



INVITATION TO BID

The World Wide Fund for Nature (WWF) is one of the leading International NGOs working on environment in the world. In Greater Mekong sub-region, WWF has its offices and field activities in Cambodia, Laos, Myanmar, Thailand and Vietnam under a program named WWF-Greater Mekong (WWF-GM).

We would like to invite eligible Consultants to bid for the provision of consultancy service ***to take stock of governance, institutions, and stakeholder participation in the energy sector in the Greater Mekong sub-region*** (Myanmar, Thailand, Viet Nam, Lao PDR, and Cambodia) within the framework of a project towards producing a clean power sector vision for the region managed by WWF-GM in accordance with the terms and conditions mentioned in this invitation to bid.

This invitation to bid includes the following:

- Section I: Instruction to Bidders
- Section II: Terms of Reference
- Section III: Technical Evaluation Criteria
- Section IV: Technical Proposal Forms
- Section V: Financial Proposal Forms

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| SECTION I - INSTRUCTION TO BIDDERS |
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1 . Proposal to be considered

- a. **Eligibility:** Proposals which comply with the conditions and terms as stipulated in this invitation to bid will be considered.
- b. **Conflict of Interest:** WWF-GM considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

2 . Language of the Proposal

The Proposals prepared by the bidders and all correspondence and documents relating to the Proposal exchanged by the bidders and WWF-GM shall be written in the English language. Any printed literature furnished by the bidders may be written in another language so long as

accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

3 . Period of Validity of Proposals

Proposals shall remain valid for **120 days** after the date of bid submission prescribed by WWF-GM.

4 . Submission of bids

The proposals shall be submitted in one outer sealed envelope containing two separate sealed envelopes, one envelope containing the Technical Proposal(s) and one envelope containing the Financial Proposal(s). The outer envelope shall be clearly marked **“Proposal for consultancy to produce a comprehensive report outlining alternatives for power generation in the Greater Mekong sub-region - DO NOT OPEN BEFORE SUBMISSION DEADLINE”**. The two sealed inner envelopes shall be marked “Technical Proposal(s)” and “Financial Proposal(s)” respectively. The sealed envelope shall be addressed to WWF-Greater Mekong at the following address: D13 Thang Long International Village – Cau Giay District – Hanoi.

Alternatively, bidders are allowed to submit their proposal by email. Bidders who intend to submit electronic proposals must follow the following submission instructions:

- The proposal shall be separated in two files: one for technical proposal and one for financial proposal.
- The file for the financial proposal shall be protected by a password which shall be kept with the bidders. If the company passed the technical requirement threshold WWF-GM would then request the password to open the financial proposal file. However, if the company loses the password or in case the file could not be opened WWF-GM would not assume responsibility.
- The file shall be in the form of MS word or MS excel (MS Office 2003 at least) or PDF version 7.
- Please send the electronic proposal to hang.dothu@wwfgreatermekong.org
- Please be aware that bids or proposals emailed to WWF-GM will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all bidders to send email submissions well before the deadline.
- Maximum size for electronic submission: The maximum size per email that WWF-GM can receive is **8MB**. Bidders may need to split proposals into parts to fit this limit.

Please note that the proposal must arrive in the aforementioned mail box before the submission deadline

5 . Submission Deadline

Interested bidders should make sure that their proposals reach WWF-Greater Mekong office at the above address (in case of hard-copies submission) or the above-designated email (in case of e-submission) by **5pm, 15 March 2015 (Hanoi time)**

Proposals should contain details of the criteria for the selection mentioned below. The bid shall be prepared in English. The sealed bid envelope must be received by WWF-GM on or before the date fixed for receipt of bids, in accordance with the invitation for bids. Any proposal received by WWF-GM after the submission deadline will be rejected.

6 . Criteria for Selection

The Method of Selection is Quality and Costs Based Selection.

a) Evaluation of Technical Proposal:

The evaluation panel will fully evaluate the Technical Proposals. The panel will determine which of the Technical Proposals pass the minimum agreed technical score specified in the Section III.

