

## REQUEST FOR QUOTATIONS (RFP)

**Title:** Secretariat Manager

**Location:** Singapore

**Open to:** Singapore citizens or internationals with a valid work visa such as a Personalised Employment Pass.

## SUMMARY OF PROCUREMENT

At COP28, two pilot projects were announced to test the use of high-integrity transition credits in transactions for the early retirement of coal-fired power plants (CFPPs). Transition credits are high-integrity carbon credits generated from the emissions reduced through retiring a CFPP early and replacing this with clean energy sources. They serve as a complementary financing instrument to reduce the economic gap for the early retirement of CFPPs. The Monetary Authority of Singapore (MAS) has formed a coalition called Transition Credits Coalition (TRACTION) comprising around 30 members and knowledge partners from carbon credit services, energy financing, project development, risk management and non-governmental organizations to identify system-wide barriers and develop solutions for transition credits to be utilized as a credible financing instrument. To be at the forefront of this effort, RMI is collaborating with MAS and leading regional institutions to carry out organizational and strategic tasks within the workstreams and pilot projects.

RMI is seeking to engage a contractor as the Secretariat Manager (SM) of TRACTION to support RMI's scope in this coalition. The SM will coordinate closely with the Utility Transition Manager (working within the RMI SEA Energy Program) and the Secretariat Coordinator (SC). This contract will be based on the duration spanning from **August 2024 through December 2025**.

### About RMI

RMI is an independent nonprofit founded in 1982 transforming the global energy system to secure a clean, prosperous, zero-carbon future for all. It engages businesses, communities, institutions, and entrepreneurs to accelerate the adoption of market-based solutions that cost-effectively shift from fossil fuels to efficiency and renewable.

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 (SEA) Energy Program

With an independent, objective, and fact-based approach, RMI's Southeast Asia (SEA) Energy Program, working within the umbrella Global South Program, brings experience gained from engagements with regional governments, utilities, corporations, financial institutions, project developers, technology companies, and industry experts to solve the toughest energy challenges.

## SCOPE OF WORK AND OUTPUT/DELIVERABLES

### Objectives:

- - 1. Develop transition credits to become a viable financial instrument to finance coal-to-clean energy transition transactions in SEA.
  - 2. Drive content creation, lead key engagements within the coalition and externally, and ensure the quality of the deliverables incorporating input from all workstreams and pilot projects.

### Scope:

- The SM shall be responsible for working with the RMI teams, coalition members, and parties involved in the pilot projects to successfully carry out the activities included under the three workstreams below:
  - **Building a supply of high-integrity transition credits**, e.g. outlining criteria to identify CFPPs suitable for transition credit transactions, and guidance on how high-integrity principles can be met across methodologies and market types in a practicable manner.
  - **Facilitating transaction viability and replicability**. This could involve identifying solutions to address timing mismatches between the upfront financing costs and returns from transition credits generation, and risk mitigation tools and solutions to enhance viability of transactions.
  - **Building confidence in demand**. This involves identifying key demand parameters and exploring mechanisms for price discovery and trading at scale, such as auctions, futures, and standardised contracts.

The workstreams and the pilot projects will maintain regular engagements, to ensure that insights on the practicability and scalability of transactions are taken into consideration when examining the possible standardisation of approaches that can be replicated across markets.

The SM is also responsible for supporting the work of the coalition, workstream co-leads, and parties involved in the pilot projects to carry out secretariat activities such as:

- **Driving the work plan and agenda** for TRACTION meetings, in consultation with MAS, **coordinating the work plan and agenda for workstream meetings** in support of the workstream co-leads. This includes: (i) tracking and monitoring TRACTION's and workstreams' progress and provide support for workstream co-leads, where required, and (ii) identifying delays, risks and escalate to workstream co-leads and MAS for mitigation plans.
- **Developing background materials and research** in consultation with MAS and/or relevant workstream co-leads to inform discussions at all TRACTION and workstream meetings. This could arise from insights arising from TRACTION and workstream meetings, discussion with pilot projects and stakeholder engagements.
- **Supporting stakeholder engagement plans**, in consultation with MAS and/or workstream co-leads, on specific issues that may require inputs from industry experts outside of TRACTION members, such as Just Transition framework and applicability of high-integrity principles in other jurisdictions. This involves drafting discussion materials and facilitating the engagement sessions.
- **Leading the drafting and designing of TRACTION's interim and final reports**, in consultation with MAS, workstream co-leads and pilot projects. This will involve synthesizing discussions across workstreams and pilot projects, and distilling areas of alignment and/or contention across the workstreams and pilot projects. RMI will work with MAS to determine the format and design of such reports and be responsible for the completion of the reports with input from MAS and the TRACTION members.

