

Request for Quotation (RFQ) for Services

Invitation to Secondary Bidding

Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)

RFQ Ref No: EAPMCO/TH/2024/176

Version: v2024

Invitation letter

Dear Sir/Madam,

Subject: Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)
RFQ Case No.: EAPMCO/TH/2024/176

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 **09 December 2024, 5.00 PM (GMT+7)**.

We look forward to receiving your quotation.

Kind regards,

UNOPS Procurement Team

25 November 2024

Section I: Instructions to Bidders

1. SCOPE OF QUOTATION

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

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

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

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

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

6. QUOTATION CURRENCY(IES)

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.

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**.

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.

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.

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.

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

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 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

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

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

Vietnam Carbon Trade Exchange - Pilot Preparation with Ministry of Finance (Vietnam)

Terms of Reference | 22 November 2024

This technical assistance aims to support the Ministry of Finance (MOF) in enhancing the capacity of its officials and civil servants in studying and designing a detailed model for piloting the Carbon Trade Exchange (CTX). This phase will involve assessing the impact of the CTX, managing and overseeing exchange activities, and proposing specific operational models to prepare for its trial run in Vietnam. The project will contribute directly to the establishment and operation of a domestic carbon market, in line with existing regulations. This market will enable businesses to reduce their greenhouse gas (GHG) emissions, supporting the implementation of Vietnam's Nationally Determined Contributions (NDCs) and advancing the country's goal of achieving net-zero emissions by 2050.



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I. Introduction

1. The Southeast Asia Energy Transition Partnership ([ETP](#)) 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 inter-related 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 energy efficiency and renewable energy investments, (iii) extending smart grids, and (iv) knowledge and awareness building.

II. Summary

2. The technical assistance project "Vietnam Carbon Trade Exchange - Pilot Preparation with the Ministry of Finance" is the second phase of the project "Assessment of the Country's Readiness and Design for a Carbon Trade Exchange (CTX)," previously supported by ETP. During phase 1, the project successfully addressed the foundational legal and infrastructure issues necessary for building a carbon market, laying the groundwork for the Legal Department to further research the development of the CTX.
3. Building on the results of phase 1, the Ministry of Finance (MOF) requested continued support from UNOPS/ETP in phase 2 to conduct a detailed study and design of the CTX model. This includes assessing the impact, managing, and supervising exchange activities on the CTX. As a result, phase 2 aims to provide technical assistance to the MOF in developing detailed operational models, which will prepare for the pilot operation of the CTX in Vietnam.

III. Project Details

A. Rationale

4. On November 3, 2016, Viet Nam ratified the Paris Agreement, committing to reduce greenhouse gas (GHG) emissions. In 2022, the country updated its targets, aiming for a 15.8% reduction in emissions unconditionally and a 43.5% reduction conditionally by 2030 compared to a Business-As-Usual scenario. At the 26th Conference of Parties to the UNFCCC (COP 26), Vietnam reaffirmed its commitment to implementing strong GHG reduction measures, with a goal of reaching net-zero emissions by 2050 through a combination of domestic actions and international support, especially from developed nations.
5. Following Vietnam's commitment to achieving net-zero emissions by 2050 at COP26, the government quickly enacted a series of decrees, circulars, and policies aimed at reducing GHG emissions and fostering the development of a domestic carbon market. These actions are essential for realising the country's ambitious net-zero goals. In collaboration with the Ministry of Natural Resources and Environment (MONRE) and MOF, ETP is actively supporting the establishment of Vietnam's carbon market. The CTX, which will serve as a centralised platform for trading emissions allowances and carbon credits, is outlined in the Law on Environmental Protection 2020 (LEP 2020) and is expected to begin its pilot phase by 2025.

6. In response to a request from MOF, the technical assistance project “Assessment of Country’s Readiness and Design for Carbon Trade Exchange (CTX)” was launched as part of a broader initiative by ETP. Completed in early 2024, the project reviewed the legal framework and infrastructure requirements for establishing a carbon market, drawing on the experiences of other countries in developing and operating similar systems. It identified key legal and infrastructural elements essential for building a carbon market, laying the groundwork for the Legal Department to further research and develop the CTX. The project also recommended that Vietnam capitalise on its existing infrastructure, manpower, and resources to establish the CTX, rather than starting from scratch.
7. The technical assistance project “Vietnam Carbon Trade Exchange - Pilot Preparation with the Ministry of Finance” is built up as phase II of the ETP’s collaboration with MOF in carbon market development. The technical assistance is a deep-dive in preparing MOF officials for the CTX implementation through the trial phase in 2025-2027 period and realising the recommendations in phase 1.

B. Impacts

8. This project aims to enhance the capacity of officials and civil servants at MOF in studying and designing a detailed model for the CTX. It will assess the impact, manage, and oversee exchange activities on the CTX, and propose specific operational models to prepare for its trial run in Vietnam. The project will directly contribute to the establishment and operation of the domestic carbon market as outlined in current regulations. In turn, the domestic carbon market will enable businesses to reduce their GHG emissions, supporting the implementation of the NDCs and advancing the goal of achieving net-zero emissions by 2050.

C. Objectives, Outcomes, and Outputs

6. The objectives of this project is to improve the capacity of officials and civil servants of the MOF in studying and designing the model in detail, assess the impact, manage and supervise exchange activities on the CTX, thereby proposing detailed operation models to prepare for the trial operation of the CTX in Vietnam.
7. The specific outcomes of this project include:
 - a. Recommendation of operation model for the carbon trade exchange piloting period in Vietnam being adopted by MOF.
 - b. Recommendations of transaction methods, management and supervision of the allowances and carbon credits transaction on the CTX and requirements for ensuring transparency of transactions on the exchange, including the application of advanced digital technology (blockchain) in CTX management and operation in Vietnam adopted by MOF;
 - c. Improved knowledge and capacity as the result of technical, consultation, experience sharing and capacity building activities for relevant government agencies, stakeholders and market participants to prepare them for CTX pilot operation.
8. The specific outputs of this technical assistance include:
 - a. A detailed report recommending the operational model for the CTX during the pilot period in Vietnam, providing a clear framework for implementation;
 - b. A comprehensive assessment of the potential impacts of the proposed CTX pilot model in Vietnam, covering socio-economic, environmental, and policy dimensions;

- c. A report with detailed recommendations on transaction methods, management, and supervision of allowances and carbon credits trading on the CTX, including specific requirements for ensuring transparency and the possible application of advanced digital technologies such as blockchain for the CTX management and operation in Vietnam;
- d. An in-depth cost and revenue assessment report, evaluating financial aspects of CTX operations and their applicability to Vietnam, with guidance on revenue management and cost optimization;
- e. Organised technical workshops, consultations, and capacity-building sessions for government agencies, stakeholders, and market participants, aimed at preparing them for the CTX pilot operation through knowledge sharing and practical training.