After the evaluation of Technical Proposals has been completed, the WWF-GM will notify those Consultants whose proposals did not pass the minimum technical score or were considered to be non-responsive to the TOR.

b) Evaluation of Financial Proposal:

The financial evaluation shall be based on the lowest price of those bidding firms which submitted responsive Technical Proposals. The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

c) Final evaluation and negotiations:

The final ranking of the proposals will be based on the quality of technical proposals and lowest cost. The total score will be calculated as the weighted sum of the technical and financial scores, with the weights given to the technical and financial scores being:

80/20 where the technical proposal = **80** and the financial proposal = **20**.

With regard to contract negotiations WWF-GM reserves the right to invite the next-ranked firm to negotiate, if negotiations with the first-ranked firm do not result in a contract.

Bidders who pass the minimum score, but are unsuccessful based on the calculation of the technical and financial scores, will be notified after the contract with the winner has become effective.

7 . Association

Proposals submitted by an association of two or more firms as partners shall comply with the stipulations:

- (i) The Proposal shall be signed so as to be legally binding on all partners.
- (ii) One firm shall be nominated as the lead firm of the association.
- (iii) The lead firm shall be liable for the execution of the Contract in accordance with the Contract terms.
- (iv) The lead firm shall receive instructions for and on behalf of any and all partners.

8 . Rejection of proposals

Should any proposal fail to comply with the terms and conditions stipulated in this invitation to bid, or be incomplete, conditional or obscure, or contain additions not called for or irregularities of any kind, or does not respond to important aspects of the invitation for bids, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in Section III below, it may be rejected as non-responsive.

WWF-GM reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the bidders.

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| SECTION II - TERMS OF REFERENCE |
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1. Background of consultancy assignment/ project

The World Wide Fund for Nature's (WWF) mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- Conserving the world's biological diversity;
- Ensuring that the use of renewable natural resources is sustainable; and
- Reducing pollution and wasteful consumption;

Current investment trends in the Mekong Region are leading to an uncontested reliance on unsustainable modes of power production like coal, large hydro and even nuclear power plants. More than 70 large-scale hydropower dams are proposed/under-construction on the lower Mekong mainstream river and its tributaries, 45 coal projects and 6 nuclear power plants are also planned for the five riparian countries (Cambodia, Lao PDR, Thailand, Myanmar, and Vietnam). The current power sector development has negative implications for the ecosystem goods and services and health and livelihoods of people in the region, in particular poor and vulnerable communities. The external costs to the current power development are currently not well integrated into decisions made around energy investments or energy infrastructure development and lead to a 'locked-in' situation for countries; this perpetuates unsustainability and poverty.

Therefore, energy sector development efforts must account for a diversity of energy needs. Individuals, households and communities require energy services in different forms in order to meet a variety of household, productive, entrepreneurial and societal needs. These must be pursued while also addressing economic growth, energy access, and sustainability and equity.

The complexity of these challenges means that a wider network of actors must be engaged to collectively define energy requirements and to manage energy solutions. Robust multi-stakeholder engagement can be a very effective tool for bringing diverse constituencies together to build consensus around complex, multifaceted and in some cases, divisive issues around energy development. The key objectives of such engagement are to enhance levels of trust between the different actors, to share information and institutional knowledge, and to generate shared solutions and practices.

Public participation through knowledgeable, strongly-engaged civil society groups is critical to ensuring that pathways toward transformational energy sector development are chosen which address energy, development, environmental, and climate challenges in a socially inclusive, accountable, and transparent way.

Pursuant to its global mission, the WWF-Greater Mekong (GM) has embarked on a process to develop a comprehensive report outlining a vision for a more sustainable electricity development as a first step towards promoting sustainable energy development in the region over the longer term. WWF views multi-stakeholder participatory planning processes as key to strengthening of the power sector planning and development in the Greater Mekong Subregion (GMS) and shifting policies toward sustainable energy development. This stock-taking study will contribute to WWF-GM's development of a vision for a more sustainable electricity development and related multi-stakeholder processes.

