

## **TERMS OF REFERENCE**

### **A. Background Information - Southeast Asia Energy Transition Partnership**

1. The Southeast Asia Energy Transition Partnership (ETP) brings together governments and philanthropies to work with partner countries in the region. We support the transition towards modern energy systems that can simultaneously ensure economic growth, energy security, and environmental sustainability. Enabling the transition toward greener energy systems will greatly contribute to the achievement of the UN's Sustainable Development Goals (SDGs) and the Paris Climate Agreement objectives.
2. ETP is initially focusing on Indonesia, the Philippines and Vietnam, which are the countries in the region with the highest energy demand, a substantial pipeline for fossil fuel-based projects, and a significant and cost-effective potential for renewable energy and energy efficiency. ETP provides High Level Technical Advisory Support, Holistic Support to Governments on financing and technical needs, capacity and skill development and facilitation of dialogues in all related areas.
3. A Secretariat, incorporated into UNOPS will support the Steering Committee (SC) and facilitate the implementation of SC's decisions. The Secretariat will operate as per defined Terms of Reference approved by the SC. The Secretariat will undertake day-to-day management and operation of the ETP Fund: (1) it launches Calls for Proposal and carries out proposals assessments; (2) it provides assistance and support to implementing partners; (3) facilitates the design, development and implementation of an overall M&E strategy; (4) monitors progress made by each project during the implementation phase.

### **B. Assignment**

4. The Vietnam Administration of Seas and Islands of the Ministry of Natural Resources and Environment of Vietnam requested the ETP to provide technical assistance to enhance the VASI's capacity to review and to grant permits for offshore wind energy development surveys. Given the fact that offshore wind energy is new to Vietnam and that there are 20-billion-worth investment projects pending for the license to conduct sea surveys, the ETP's support is expected to provide international experience and knowledge from countries where Offshore Wind Energy is well developed to the relevant stakeholders and to recommend an appropriate set of criteria for reviewing and granting permits for offshore wind energy development surveys for Vietnam.
5. ETP is seeking a firm (the Consultant) for an assignment to provide assistance to the Government of Vietnam on identification of decision making criteria for offshore wind development investment proposals, including permitting survey rights, in line with the best

international practices and pragmatic and prudent approaches appropriate to the conditions in the country. The activity will be conducted in concert with the ETP Secretariat objective, under the Rules and Regulations of UNOPS, and in accordance with the strategy approved by the ETP Steering Committee.

### **Specific Deliverables**

- a. Preparation of materials of a 2 day workshop in person delivery (Hanoi) is preferred, otherwise, consultant can arrange it virtually on:
  - i. International best practices with regards to criteria for licensing and permitting for OWE proposals with case studies.
  - ii. Consultations with the participants and support to determine the required steps to develop Vietnamese OWE permitting,
  - iii. Recommendations of a set of technical criteria for reviewing and granting permits for offshore wind development surveys appropriate for Vietnam;
- b. Production of a workshop report with summary and key recommendations
- c. Development of a Concept Note focused on the technical assistance required to further support the development of the Vietnam OWE permitting and licensing

### **C. Work Schedule**

6. The selected entity will deliver the outputs of this consultancy in line with the below schedule:

Tasks/Deliverables	Timeline	Payment
Preparation of materials for delivery at the 2 day workshop	3 days from engagement	20%
2 day workshop delivery in Hanoi	To be delivered on or before 12th July	40%
Workshop Summary Report and Concept Note	First draft delivery on or before 31st July	40%

### **D. Expected Contract Period**

7. 20 working days delivered over a six week period

## **E. Qualifications and Experience of the Service Provider**

8. The organization should have experience in working with NGOs, government agencies, or intergovernmental organizations
9. The service provider will assign personnel under this contract. The service provider is expected to identify designated employees to produce each of the above outputs, keeping in mind that UNOPS follows a best value for money principle .
10. The lead individual(s) should have the following qualifications (CV should be attached to the application):

### **a. Education**

- i. Master's Degree in Energy Engineering, Economics, renewable energy development and deployment or related field is required. Additional two years of similar experience with a Bachelor Degree is considered equivalent.

### **b. Work Experience**

- i. At least 10-years experience in offshore wind development, permitting, licensing of investments and offshore wind development surveys and related topics
- ii. Significant professional experience in more than one country context is essential.
- iii. Significant professional experience in Southeast Asia is preferred.
- iv. Experience in training would be an asset.
- v. Previous successful involvement with, and good knowledge of, government, private sector and civil society is desired.
- vi. Knowledge of the political, economic and social situation in Indonesia, Philippines and Viet Nam is desirable.
- vii. Computer literacy in Microsoft packages (MS Word, MS Excel, MS Access, MS Power Point) and GSuite are required and SPSS is an asset.
- viii. Excellent technical skills in energy sector research and programme performance assessment.
- ix. Excellent skills in quantitative and qualitative analysis
- x. Strong communication and facilitation skills, and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- xi. Experience in handling culturally and politically sensitive situations.
- xii. Strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- xiii. Excellent writing and data analytical skills.

**c. Language**

- i. Fluency in both written and spoken English is essential.
- ii. Regional language skills are considered an advantage.

**F. Eligibility and Formal Criteria - evaluated on Pass/Fail basis**

Criteria	Documents to establish compliance with the criteria
Offeror is eligible as defined in Instructions to Offerors, Article 4	Form A: Quotation submission form
Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete	All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals
Offeror accepts UNOPS General Conditions of Contract as specified in Section VI	Form A: Quotation submission form

**G. Qualification Criteria - evaluated on Pass/Fail basis**

Criteria	Documents to establish compliance with the criteria
Company should be in business of providing similar services for the past 3 years	Corporate registration document, deed of establishment

**H. Technical Criteria - evaluated on Pass/Fail basis**

Section number/description	
1.	Offeror's qualification, capacity and expertise
2.	Proposed Implementation Plan
3.	Key Personnel proposed

Section 1: Offeror's qualification, capacity and expertise	
1.1	Brief description of the organization, including the year and country of incorporation

1.2	Description of the organization's experience in working with NGOs, government agencies, or intergovernmental organizations
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<b>Section 2: Proposed Implementation Plan and Quality Assurance Plan</b>
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2.1	Description of the bidder's implementation plan, showing how the deliverables will be managed throughout the specified timeline in the Terms of Reference
2.2	Description of bidder's quality assurance plan, including discussion on potential risks and its mitigation plan

<b>Section 3: Key personnel proposed</b>
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3.1	Qualifications of key personnel proposed aligned with the Terms of Reference
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