D. Sustainability and Gender Mainstreaming

9. 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.

IV. Deliverables

10. Table 1 outlines the key deliverables and associated activities which are expected in this project. Additional details about each deliverable follow Table 1.

Table 1. Deliverables and Implementation Timeline

Milestones	Deliverable (D)	Estimated Timeline	Payment (%)
1	D1. Inception report with a detailed work plan and organisation of inception workshop.	Month 1	15%
2	D2. A detailed report recommending the operational model for the CTX during the pilot period in Vietnam, providing a clear framework for implementation. As part of this deliverable, the consultant is required to plan, in consultation with ETP, and organise a public consultation workshop to discuss D2.	Month 5	15%
3	D3. A comprehensive assessment report of the potential impacts of the proposed CTX pilot model in Vietnam, covering socio-economic, environmental, and policy dimensions.	Month 7	15%
4	D4. A report with detailed recommendations on transaction methods, management, and supervision of allowances and carbon credits trading on the CTX.	Month 7	15%

5	D5. An in-depth cost and revenue assessment report, evaluating financial aspects of CTX operations and their applicability to Vietnam, with guidance on revenue management and cost optimization.	Month 10	15%
6	D6. A report on training and capacity building on the pilot CTX. A training program (including maximum 3 training sessions) will be organized for key stakeholders participating in effective engagement with the CTX.	Month 10	15%
7	D7. Final report and final workshop The final report will provide a summary of the key output of the assignment, which should include key components of the pilot CTX design as per D2-5 and can serve as the high-level document, to support MOF to design and operate the CTX during the pilot period. This deliverable requires a final workshop, planned and organised by the consultant.	Month 11	10%
Contract Monitoring Requirement	- Monthly progress update - Quarterly RBMF data update	Submission in the ETP's provided template	N/A

D1. Inception Report

11. The consultant must prepare an inception report with a detailed work plan and mobilise the necessary resources, ensuring the expectations of ETP are aligned with the consultant's understanding of the project. The inception report should contain, **as a minimum**:

- Introduction and project background
- Scope of services
- Methodology and work plan, including approach, methodology, and project Gantt chart
- A detailed approach as to how each deliverable will be met and what each submission will contain
- Results of the audience mapping and analysis and communication/ outreach plans
- A donor coordination strategy
- Technical Assistance management 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)
- Gender mainstreaming
- Risks, mitigations, and assumptions

12. The consultant will be required to develop communications and dissemination products from the project. The communications products form the contractual requirements from the ETP for every contract managed. The consultant is responsible for drafting a detailed communications plan which will be embedded in the Inception Report. The consultant is required to submit the communication products along with the required deliverables indicated below. The minimum requirements for the project communications materials are as follows:

Table 2. Project Communication Requirements

No.	Communications Items	Quantity
1	Social media posts 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 (LinkedIn , Facebook , Twitter),	1 post per platform per public workshop/event
2	Press Releases 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	Articles for ETP Website 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
4	Project wrap-up presentation A 15-20 minute recorded presentation (with slide deck) summarising key highlights of the project. The recording will be featured on the ETP website as a knowledge item.	1 upon project completion
5	Database of project photographs from events/activities	15-20 high-quality images per workshop/event/activity, inclusive of 'action shots' capturing key speeches, activities and participant engagement

D1. Inception Workshop¹:

13. As part of this deliverable, the consultant is required to conduct an inception workshop to introduce the objectives, expected outcomes, and outputs of the technical assistance, key stakeholders, and its implementation plan. The Consultant shall submit a post-workshop report

¹ The consultant is expected to handle all tasks related to the inception workshop including organising the logistics, inviting participants and speakers, booking the venue and executing the actual workshop. The consultant shall submit a financial proposal for the non-personnel costs associated with the inception workshop. The associated non-personnel costs will be paid as a lump sum with deliverable 1 and will be on a prorated basis.

2 weeks after the completion of workshop and organize the workshop following the details below (see additional details in para 36):

- a. The workshop will be in hybrid mode and located in Hanoi
- b. Half day workshop in a hotel (up to 4-star)/meeting venue, inclusive of one coffee break and lunch
- c. Invitees: The expected number of participants is, at minimum, 30 people from ETP, MOF, and relevant ministry stakeholders, media and other key relevant agencies.
- d. The Consultant will collaborate with ETP and MOF regarding all stakeholder engagement activities and consultation workshops/meetings with key stakeholders.
- e. The content of workshops and the list of participants must be discussed and agreed upon with ETP and MOF before the organisation of the event and in line with the communication and consultation plan.

D2. A detailed report recommending the operational model for the CTX during the pilot period in Vietnam, providing a clear framework for implementation.