2. Objective of the consultancy

The objective of the energy stock-taking study is to:

- Define the key legal and regulatory structures of the power sector, and major power sector and electricity access strategies and initiatives at regional and country level
- Identify and map power sector stakeholders
- Identify and assess any past or existing multi-stakeholder energy forums and mechanisms;
- Assess key dimensions of good governance in the electricity sector at regional and country level

The study will: (1) inform WWF-GM's ongoing work to develop **a comprehensive report outlining alternatives** for more sustainable power generation in the GM region; (2) assist WWF-GM to strategise on how best to organize, coordinate, and move forward with **an advocacy and influencing agenda** in the region; and (3) support WWF-GM in **its future efforts to increase stakeholder engagement**, facilitate more participatory decision-making, and foster broader, more rapid, and more effective communication in the power sector.

3. Scope of work/ Major responsibility

The study's will include analysis of the energy governance at regional level and in-depth analysis of the national setting in Myanmar and Cambodia, as these two countries can potentially play a key role in creating sustainable energy solutions for the whole region.

The study will primarily be based on existing reports, studies, and assessments combined with stakeholder interviews.

4. Specific Tasks

| Tasks |
|--|
| Define the key legal and regulatory structures, and major strategies and initiatives: <ul style="list-style-type: none">○ Define the legal policy frameworks and statutes○ Identify key planned and existing national strategies and plans, goals and targets○ Identify key initiatives, projects and programs |
| Identify and map stakeholders, including: <ul style="list-style-type: none">○ Government institutions○ Key decision-makers○ Development partners and funders○ Key private sector actors and business associations○ Social enterprises○ Civil society organizations and NGOs |
| Identify any past or existing multi-stakeholder forums and mechanisms as well as civil society and business groups, associations, and networks active on energy/electricity development at the local, national and regional levels. Describe and assess their objectives, structure and organization, capacity, and any outcomes and lessons learned from their work to date. Identify any such groups working primarily in the “energy/electricity access” space. |
| Assess key dimensions of good governance in the energy sector, including: <ul style="list-style-type: none">○ Transparency and access to information about energy and specifically electricity plans, decisions, and developments;○ Public participation (formal space and mechanism, inclusiveness, and consideration of input),○ Capacity of civil society groups and networks to engage in energy/electricity decision making |

5. Proposed methodology

The TOR will be discussed between the consultant and WWF-GM and modifications will be made as appropriate and as agreed prior to signing of the contract. An early task of the consultant is to develop a project inception report with a detailed methodology (with a draft list of references and stakeholder interviews), specific work-plan and clear milestones for tracking progress on this study. The researcher should attempt to collect, organize and make use of/synthesize other studies and reports wherever possible. The consultant may use the following methods:

- i) Document review;
- ii) Interviews;
- iii) Questionnaires (if relevant).

The consultant will update the WWF-GM through regular calls on the progress of the study.

6. Expected outputs

The consultant will prepare a short report of 40-50 pages summarizing the findings based on specific tasks identified above. Expected outputs include the following;

- A complete list of references included in the desk review and a draft and final list of stakeholders to be interviewed);
- A draft stock-taking report;
- A final report of not more than 50 pages.

7. Duration of the consultancy and indicative timeline

The consultancy work will preferably start in the month of **April 2015** and will be finalised no later than by the end of **June 2015**.

| Key activity | Month 1 | | | | Month 2 | | | | Month 3 | | | | Month 4 | | | | Notes |
|-------------------------------------|---------|---|---|---|---------|---|---|---|---------|---|---|---|---------|---|---|---|----------------------|
| | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | |
| Procurement of the consultancy | | | | | | | | | | | | | | | | | |
| Sign contract | | | | | | | | | | | | | | | | | |
| Consultancy work-plan | | | | | | | | | | | | | | | | | In dialogue with WWF |
| Literature review | | | | | | | | | | | | | | | | | |
| Field interviews | | | | | | | | | | | | | | | | | |
| Preparation of draft report | | | | | | | | | | | | | | | | | |
| Comments and finalization of report | | | | | | | | | | | | | | | | | |
| Submission of Final report | | | | | | | | | | | | | | | | | |

8. Desired skills and competence

A team of one international/regional expert and two national consultants (one from Myanmar and Cambodia respectively) is expected to deliver this consultancy.

