 12 sponsored participants from LGUs from VIP countries under D5 (max. 2 days with adjusted DSA rates for provided meals)	2 nights		12 pax	
Flight for the consultant's team				
DSA for the consultant's team				

Others				
<b>Total financial proposal (USD)</b>				

**NOTE:**

- 1) Total amount in table 1 and total amount in table 2 should be the same/matched.
- 2) In case applicable tax is included, please provide a separate line for the tax.
- 3) The bidder is required to propose the costs for the non-personnel as per the requirements stipulated in the TOR.
- 4) Exchange rate of invoices/receipts other than USD should be converted using the UN exchange rate (<https://treasury.un.org/operationalrates/OperationalRates.php>) based on the date the expenses are incurred.
- 5) For all travel costs, bidders are only allowed to use economy tickets and most direct routes.
- 6) If the number of participants for each event is less than the minimum requirement, the pro-rate payment will be applied unless proper justification with proof submitted and accepted by UNOPS-ETP.
- 7) Workshop costs will be paid in lump sum with the corresponding deliverables.
- 8) Travel related expenses will be paid on a reimbursable basis.

Payment terms 30 days accepted: ☐ Yes

**Bidder's discount for accelerated payment:**  % of total firm price for each calendar day less than thirty (30) days

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

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

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

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

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

## Form D: Technical Quotation Form

**Subject:** Consultancy Services for Twinning Arrangements for Decarbonization for Southeast Asia (Regional)

**RFQ No.:** EAPMCO/TH/2025/063

**Name of Bidder:** [insert name of bidder]

**Date:** [insert submission date]

The following section is evaluated as a **pass/fail** basis. Please ensure you have completed the information with as much detail as possible to demonstrate how you meet the criteria.

Section 1: Offeror's Qualification, Capacity, and Expertise	
1.1	<p>Brief description of the organization, including the establishment year and country of operation, and types of activities undertaken, including relevance of specialized 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, translation, as well as communications expertise is considered a valuable asset.</p> <ol style="list-style-type: none"> <li>Experience in projects of comparable size, type, complexity and technical specialty.</li> <li>Experience in providing similar services in Southeast Asia.</li> </ol> <p>[Insert response here]</p>
1.2	<p>General organisational capability which is likely to affect implementation: management structure, and project management controls. (Max 4-page written text)</p> <ol style="list-style-type: none"> <li>Management structure, management controls, and extent to which any part would be subcontracted. In case of a joint venture (JV), there should be a clear designation of roles and responsibilities between the JV members.</li> </ol> <p>[Insert response here]</p>



## Section 2: Proposed Methodology, Approach and Implementation Plan

2.1	<p>Description of the approach including risk(s) and mitigation measure(s), understanding of the assignment, and methodology for meeting or exceeding the requirements of the Terms of Reference.</p> <ol style="list-style-type: none"> <li>1. Description of the framework and strategies for implementing the twinning arrangements among business entities from Indonesia, Philippines and Vietnam with their international counterparts. [Insert response here]</li> <li>2. Description of an effective dissemination/culminating event for this twinning initiative [Insert response here]</li> </ol>
2.2	<p>Quality Assurance Plan: A plan outlining how the bidder intends to ensure oversight and quality assurance throughout the assignment. A Quality Assurance plan should include discussion on risk-assessment and its mitigation plan. [Insert response here]</p>
2.3	<p>Implementation Timeline: Bidder submits a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with Gantt chart. [Insert response here]</p>
2.4	<p>Sustainability and Gender Mainstreaming: The bidder shall provide a clear statement, approach and methodology that demonstrates its commitment to promote environmental sustainability, and to support and mainstream gender equality through its operations and project implementation activities. [Insert response here]</p>

## Section 3: Key Personnel Proposed

3.1	<p>Qualifications of key personnel proposed aligned with the Terms of Reference. [Insert response here by filling up the below table]</p>
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Name and Nationality	Position to be Assumed in this Contract	Requirements as per Terms of reference	The Personnel Education and Experience highlight, aligning with the Requirements as per Terms of Reference
[Insert]	Team Lead/ Decarbonization Expert	Copy the requirements in the TOR. If you are proposing additional personnel not included in the minimum structure, please make this column as N/A	Please provide a brief description of the educational background and work experience of the proposed personnel to demonstrate if the consultant meets the requirements
[Insert]	Energy Efficiency Expert		
[Insert]	Coordinator		
[Insert]	Additional (if any)		

[For each of the names identified above, attach his/her CV using *Form E: Format for Resume of Proposed Key Personnel*].