14. During this phase, the consultant will carry out a comprehensive study to identify a suitable model for the operation of the pilot CTX in Vietnam. The research will be informed by international best practices, consultations with stakeholders, and a thorough understanding of Vietnam's unique context. The study will involve reviewing international carbon trading models applicable to Vietnam, conducting a design analysis of the pilot CTX model, and developing a tailored pilot model for its operation.
15. The consultant will analyze and review carbon trading models from other countries that could be adapted to Vietnam's context. This will include a comparative analysis of international carbon markets, with a focus on successful pilot emissions trading programs and their relevance to Vietnam's circumstances. The review will highlight models that have proven effective in similar economies or regions, offering valuable insights for Vietnam's carbon market development.
16. Based on these findings, the consultant will conduct an in-depth study to design the key components and operational framework of the pilot CTX in Vietnam. This design will consider governance structures, regulatory requirements, and operational procedures, all tailored to Vietnam's specific conditions. The process may involve surveys and consultations with various stakeholder groups to ensure that the model is well-informed and contextually appropriate.
17. Building on the insights gained from the design study, the consultant will develop a pilot model for the CTX's operation. This model will include its governance framework, operational processes, and mechanisms for market oversight. In addition, the consultant will provide guidelines for capacity-building programs to support the successful implementation of the pilot CTX.
18. The design is to be consulted with key stakeholders, mostly MOF. A public consultation workshop² will be organised to gather comments from different stakeholders, both public and private sectors on reviewing the proposed pilot CTX model for further improvements. The consultant shall submit a post-workshop report 2 weeks after the completion of workshop and handle all logistical arrangements following these details below (see additional details in para 36):
 - a. A half-day hybrid session in a hotel (up to 4-star)/meeting venue in Hanoi, inclusive of coffee break and lunch
 - b. The expected number of on-site participants is a maximum of 40

² The consultant is expected to handle all tasks related to the consultation workshop including organising the logistics, inviting participants and speakers, booking the venue and executing the actual workshop. The consultant shall submit a financial proposal for the non-personnel costs associated with the consultation workshop. The associated non-personnel costs will be paid as a lump sum with deliverable 2 and will be on a prorated basis.

D3. A comprehensive assessment report of the potential impacts of the proposed CTX pilot model in Vietnam, covering socio-economic, environmental, and policy dimensions.

19. The consultant will carry out an impact assessment of the proposed policies related to the operation of the pilot CTX in Vietnam. This assessment will be conducted in line with existing Vietnamese regulations and guidelines for impact assessments. The findings will provide policymakers with essential insights into the potential outcomes and effects of the proposed policies, aiding the decision-making process for the implementation of the CTX pilot model.
20. The consultant will analyse the potential impacts of the proposed policies on the development and operation of the pilot CTX model in Vietnam. This analysis will include a thorough evaluation of the existing legal and institutional frameworks that support these policies. The consultant will ensure that the impact assessment adheres to current Vietnamese regulatory requirements and integrates international best practices for regulatory impact assessments. The analysis will rely on quality data and available scientific expertise while transparently disclosing any methodological limitations.
21. The consultant will engage in consultations with relevant stakeholders, including industry representatives, government agencies, associations, financial institutions, and others, to gather feedback on the proposed policies. These consultations may take the form of bilateral or multilateral meetings, email exchanges, or other mutually agreed methods of communication. The feedback will be used to refine the impact assessment and ensure that it accurately reflects the perspectives of all key stakeholders.

D4. A report with detailed recommendations on transaction methods, management, and supervision of allowances and carbon credits trading on the CTX

22. The consultant will research and identify effective transaction methods and governance practices for managing the exchange of allowances and carbon credits on the pilot CTX in Vietnam. This deliverable will include an exploration of advanced digital technologies, such as blockchain, to enhance transparency and security in transactions. The consultant will provide specific recommendations for governance and supervision frameworks for CTX transactions.
23. The consultant will assess and develop governance requirements for a future Vietnamese carbon market, with a focus on the exchange of allowances and carbon credits. This will involve reviewing existing literature and international best practices, as well as evaluating governance functions within current rules, principles, and procedures across relevant sectors. This assessment will form the basis for identifying the policy options that best align with Vietnam's carbon market governance goals.
24. Building on the assessment, the consultant will identify emerging platforms and technologies, such as distributed ledger technology, that can enhance the transparency, efficiency, and security of Vietnam's future carbon market.

D5. An in-depth cost and revenue assessment report, evaluating financial aspects of CTX operations and their applicability to Vietnam, with guidance on revenue management and cost optimization

25. The consultant will analyse the financial aspects of the pilot CTX operation in Viet Nam, focusing on associated costs and potential revenue sources. This deliverable includes developing a cost structure and identifying feasible revenue streams, such as transaction fees. The analysis will consider Vietnam's economic and legal context, providing recommendations to ensure the financial sustainability of the CTX.
26. The consultant will review and/or conduct surveys on the terms, conditions, and fee structures of other trading platforms, to the extent that such information is accessible, and examine their

revenue volumes. This task will also identify regulatory parameters and requirements under Vietnamese law that may affect the financial management of the CTX.

27. The consultant will estimate the costs associated with establishing and operating the CTX. This estimation will be based on the anticipated size and trading volumes of Vietnam's carbon market, drawing on the experiences of international carbon markets.
28. Based on these findings, the consultant will provide detailed recommendations, including specific examples and suggestions for the design and management of fees and revenues for various types of transactions. These recommendations will aim to ensure the financial sustainability of the CTX.

D6. A report on training and capacity building on the pilot CTX

29. During this phase, the consultant will develop and implement a training and capacity-building program focused on the CTX in Vietnam. The program aims to equip relevant stakeholders with the necessary knowledge and skills to effectively participate in and manage CTX operations.
30. The consultant will design a comprehensive training curriculum covering key aspects of carbon trading, CTX operations, and market regulations, tailored to the specific needs of Vietnamese stakeholders. A thorough assessment of the training needs of various groups, including government officials, industry representatives, financial institutions, and potential market participants, will be conducted. The consultant will identify knowledge gaps and skill sets essential for effective engagement with the CTX. All the training materials must be consulted and approved by the MOF to ensure that they fit the MOF's needs. The training materials will be used over the long term and as such they need to be prepared in such a manner that they can be handed over and utilised by the MoF.
31. The consultant will organise and deliver the training program with a maximum of 3 (three) training sessions³ with maximum 3 full days, ensuring that participants acquire the knowledge and skills needed to engage with the CTX. The training program will be held in Hanoi, following the format below (see additional details in para 36):
 - a. A hybrid session in a hotel (up to 4-star)/meeting venue in Hanoi, inclusive of coffee break and lunch
 - b. The expected number of on-site participants is a maximum of 50.
 - c. The training topics should be consulted and approved by MOF, DCC and ETP beforehand.
32. The consultant will document and evaluate the outcomes of the training sessions, including participant feedback, learning achievements, and recommendations for future capacity-building efforts. The consultant will produce video lectures using the presentations for long-term use. The training results and evaluation report shall be submitted to ETP for review and approval.

