



REQUEST FOR PROPOSALS (RFP)

Vietnam Country Coordinator (Independent Consultant)

SUMMARY OF PROCUREMENT

RMI is seeking a full-time Vietnam Country Coordinator with exceptional organizational and communication skills to support the implementation of project in Vietnam. The Country Coordinator will provide a key role in the coordination of activities in advancing the definition and piloting of clean energy and urban mobility solutions and engage with government and utility as needed. The Country Coordinator will support timely and effective implementation of deliverables which support the advancement of renewable energy, energy efficiency, battery storage, vehicle electrification, and other topics as needed. Lastly, the Country Coordinator will assist RMI and partners assess how findings in Vietnam extend to other countries in Southeast Asia and can inform how philanthropy supports the adoption of clean energy and urban mobility transition pathway.

About RMI

RMI decarbonizes energy systems through rapid, market-based change in the world's most critical geographies to align with a 1.5°C future and address the climate crisis. We work with businesses, policymakers, communities, and other organizations to identify and scale energy system interventions that will cut greenhouse gas emissions at least 50% by 2030.

For nearly 40 years, RMI has utilized our unique techno-economic expertise and whole-systems thinking to both publish groundbreaking research and analysis. We bring together collaborations of rare reach, range, and expertise—creating unconventional partnerships and mobilizing action to drive change on the massive scale needed to combat the climate crisis.

About RMI's Southeast Asia Program

RMI's Southeast Asia Program, as part of the Global South Program, works with partners to advance clean power solutions, advance corporate decarbonization, and accelerate a transition to clean urban mobility solutions. Our team engage with governments, utilities, development partners, and private stakeholders.

With an independent, objective, and fact-based approach, RMI's Southeast Asia Program helps to transition the fast-rising global economies in the region to achieve their sustainable energy goals by delivering technical expertise, engaging with governments, utilities, and island stakeholders, and providing communications support. The Southeast Asia Program brings a diverse mix of skills and experience in integrated resource planning, and project identification, development, and implementation as well as a range of business advisory services. The Southeast Asia Program also leverages an array of consulting services from leading engineering and consulting firms, as well as legal and financial advisory firms in the power generation and transportation sectors.

The Southeast Asia Program's strategy focuses on three complementary and mutually reinforcing components, which implemented in an integrated and strategic manner facilitate successful energy transitions in focus (and non-focus) countries: 1.) Defining financial solutions for the transition; 2.) Implementing city-level pilots for urban mobility & city resilience; and 3.) Collaborating with regional networks and leading corporations. The Southeast Asia Program is currently focused on the following countries: Indonesia, Vietnam, and the Philippines, with plans of expanding to other countries in the region.



SCOPE OF WORK AND OUTPUT/DELIVERABLES

The Consultant will provide a key role in the coordination of activities in advancing the definition and piloting of clean energy and urban mobility solutions and engage with government and utility as needed. The Consultant will support timely and effective implementation of deliverables which support the advancement of renewable energy, energy efficiency, battery storage, vehicle electrification, and other topics as needed.

Lastly, the consultant will help RMI and partners assess how findings in Vietnam extend to other countries in Southeast Asia and can inform how philanthropy supports the adoption of clean energy and urban mobility transition pathway.

Project Management:

- Support and advance project plans and donor communications to ensure on-time and high-quality delivery
- Managing deliverables related to clean energy and urban mobility solutions, both for individual facilities and for the country of Vietnam.
- Research, including on clean energy and urban mobility solutions, and finance mechanisms to encourage the adoption of clean technologies and retirement of fossil power plants.
- Project management such as workplan creation and management,

Stakeholder Engagement and Communications:

- Identify, align with, and support, ongoing data collection efforts by development partners and donors.
- Work closely with local and regional partners to uncover key challenges and priorities to accelerate clean energy financing and power system transformation. This will include establishing meetings and advancing data requests among other duties.
- Interface with local partners in Vietnam, including governments, regulators, businesses, philanthropists, and civil society including other expert think tanks.
- Data collection and quality control, including seeking data from local partners in Vietnam.
- Synthesize data and information collected to support technical and financial analysis and broader power sector transition recommendations.
- Communication of results and status updates to partners and other RMI programs.

Travel:

The Consultant should be based in Vietnam as they will act as the local representative of the Southeast Asia Program. Approved travel expenses shall be reimbursed in accordance with RMI travel policies, and the Consultant is expected to observe local COVID-19 protocols and other requirements to ensure personal safety and the safety of other partners.

OUTPUT/DELIVERABLES TIMELINE

The Consultant will be responsible for assisting the Southeast Asia Energy Program with facility/site selection/securitization for solar PV and wind, coordinating the procurement of electric vehicles in the government fleet, and other topics to be determined, and supporting and coordinating RMI's overall work in Southeast Asia with an emphasis on Vietnam. The consultant will report to Roy Torbert, Senior Principal at RMI.



Duration

This role is intended to be for the duration of May 16, 2022 to April 30, 2023. The Consultant will work a maximum of 19 days per month on this scope of work, with potential additions depending on scope possible to be arranged.

Expenses

The selected tenderer will be reimbursed in USD for eligible pre-approved expenses. An estimate of travel costs and eligible pre-approved expenses associated with business travel would be submitted on a monthly basis directly to the RMI Staff Contact for prior approval. RMI will pay for all reasonable expenses and travel expenditures, but prior approval must be obtained before costs are incurred on behalf of the RMI. Travel time is only eligible for payment if previously approved by the Principal of the RMI Program. All requests for reimbursement must be accompanied by original receipts and submitted on a monthly basis, no later than 10 days following the end of the month. Allowable expenses will be based on RMI Travel and Expense Policy.