The offered services are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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### List of subcontractors or suppliers

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

(A) [Full legal name and address of subcontractors]

(B)

(C)

I, the undersigned, certify that I am duly authorised by [insert full name of bidder] to sign this bid and bind [insert full name of bidder] should UNOPS accept this bid:

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

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

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

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

## Form E: Format for Resume of Proposed Key Personnel

**Subject:** Consultancy Services for Twinning Arrangements for Decarbonization for Southeast Asia (Regional)

**RFQ No.:** EAPMCO/TH/2025/063

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

<b>Position as per Tender Requirement</b>	[Insert Role As Per Required in the TOR]
<b>Name of Personnel</b>	[Insert]
<b>Title</b>	[Insert]
<b>Position base for this assignment</b>	[Insert]
<b>Years with firm</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]
<b>Professional certifications</b>	[Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> <li>• Name of institution: [Insert]</li> <li>• Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	[Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]
<b>References</b>	[Provide names, addresses, phone and email contact information for two (2) references] <p>Reference 1:</p> <p>Reference 2:</p>

I, the undersigned, certify to the best of my knowledge and belief, this bio-data is accurate.

\_\_\_\_\_  
Signature of Personnel (individual) or firm representative

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Performance Statement Form

**Subject:** Consultancy Services for Twinning Arrangements for Decarbonization for Southeast Asia (Regional)  
**RFQ No.:** EAPMCO/TH/2025/063

**Name of Bidder:** [insert name of bidder]  
**Date:** [insert submission date]

Insert detail of the client (organisation name, email address, phone number and name of the focal person)	Contract no. & date	Description of the scope of work	Value of Contract	Date of completion of delivery		Remarks indicating reasons of late delivery, if any	Was the supply of services satisfactory?
				As per Contract	Actual		

**Name :** \_\_\_\_\_  
**Title :** \_\_\_\_\_  
**Date :** \_\_\_\_\_  
**Signature :** \_\_\_\_\_

## Form G: Self Disclosure Form

**Subject:** Consultancy Services for Twinning Arrangements for Decarbonization for Southeast Asia (Regional)  
**RFQ No.:** EAPMCO/TH/2025/063

**Name of Bidder:** [insert name of bidder]

**Date:** [insert submission date]

Ref.	Critical area	Response	Comments
1	Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgement or pending legal action against them, which could impair operations in the foreseeable future;	Select ▾	[If the response is 'Yes', provide an explanation here.]
2	Has the entity or individual been found (or is awaiting a judgement or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions?	Select ▾	[If the response is 'Yes', provide an explanation here.]
3	Has the entity or individual been found (or is awaiting a judgement or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong?	Select ▾	[If the response is 'Yes', provide an explanation here.]
4	<p>Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?</p> <p>For the purposes of this provision, "Proscribed Practices" are defined in the UNOPS Operational Instruction on <a href="#">Vendor Sanctions</a> and include the following:</p> <ul style="list-style-type: none"><li>• A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;</li></ul>	Select ▾	[If the response is 'Yes', provide an explanation here.]



Ref.	Critical area	Response	Comments
	<ul style="list-style-type: none"> <li>A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</li> <li>A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party;</li> <li>A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</li> <li>An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and</li> <li>Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices.</li> </ul>		
5	Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process?	Select ▾	[If the response is 'Yes', provide an explanation here.]
6	Does the entity or individual have a conflict of interest, as provided in the <a href="#">Instructions to bidders</a> , Article 3 "Bidder eligibility", that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardise their performance in carrying out their obligations under the agreement?	Select ▾	[If the response is 'Yes', provide an explanation here.]
7	Has the entity or individual been found (or is awaiting a judgement or administrative decision) to be involved in any of the following: <ul style="list-style-type: none"> <li>Fraudulent practice;</li> <li>Corrupt practice;</li> <li>Affiliation with a criminal organisation;</li> <li>Money laundering;</li> <li>Terrorist financing;</li> </ul>	Select ▾	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
	<ul style="list-style-type: none"><li>• Child labour; or</li><li>• Human trafficking?</li></ul>		
8	Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations?	Select ▾	[If the response is 'Yes', provide an explanation here.]
9	Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds?	Select ▾	[If the response is 'Yes', provide an explanation here.]
10	Has the entity or individual been found (or is awaiting a judgement or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business?	Select ▾	[If the response is 'Yes', provide an explanation here.]

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in the exclusion from this procurement process.

Name:	
Title	
Date:	
Signature	

[Stamp this form with the official stamp of the bidder]