D7. Final report and final workshop

33. The consultant prepares a final, comprehensive document summarising the results of the analysis, consultations, and recommended actions for Vietnam. The executive summary of the report should be designed and written as a 5-7 pages policy brief which highlights key insights and recommendations for the readers who are policymakers.

³ The consultant is expected to handle all tasks related to the training sessions including organising the logistics, inviting participants and speakers, booking the venue and executing the training. The consultant shall submit the financial proposal for the non-personnel costs associated with training sessions. The associated non-personnel costs will be paid as a lump sum with deliverable 6 and will be on a prorated basis.

34. The report submitted to ETP/UNOPS would include **at a minimum** the following components:
- i. Executive summary
 - ii. Introduction and background of the technical assistance
 - iii. Key design elements of the pilot operation model for CTX in Vietnam based on the D2 report
 - iv. Key impacts of proposed policies on the development of the CTX pilot model in Vietnam based on the D3 report
 - v. Key findings on transaction methods and management practices, including blockchain integration for CTX based on the D4 report
 - vi. Key insights into the costs and revenue sources for establishing and operating the CTX in Vietnam based on the D5 report
 - vii. Conclusion and recommendations/ next steps
35. The consultant will organise the final stakeholder workshop⁴ to communicate and discuss the key outcomes of the project and gather feedback and recommendations for upcoming phases/projects. After the workshop, the consultant will need to revise the final report to incorporate further findings and recommendations. The consultant submit a post-workshop report 2 weeks after the completion of workshop and organize the workshop following the details below (see additional details in para 36):
- a. A half-day hybrid session in a hotel (up to 4-star) / meeting venue located in Hanoi, inclusive of one coffee break and lunch
 - b. The expected number of on-site participants is 40
 - c. All key stakeholders related to the topic, particularly governmental entities, should be engaged. Journalists should be invited also to promulgate the findings of the workshop.

Details of Workshop Organization

36. The consultant is expected to handle all tasks related to the workshop including organising the logistics, inviting participants and speakers, booking the venue, and executing the actual workshop. Bidders shall provide a breakdown of all non-personnel costs in the financial proposal. The payment for logistical arrangements for the workshops will be released as a lumpsum together with deliverables.
37. The detailed agenda needs to be discussed with ETP prior to the workshops. Gender mainstreaming has to be taken into consideration (see para 9). At least 30% of workshops/event participants shall be women. All key stakeholders related to the topic, particularly governmental entities, should be engaged. Journalists should be invited to disseminate the findings of the workshop, if deemed necessary and subject to the beneficiary's approval.

⁴ The consultant is expected to handle all tasks related to the final stakeholder workshop including organising the logistics, inviting participants and speakers, booking the venue and executing the actual workshop. The consultant shall submit financial proposal for the non-personnel costs associated with the organization of the workshop. The associated non-personnel costs will be paid as a lump sum with deliverable 7 and will be on a prorated basis.

38. A detailed breakdown for international travel, daily subsistence allowance (DSA) and other related foreseeable ceiling costs should be included in the financial proposal, if applicable. These costs will be paid on a reimbursable basis.
39. The consultant is required to submit a post-workshop report as part of the deliverable report that includes the following components:
- i. Description of the workshop (e.g., background, objective, organisation)
 - ii. Workshop agenda and participant components
 - iii. Workshop proceedings (e.g., summary of presentations, key points raised, important insights, significant outcomes or decisions)
 - iv. Gender considerations
 - v. Stakeholder engagement
 - vi. Monitoring and implementation
 - vii. Media and communication
 - viii. Conclusion and next steps
 - ix. Annexes (supporting materials such as slides of the presentations, workshop handouts, participant list, list of comments, etc.)

Contract Monitoring Requirement:

40. In addition to the listed deliverables, the consultant is required to submit progress updates on a monthly basis and the RBMF data update on a quarterly basis. Failure to do so may result in the payments being withheld.
41. The monthly progress updates include a concise narrative (in short bullet points) of the completed activities contributing towards the milestones and the indicative next steps. It serves as the monitoring report between the implementing partner and ETP.
42. The monthly progress updates includes the following standard items:
- a. General progress update
 - b. Updated Gantt chart
 - c. Risk identification and mitigation
 - d. Communications activities and materials
43. The final monthly progress updates will include the above items and the following:
- a. Summary of lessons learned from the project implementation
 - b. Recommendations on potential next steps to build on this project
44. On a quarterly basis, the consultant is required to update the RBMF data in a provided template. The data must be gender-disaggregated, where applicable.
45. The templates (Excel spreadsheet) for both the monthly progress report and RBMF will be shared at the project kick-off stage.

Other key information to be considered:

- A public-facing, publishable Executive Summary (5-7 pages) in professional English must be submitted with each deliverable.
- A public-facing, catchy PowerPoint presentation highlighting key information must be submitted with each deliverable.

- All the deliverables and presentations must be submitted in English and Vietnamese, the local language.
- All deliverables are subject to review by ETP and beneficiary entity(ies) where applicable, before approval. If there are comments and suggestions, the deliverables need to be revised accordingly before payment is released.
- The consultant is required to submit plans for consultation meetings to the ETP team, and ETP team might attend these. All meeting minutes should be documented and submitted to ETP.
- The consultant is required to organise and execute all aspects of the workshops including organisation and logistics.
- The consultant, or an active organisation within the applying consortium, must have full-time in-country presence.
- The consultant must consider and highlight specific gender considerations in their proposal.
- The consultant must be available to attend 1 in-person workshop with the ETP secretariat in the region. The costs for this will be covered outside the financial scope of this proposal.