The lead international/regional consultant:

- A Master degree or equivalent in energy development, management and/or governance.

- 10 years of relevant work experience with energy development, impact assessment, participatory development, and/or civil society empowerment.
- A good understanding energy development in a developing context and of the energy sector context in the South East Asian region.
- Proven track-record excellent written study and report writing skills. Team leading experience and good inter-cultural skills.

The national consultant(s):

- A Master degree or equivalent in energy development, management and/or governance.
- 5 years of relevant work experience with development programmes or research, preferably in the energy sector and/or participatory development and civil society empowerment.
- A good understanding energy development in a developing context and of the energy sector context in the South East Asian region.
- Excellent data collection skills, including ability to access existing documentation and institutions efficiently and plan and conduct stakeholder interviews.

9. Budget

The financial proposal of this consultancy shall include professional fees (man-day, daily rate...), field-related expenses and all applicable taxes (such as VAT, Foreign contractor taxes¹ ...) and should not exceed USD32,000.

¹ If this contract winner is a company not registered in Viet Nam, the company will be responsible for VAT and foreign contract tax under this contract equaling to 10% as per the prevailing applicable rules of the Viet Nam Tax Authorities

SECTION III – TECHNICAL EVALUATION CRITERIA

| No. | Criteria | Max. Score |
|----------|---|------------|
| 1 | Technical Merit of the Proposal | 60 |
| | Data gathering methodology | 30 |
| | Analytical methodology | 30 |
| 2 | Technical Capacity of the Bidder | 40 |
| | Track record in the Greater Mekong power sector | 20 |
| | Expertise in power sector | 20 |
| | TOTAL TECHNICAL SCORE | 100 |

Note: The acceptable threshold for technical proposals is set at a **minimum score of 70 out of 100 points**. Technical proposals which do not reach this minimum score will not be considered for financial evaluation.

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| SECTION IV – TECHNICAL PROPOSAL FORMS |
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FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: WWF-Greater Mekong, D13 Thang Long International Village – Cau Giay District - Hanoi

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Insert Date*], we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2 STATEMENT OF AVAILABILITY

[Insert logo and paper heading]

STATEMENT OF AVAILABILITY

To: WWF-Greater Mekong

Date: _____

D13 Thang Long International Village – Cau Giay District - Hanoi

Ref. No.: _____

Dear Sir/Madam,

I (We), the undersigned state that the proposed named expert(s) listed below is/are available to carry out the services relating to the Request for Proposal mentioned above as from, for the period initially envisaged in the proposal submitted.

| No | Expert's Name | Title/Position | Duration |
|-----|---------------|----------------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| ... | | | |

I (We) understand that failure to make the named expert(s) listed above available for the performance of the services may lead to the cancellation of the Contract if the justification provided for the personnel change is not accepted by WWF-GM in advance

Signature and stamp:

Name on behalf of the Bidder:

Title:

Date: _____

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| SECTION V – FINANCIAL PROPOSAL FORMS |
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FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: WWF-Greater Mekong, D13 Thang Long International Village – Cau Giay District - Hanoi

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures1]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Name of Firm:

Address:

1 Amounts must match with the ones indicated under Total Cost of Financial Proposal in Form FIN-2.

FORM FIN-2 BREAKDOWN OF COSTS

| No. | | Description | Unit Price | Quantity | Total in USD |
|---------------------------|-----------------------------|--|------------|----------|--------------|
| I | Professional fee (*) | | | | |
| | | Team Leader | | | |
| | | Consultant 1 | | | |
| | | Consultant 2 | | | |
| | | | | | |
| Sub-Total (I) | | | | | |
| II | Other costs | | | | |
| | | Travel costs | | | |
| | | Other expenses, including visa and land transportation | | | |
| Sub-Total (II) | | | | | |
| Grand Total (I+II) | | | | | |

(*) Professional Fees must cover:

- Remuneration actually paid to the concerned expert(s);
- Administrative costs of employing the expert(s) if any;
- Service provider's overheads, profit and backstopping facilities if any.