GUIDELINES FOR PROPOSAL SUBMISSION

Minimum Requirements

- Bachelor's degree in electrical engineering, environmental/natural resource management, sustainability, renewable energy, public administration, or similar field;
- Excellent communication skills, including high proficiency of written and spoken English;
- Drive and ability to work independently and manage own time and schedule to push projects and initiatives forward
- Strong team player with a positive collaborative approach, seamless ability to work remotely with colleagues based both within and outside of Vietnam;
- Ability to troubleshoot problems, while also identifying issues which need to be escalated to the Southeast Asia Program Leadership Team;
- Knowledge and experience of energy and/or development planning; and
- Working knowledge of renewable technologies and their deployment capabilities.
- Demonstrated experience with development and deployment of clean energy and urban mobility technologies, including but not limited to solar, wind, energy storage, and electric vehicles;
- Extensive experience in working with utilities and governments of the Southeast Asia (in particular with the Govt of Vietnam), and multilateral and bilateral development agencies;
- Strong advocacy and negotiation skills, with the ability to demonstrate tact and diplomacy;

Preferred Qualifications

- At least 4 years of professional experience in project management or public/private energy sector or related field;
- Demonstrated experience with development and deployment of clean energy and urban mobility



- technologies, including but not limited to solar, wind, energy storage, and electric vehicles;
- Extensive experience in working with utilities and governments of the South East Asia (in particular with the Govt of Vietnam), and multilateral and bilateral development agencies;
 - Strong advocacy and negotiation skills, with the ability to demonstrate tact and diplomacy;
 - Ability to work in a complex environment; and
 - Excellent analytical and organizational skills.

Proposal Content

Tenderers should submit:

- *Tenderer's official name, address, and contact information*
- *Name, position, address, and contact information of person who is authorized to make decisions or represent the tenderer*
- *Type of entity*
- *A CV or CVs of core team*
- *Examples of and references for similar work*
- *An initial outline of proposed individual/team involved*
- *Budget broken down by cost category to support financial proposal*

Proposals, including all supporting documents, should be written in English and financial information should be provided in USD. Supporting documents may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English.

RMI is aware that information contained in a proposal may indicate a tenderer's current operations and may be confidential. Therefore, RMI requests that any confidential information in a proposal be clearly identified as such and RMI will treat it as confidential.

All materials submitted with a proposal become property of RMI. RMI will have the right to use all ideas or adaptations of the ideas contained in the proposals received subject to clearly identified confidential or proprietary limitations. Disqualification of any proposal does not restrict or eliminate this right.

RFP Process & Timeline

All questions about this RFP must be received via electronic mail to the contact below. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

All proposals must be sent via electronic mail to the same contact listed below by April 30, 2022 @ Noon AST.

Address to: Shelley Backstrom, Operations Program Manager

Email: sbackstrom@rmi.org

When sending questions or submitting a proposal please use this electronic mail subject: Vietnam Country Coordinator (Independent Consultant) and Please provide a cover letter, current resume (CV), proposed daily rate, and any other supporting material



Please note that it is the tenderer's responsibility to ensure that the proposal and all other required documents are received by the closing date at the email address specified above. Proposals received after the time and date specified will not be reviewed or considered. Failure to provide any information requested in this RFP may result in rejection for non-responsiveness.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating proposals submitted in response to this RFP.

Formal criteria:

- *[insert mandatory formal criteria, as needed, see examples below]*
- *Experience with similar projects*
- *The extent to which the proposal fulfills RMI's stated requirements as set out in the RFP*
- *Completion of all requirements*
- *Separate submission of technical and financial tender components (if applicable)*

Technical criteria:

- *[insert technical criteria, as needed, see examples below]*
- *Experience with similar projects and references*
- *Qualifications and available capacity of tenderer*

Financial criteria:

- *[insert financial criteria, as needed, see examples below]*
- *Price/fees; the cost of operating, maintaining, and repairing Goods or cost of construction*
- *Terms of payment and guarantees in respect to the subject matter*

The tenderer offering the best overall value will be selected. For this procurement, price is considered less important than non-price aspects.

Selection Process

No proposal development costs shall be charged to RMI. All expenses are to be borne by the tenderers. RMI may award to the tenderer offering best value without discussions. However, RMI reserves the right to seek tenderer clarifications and to negotiate with those tenderers deemed to be within a competitive range.

RMI may, at its discretion and without explanation to the prospective tenderers, choose to discontinue this RFP without obligation to such prospective tenderers or make multiple awards under this RFP. Procurement contracts



will not be awarded to tenderers debarred by the U.S. government or named on restricted parties lists. Any proposal may be rejected in whole or in part for good cause when in the best interests of RMI.

A proposal will be selected based on the evaluation of the RFP response, the interview results, any necessary vetting and due diligence, and the satisfactory outcome of financial negotiations. After the selected tenderer and RMI have entered into a contract for goods/services, RMI will notify the unsuccessful tenderers.

Any Tenderer who wishes to ascertain the grounds on which its proposal was not selected, should request explanation. The RMI procurement contact shall promptly provide in writing an explanation of why such proposal was not selected. Please note, if a tenderer requests a debriefing meeting, the Tenderer shall bear all their costs of attending such a debriefing meeting and the hourly rates of the RMI staff required for the meeting if significant expenses are incurred by RMI.