IV. TIMELINE

41. The technical assistance will require 13 months. The actual timeline will be presented by the consultant and agreed upon in the Inception Report.

Table 3. Proposed timeline of the project's deliverables

DELIVERABLES	1	2	3	4	5	6	7	8	9	10	11	12	13
D1. Inception report with a detailed work plan and organisation of inception workshop.													
D2. A detailed report recommending the operational model for the CTX during the pilot period in Vietnam													
D3. A comprehensive assessment report of the potential impacts of the proposed CTX pilot model in Vietnam													
D4. A report with detailed recommendations on transaction methods, management, and supervision of allowances and carbon credits trading on the CTX.													

D5. An in-depth cost and revenue assessment report, evaluating financial aspects of CTX operations and their applicability to Vietnam														
D6. A report on training and capacity building on the pilot CTX														
D7. Final report and final workshop														

V. Key Beneficiaries

42. The key beneficiaries of this technical assistance are provided in Table 4.

Table 4. List of project beneficiaries

Beneficiary	Benefits	Explanation
Legal Department, Ministry of Finance (primary beneficiary)	<ul style="list-style-type: none"> - Development of a regulatory framework for the CTX pilot model, and the supervision of the operation of the exchange in order to set up the CTX model and its forming factors for operationalising the pilot phase of the domestic carbon market in Viet Nam. - Engagement with key stakeholders including private sector in the development and management of the CTX - Overall carbon market development and management. - Contribution to NDC implementation. 	ETP's technical assistance project will provide inputs for the study and design of the CTX model in detail, assess the impact, manage and supervise exchange activities on the CTX, thereby proposing detailed operation models to prepare for the trial operation of the CTX in Vietnam.
Ministry of Natural Resources (Department of Climate Change)	<ul style="list-style-type: none"> - Overall carbon market development and management. - Contribution to NDC implementation. 	The project will contribute directly to establish and operate the domestic carbon market as scheduled in the regulations that will be managed by DCC. The domestic carbon market will facilitate enterprises to reduce their GHG emission, which contributes to NDC implementation.
Ministry of Industry and Trade, Ministry of Agriculture and	Initiatives for industrial decarbonization and GHG	The project will encourage enterprises to reduce their GHG

Rural Development, Ministry of Transport, Ministry of Construction and Provinces having carbon credit generation projects	emission reduction.	emission, which contributes to the line ministries' responsibilities to NDC implementation.
Big GHG emitters participating in the CTX pilot	Improvement of capacity awareness on ETS, CTX pilot and domestic carbon market.	The project will encourage enterprises to reduce their carbon footprint, which, in turn, sustains their business operation, promotes consumption loyalty, and expands their markets to developed countries.

VI. Results-Based Monitoring Framework (RBMF)

IMPACT

Climate action plans w.r.t. climate agreement targets and commitments

OUTCOME

1. Strengthened RE and EE policy enabling environment
4. Increased development of and accessibility to RE/EE knowledge

OUTPUT

1.2 National Fiscal policies, regulations, and Investment policies have undergone reforms to create an Investment Climate that is conducive to investment flow into EE/RE and improves its energy transition readiness for capital and investments

Agreement

4.1. Stakeholders (relevant Government entities, Public sector companies, Financial institutions, Private entities, Academia, and Consumers) involved in the RE/EE value chain, are knowledgeable and better informed to advance the energy transition agenda.

INDICATORS	TARGETS
IN 1.2-01 - No. of RE and EE related Financing Frameworks and Fiscal reforms developed and presented to the government entities	1 Recommendation for formulation of operation and management mechanism for pilot carbon trade exchange.
IN 4.1-01 – No. of studies, research, new evidence gathered and published, for raising awareness, improving knowledge base, driving decisions, and dissemination	4 studies of the country's context, international experience and recommendations for design and pilot of CTX in Vietnam.
IN 4.1-02 - No. of training, knowledge sharing events, and/or awareness workshops organised at national and regional levels building institutional capacity and knowledge networks?	6 training and awareness raising events
IN 4.1-02 A - Total no. of attendees	260 attendees At least 50 women

IN 4.1-02 B - Total no. of female attendees

IN 4.1-04 - Total no. of entities supported through Technical Assistance

IN 4.1-04 - No. of articles, press-releases on social-media, and mass-media, for outreach

1 Entity (MOF - Legal Department)

6 articles and press releases on the technical assistance activities to be published during implementation.

ACTIVITIES

Desk studies and recommendations for establishment of regulatory framework for the pilot of CTX in Vietnam.

VII. Qualification and Experience of the Service Provider and Evaluation Criteria

A. Qualification and Experience of the Service Provider

43. The consultant's project team should demonstrate the capacity to execute the works and should include all essential roles filled with personnel with relevant experience. CV's of the personnel proposed should be used to verify this information.
44. The following are the minimum positions that should be included on the team. Bidders should make an assessment of the additional positions needed (if any) to complete the assignment as per the Terms of Reference:
 - i. Team leader and climate mitigation expert: 1 person
 - ii. Climate change and ETS policy expert: 1 person
 - iii. International carbon market expert: 1 person
 - iv. National financial exchange platform expert: 1 person
 - v. CTX IT expert: 1 person
 - vi. Policy assessment expert: 1 person

Qualifications of key personnel proposed

1. Team Leader and climate mitigation expert

Education:

1. Master's Degree or higher education in Economics, Law, Climate Change, Policy Development.

Work Experience:

2. At least 15 years of experience in climate change policies, carbon pricing instruments, carbon market and UNFCCC mechanisms;
3. 1. Knowledge and proven experience of providing advisory on the climate change mitigation, carbon credit generation and carbon pricing policies in Vietnam;
4. 2. Proven experience in advising on ETS design and trainings;
5. Experience in conducting carbon pricing impact assessment;
6. Proven track record of management experience, organisational and team coordination abilities

7. Language: Fluency in written and spoken English is essential.

2. Climate change and ETS policy expert

Education:

- Master's degree in climate change mitigation, environmental law, environment, economics, policy sciences or related fields.

Work experience:

- Minimum 15 years of experience in policy analysis and advisory activities on carbon pricing, market based instruments (especially ETS)
- Proven experience in conducting capacity building activities for ETS in developing countries.
- Experience in the related areas in Vietnam

3. International Carbon Market Expert

Education:

- Master's degree in finance, economic, law or related fields.
- Additional five years of similar experience with a Bachelor Degree is considered equivalent.

Work experience:

- At least 8 years of experience in advising on designing and operating of the ETS and carbon exchange platforms;
- Experience in working with carbon pricing instruments.
- Experience in capacity building activities in related with carbon pricing instruments.

Language: Fluency in written and spoken English is essential.

4. National financial exchange platform expert

Education:

- Master's degree in finance, economic, law or related fields.
- Additional five years of similar experience with a Bachelor Degree is considered equivalent.

Work experience:

- At least 8 years of experience in advising on legal aspects in designing and operating of the financial market exchange platforms;
- Experience in working on advising on design of the systems and connectivity of the financial market exchange platforms.
- Experience in the related areas in Vietnam;

Language: Fluency in written and spoken English is essential.

5. CTX IT expert

Education:

- Master's degree in finance, information technology, information system, data management, or related fields.
- Additional five years of similar experience with a Bachelor Degree is considered equivalent.

Work experience:

- At least 5 years of experience in development, operation, or management of the information technology systems or digitalization in the field of public administration and state management;
- Experience in applying advanced digital technologies, such as blockchain, to ensure transparency and security in transactions for trading platform(s)
- Experience in related areas in Vietnam is expected;
- **Language:** Fluency in written and spoken English is essential.

6. Policy assessment expert

Education:

- Master's degree in law, economy, development policies, environmental sciences, or related fields.
- Additional eight years of similar experience with a Bachelor Degree is considered equivalent.

Work experience:

- 10 years of professional experience in developing, implementing policies in economic or environmental areas;
- Proven experience in advisory service on impact assessment of policy instruments and cost analysis for operation of the financial exchange platforms;
- Experience in related areas in Vietnam is preferred;

45. The bidder should also assign a Contract Manager who would liaise on the non-technical part of the contract implementation, including coordination, liaising with key counterparts, and liaising with UNOPS on the submission of invoice and payment-related documents.

46. Considering the importance of close coordination with stakeholders in Vietnam, it is expected that the team proposed consists of consultant(s) who understand the local context in Vietnam.

B. Qualification Criteria

47. The criteria contained in the table below will be evaluated on **Pass/Fail** basis and checked during the Qualification Evaluation of the proposals.

Criteria	Documents to establish compliance with the criteria
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<p>1. The company should have a minimum of 5 years of continuous experience in delivering similar projects with government agencies or multilateral organisations in the past with a track record of success.</p> <p>Each member of the JV must satisfy the above requirement.</p> <p>What is considered as relevant experience are the following:</p> <ul style="list-style-type: none"> • The entity should have experience providing technical advisory services, climate change policies, carbon pricing policies, carbon market research and capacity building (focusing on ETS and carbon credits trading) and past working experience in relevant similar topics in Vietnam. • The entity should demonstrate familiarity with Vietnamese and international regulations on carbon reporting and carbon emission reduction schemes with a track record in successfully developing and generating verified carbon credits in Vietnam. • The entity should provide track record(s) to prove both international and local expertise in supporting the development of ETS and carbon exchange platform, and conducting capacity building activities on ETS and carbon credit trading in Vietnam. • The entity should show strong evidence of the presence of local expertise on legal/institutional foundations for the establishment and operation of state-owned platforms in Vietnam. • The entity's experience working with government agencies/ multilateral organisations/ UN organisations, especially 	<p>Certification of incorporation of the Bidder</p> <p>Form F: Performance Statement Form</p>
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on ETS and carbon credits trading will be an asset.	
2. Offeror must provide a minimum of two (2) customer references from which similar services have been successfully provided, within any of the last 5 years	Form F: Performance Statement Form
<p>3. Financial Capacity/financial stability: Bidders should have a minimum annual turnover of 250,000 USD in any of the past 2 years.</p> <p>In the case of a joint venture, annual turnover is calculated based on the total annual turnover of the JV members.</p> <p>The bidder has sufficient liquidity, demonstrated by one of the following:</p> <ul style="list-style-type: none"> (1) The ratio of "average current assets / current liabilities" over the last two (2) years which must be equal to or greater than one (1); or (2) The bidder has access to a line of credit or bank overdraft or other financial means to meet a working capital/cash flow requirement of USD 100,000 (should the bidder be selected). <p>In case of a joint venture, at least one of the JV members should fulfil the financial liquidity requirement.</p>	<p>The bidder should submit an audited financial statement for the last 2 years/ financial statement verified by a chartered accountant/ Tax declaration statement to the local government, or any similar documents accepted by the local authorities.</p>

C. Technical Criteria

48. Technical evaluation will be carried out to bids that pass the qualification criteria, with requirements as follows. The technical criteria will be evaluated based on a **Pass/Fail** basis.

Criteria	Documents to establish compliance with the criteria
Offeror's Qualification, Capacity, and Expertise	

<p>Bidder has successfully delivered at least 02 projects of comparable size, type, complexity, and technical specialty in Vietnam.</p> <p>In case of a JV submission, at least one of the JV members should fulfil this requirement.</p>	<p>Form F: Performance Statement Form</p> <p>Form D: Technical Quotation Form</p>
<p>Bidder has experience in providing similar services, especially in Vietnam, and has demonstrated a good network and experience in engaging with diversified stakeholders and organising consultation/ engagement activities for industrial in Vietnam.</p> <p>In case of a JV submission, at least one of the JV members should fulfil this requirement.</p>	<p>Form F: Performance Statement Form</p> <p>Form D: Technical Quotation Form</p>
<p>Bidder has the general organisational capability that can support effective implementation: management structure, project management controls, and the extent to which any work would be subcontracted.</p> <p>In the case of a JV, there is a clear designation of roles and responsibilities between the JV members.</p>	<p>Form B: Joint Venture Partner Information Form</p> <p>Form D: Technical Quotation Form</p>
Proposed Methodology, Approach, and Implementation Plan	
<p>Bidder's approach to research and propose on the pilot model for the operation of the CTX in Vietnam must reflect the international experience in other countries/jurisdictions and the national context in different aspects of operation of a pilot CTX, especially the understanding of the legal, institutional systems in setting up the financial, securities and/or commodities' platforms in Vietnam</p>	<p>Form D: Technical Quotation Form</p>
<p>Bidders approach to conduct the impact assessment of proposed policies to develop a model for the pilot CTX in Viet Nam must provide clear insights in order to support for the decision-making to operate the pilot CTX model</p>	<p>Form D: Technical Quotation Form</p>
<p>Bidder must detail the approach to conduct the research on transaction methods, governance, and supervision of allowances and carbon credit exchanges on the pilot CTX; and research on the related costs and generated revenues of management activities in the pilot CTX and their applicability in Vietnam</p>	<p>Form D: Technical Quotation Form</p>
<p>Bidder must detail approach to conduct training and capacity building on the pilot CTX.</p>	<p>Form D: Technical Quotation Form</p>

Bidder's plan must provide a Quality Assurance Plan which outlines how it intends to ensure oversight and quality assurance throughout the assignment. The Quality Assurance Plan must include discussion on risk assessment and its mitigation plan.	Form D: Technical Quotation Form
Bidder must submit a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with a Gantt chart and aligns with the project timeframe.	Form D: Technical Quotation Form
Key Personnel Proposed and Sustainability Criteria	
The composition and structure of the team proposed is appropriate and the proposed roles of the management and the team of Key Personnel is suitable for the provision of the necessary services.	Form D: Technical Quotation Form
<p>The qualifications and experience of Key Personnel proposed meet the established requirements.</p> <ul style="list-style-type: none"> • Team leader and climate mitigation expert • Climate change and ETS policy expert • International carbon market expert • National financial exchange platform expert • CTX IT expert • Policy assessment expert <p>Note: Please refer to para 44 for the detailed requirements of each position.</p>	<p>Form D: Technical Quotation Form</p> <p>Form E: Format for Resume of Proposed Key Personnel</p>
Bidder has demonstrated its commitment to supporting gender equality through its operations and project activities.	Form D: Technical Quotation Form

D. Financial Criteria

49. Proposals that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the **lowest priced, most technically acceptable offer** evaluation methodology.
50. 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: **Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)**

RFQ Case No. **EAPMCO/TH/2024/176**

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: **Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)**

RFQ Case No. **EAPMCO/TH/2024/176**

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	
Name	[complete]
Names of each partner and contact information (address, telephone numbers, fax numbers, e-mail address)	[complete]
Name of leading partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[complete]
Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each	[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: **Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)**

RFQ Case No. **EAPMCO/TH/2024/176**

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	D1. Inception report with a detailed work plan and organisation of inception workshop.	15%	[Please insert price]
2	D2. A detailed report recommending the operational model for the CTX during the pilot period in Vietnam, providing a clear framework for implementation. As part of this deliverable, the consultant is required to plan, in consultation with ETP, and organise a public consultation workshop to discuss D2.	15%	[Please insert price]
3	D3. A comprehensive assessment report of the potential impacts of the proposed CTX pilot model in Vietnam, covering socio-economic, environmental, and policy dimensions.	15%	[Please insert price]
4	D4. A report with detailed recommendations on transaction methods, management, and supervision of allowances and carbon credits trading on the CTX.	15%	[Please insert price]
5	D5. An in-depth cost and revenue assessment report, evaluating financial aspects of CTX operations and their applicability to Vietnam, with guidance on revenue management and cost optimization.	15%	[Please insert price]
6	D6. A report on training and capacity building on the pilot CTX. A training program (including maximum 3 training sessions) will be organized for key stakeholders participating in effective engagement with the CTX.	15%	[Please insert price]
7	D7. Final report and final workshop	10%	[Please insert price]

	<p>The final report will provide a summary of the key output of the assignment, which should include key components of the pilot CTX design as per D2-5 and can serve as the high-level document, to support MOF to design and operate the CTX during the pilot period.</p> <p>This deliverable requires a final workshop, planned and organised by the consultant.</p>		
8	<p>- Monthly progress update</p> <p>- Quarterly RBMF data update</p>	N/A	N/A
Total financial proposal (USD)			[Insert total lump sum price]

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	Qty (number of days)	No. of Personnel	Remuneration per Unit (daily rate USD)	Total Rate for the Period (USD)
Personnel costs (lump sum payment)				
1. Team leader and climate mitigation expert				
2. Climate change and ETS policy expert				
3. International carbon market expert				
4. National financial exchange platform expert				
5. CTX IT expert				
6. Policy assessment expert				
Additional positions (if applicable)				
Total personnel costs (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.].

NOTE:

- Workshop costs will be paid in lumpsum with the corresponding deliverables.
- Travel related expenses will be paid on a reimbursable basis.

Cost Component	Qty	Unit Rate	Quantity (Pax)	Total Cost (USD)
Non-personnel costs				
Organization of Inception Workshop under Deliverable 1 (lump sum payment)				

Please provide a breakdown of all non-personnel costs for <i>the <u>organisation of Inception Workshop</u></i> . This may include the costs associated with booking the venue, catering services, inviting participants and speakers, and executing the actual workshop, etc. as required by the TOR.				
Half-day workshop in a hotel (up to 4-star)/meeting venue, inclusive of one coffee break and lunch for minimum of 30 offline participants	1 half-day		30 pax	
Organization of Public Consultation Workshop under Deliverable 2 (lump sum payment)				
Please provide a breakdown of all non-personnel costs for <i>the <u>organisation of Public Consultation Workshop</u></i> . This may include the costs associated with booking the venue, catering services, inviting participants and speakers, and executing the actual workshop, etc. as required by the TOR.				
Half-day hybrid session in a hotel (up to 4-star)/meeting venue in Hanoi, inclusive of coffee break and lunch for maximum of 40 offline participants	1 half-day		40 pax	
Organization of Training Program under Deliverable 6 (lump sum payment)				
Please provide a breakdown of all non-personnel costs for <i>the <u>organisation of Training Program</u></i> (including maximum 3 sessions). This may include the costs associated with booking the venue, catering services, inviting participants and speakers, and executing the actual workshop, etc. as required by the TOR.				
Three full-day hybrid training sessions in a hotel (up to 4-star)/meeting venue in Hanoi, inclusive of coffee break and lunch for maximum of 50 participants	3 full-day hybrid sessions		50 pax / session	
Organization of Final Workshop under Deliverable 7 (lump sum payment)				
Please provide a breakdown of all non-personnel costs for <i>the <u>organisation of Final Workshop</u></i> . This may include the costs associated with booking the venue, catering services, inviting participants and speakers, and executing the actual workshop, etc. as required by the TOR.				
Half-day hybrid session in a hotel (up to 4-star) / meeting venue located in Hanoi, inclusive of one coffee break and lunch for 40 offline participants	1 half-day		40 pax	
Other non-personnel costs, if applicable (provide details) - reimbursement				
Airfare (most direct/ economic class)				
Daily subsistence allowance				
Etc.				

Total non-personnel costs (USD)				
Total financial proposal (USD) = Total personnel costs + Total non-personnel costs				

NOTE:

- 1) Total amount in table 1 and total amount in table 2 should be the same
- 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/ receipt other than USD should be converted using the UN exchange rate based on the date the expenses are incurred.

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: **Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)**

RFQ Case No. **EAPMCO/TH/2024/176**

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>Description of experience in successfully delivering projects of comparable size, type, complexity, and technical specialty in Vietnam.</p> <p>[Insert response here]</p>
1.2	<p>Description of the bidder's experience in providing similar services, especially in Vietnam, and demonstration of good network and experience in engaging with diversified stakeholders and organising consultation/ engagement activities for industrial in Vietnam.</p> <p>[Insert response here]</p>
1.3	<p>Description of the bidder's general organisational capability that can support effective implementation: management structure, project management controls, and the extent to which any work would be subcontracted. In the case of a JV, there is a clear designation of roles and responsibilities between the JV members.</p> <p>[Insert response here]</p>

Section 2: Proposed Methodology, Approach and Implementation Plan	
2.1	<p>Description of the bidder's approach to research and propose on the pilot model for the operation of the CTX in Vietnam which that should be reflected the international experience in other countries/jurisdictions and the national context in different aspects of operation of a pilot CTX, especially the understanding of the legal, institutional systems in setting up the financial, securities and/or commodities' platforms in Vietnam</p> <p>[Insert response here]</p>

2.2	<p>Description of the bidders approach to conduct the impact assessment of proposed policies to develop a model for the pilot CTX in Viet Nam that provide clear insights in order to support for the decision-making to operate the pilot CTX model.</p> <p>[Insert response here]</p>
2.3	<p>Description of the bidder's approach to conduct the research on transaction methods, governance, and supervision of allowances and carbon credit exchanges on the pilot CTX; and research on the related costs and generated revenues of management activities in the pilot CTX and their applicability in Vietnam.</p> <p>[Insert response here]</p>
2.4	<p>Description of the bidder's approach to conduct training and capacity building on the pilot CTX.</p> <p>[Insert response here]</p>
2.5	<p>Description of the bidder's Quality Assurance Plan which outlines how it intends to ensure oversight and quality assurance throughout the assignment. The Quality Assurance Plan must include discussion on risk assessment and its mitigation plan.</p> <p>[Insert response here]</p>
2.6	<p>Provision of a detailed implementation timeline which includes detailed activities to be undertaken during this assignment, and is completed with a Gantt chart and aligns with the project timeframe.</p> <p>[Insert response here]</p>

Section 3: Key personnel proposed and Sustainability Criteria

3.1	<p>Description of the composition and structure of the team, the proposed roles of the management and the team of Key Personnel for the provision of the services.</p> <p>[Insert response here]</p>
3.2	<p>Qualifications and experience of the proposed key personnel</p>

[Insert response here by filling up the below table]			
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 leader and climate mitigation expert	Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A	
[Insert]	Climate change and ETS policy expert		
[Insert]	International carbon market expert		
[Insert]	National financial exchange platform expert		
[Insert]	CTX IT expert		
[Insert]	Policy assessment expert		
[Insert]	Additional (if any)		
[For each of the names identified above, attach his/her CV using <i>Form E: Format for Resume of Proposed Key Personnel</i>].			
3.3	Demonstration of the bidder's commitment to supporting gender equality through its operations and project activities. [Insert response here]		

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:

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: **Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)**

RFQ Case No. **EAPMCO/TH/2024/176**

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

Date: **[insert submission date]**

Position as per Tender Requirement	[Insert Role As Per Required in the TOR]
Name of Personnel	[Insert]
Title	[Insert]
Position base for this assignment	[Insert]
Years with firm	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]
Professional certifications	[Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> • Name of institution: [Insert] • Date of certification: [Insert]
Employment Record/Experience	[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.]
References	[Provide names, addresses, phone and email contact information for two (2) references] Reference 1: Reference 2:

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: **Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)**

RFQ Case No. **EAPMCO/TH/2024/176**

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: **Vietnam Carbon Trade Exchange - Pilot Reparation with Ministry of Finance (Vietnam)**

RFQ Case No. **EAPMCO/TH/2024/176**

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 Vendor Sanctions and include the following:</p> <ul style="list-style-type: none"> A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; 	Select ▾	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
	<ul style="list-style-type: none"> • 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; • 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; • A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; • 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 • Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices. 		
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 Instructions to bidders , 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"> • Fraudulent practice; • Corrupt practice; • Affiliation with a criminal organisation; • Money laundering; 	Select ▾	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
	<ul style="list-style-type: none"> • Terrorist financing; • Child labour; or • Human trafficking? 		
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]