- **Supporting MAS's publicity efforts of the publication of interim and final report on MAS's website**, in consultation with MAS. This can include developing a communications strategy for the report publication and curating content for media and industry briefings or panel discussions. The interim and final reports are expected to be published by MAS at COP 29 and COP 30, respectively.
- **Supporting MAS in providing updates to MAS management on the progress of TRACTION**, including the preparation of presentation materials which are PowerPoint slides, project briefings, etc. for TRACTION that can be repurposed/used for MAS's internal purposes. The SM may also be requested by MAS to join the management meetings for this purpose with at least one-week prior notice for virtual meetings and two-week notice for in-person meetings.

In carrying out the scope of work above, the SM is expected to:

- Maintain close coordination with the SEA Utility Transition Manager and the SC on the current and future activities under the coalition secretariat, workstreams, and pilot projects.
- Regularly update the RMI team and partners on progress.
- Recommend to the RMI team actions necessary to further the achievement of objectives.
- Stay abreast of the developments in global and regional (SEA) approaches to clean energy transition.

#### Duration

This is a limited-term contract ending December 2025

#### GUIDELINES FOR QUOTATION SUBMISSION

Requirements - Please refer to the table below for deliverables.

1.	Workstreams	Tasks	Deliverables	Milestones
	<b>WS-1:</b>  Building a supply of high-integrity transition credits	<b>WS-1.1:</b>  Outlining criteria to identify CFPPs suitable for transition credit transactions, considering factors such as the availability of cleaner energy, age of plants, as well as national energy transition plans.  <b>WS-1.2:</b>  Providing guidance on how high-integrity principles can be met across different methodologies (including project vs jurisdiction-based approaches) as well as projects in different types of energy markets.	1. Selection and prioritization criteria  2. High-integrity transition credit attributes  3. Transition credit quality thresholds  4. Assessment principles and best practices  5. Applicability guidance	1. Climate Week NYC  2. COP 29  3. COP 29  4. Financing Asia Transition (FAST)  5. COP 30
	<b>WS-2:</b>  Facilitating transaction viability and replicability	<b>WS-2.1:</b>  Developing transaction playbook, building on the transaction templates that MAS and McKinsey published in Sept 2023.  <b>WS-2.2:</b>	6. Solution approaches to bridge timing mismatch  7. Transaction risks report  8. Feasibility and guidance report	6. Climate Week NYC  7. COP 29

	<p>Outlining possible Just Transition approaches, including costing approach, that are contextualised for transition credits transactions, as well as incorporating the nuances within each plant location.</p> <p><b>WS-2.3:</b></p> <p>Solutioning for the timing mismatches between the upfront financing costs and the returns from transition credits generation. This includes the consideration of proper monitoring, reporting, and verification mechanisms to maintain the high integrity of transactions.</p> <p><b>WS-2.4:</b></p> <p>Identifying suitable risk mitigation tools and approaches, such as such as contract clauses, guarantees and insurance, and possibly test with pilots to enhance viability of transactions.</p>	<p>9. Just Transition standards and guidance incl. report</p> <p>10. Credit enhancement toolkit</p> <p>11. Transaction Playbook</p>	<p>8. FAST</p> <p>9. FAST</p> <p>10. COP 30</p> <p>11. COP 30</p>
<p><b>WS-3:</b></p> <p>Building confidence in demand</p>	<p><b>WS-3.1:</b></p> <p>Identifying key demand parameters for mechanisms such as advanced market commitment (e.g., maximum time-to-market, range of acceptable offtake size, etc.), and working with country and sectoral bodies e.g. ICAO to include transition credits as part of compliance regimes.</p> <p><b>WS-3.2:</b></p> <p>Explore mechanisms for price discovery and trading at scale, such as standardised documentation, auctions, and standardised contracts.</p>	<p>12. Buyer prospect report</p> <p>13. Compliance demand submission/approval</p> <p>14. Learnings from Buyer's roadshow</p> <p>15. Standardized contract templates</p>	<p>12. COP 29</p> <p>13. FAST</p> <p>14. COP 30</p> <p>15. COP 30</p>

RMI	For Tenderer to fill in:					
Line-item no.	Deliverable	Unit	Quantity	Unit Price	Total Price	Estimated cost
1	Selection and prioritization criteria	Criteria list	1	\$	\$	
2	High-integrity transition credit attributes	Attributes list	1	\$	\$	
3	Transition credit quality thresholds	Quantitative/qualitative parameters	1	\$	\$	
4	Assessment principles and best practices	Assessment Report	1	\$	\$	
5	Applicability guidance	Guidance Toolkit	1	\$	\$	
6	Solution approaches to bridge timing mismatch	Solutions set with explanations	1	\$	\$	

7	Transaction risks report	Report	1	\$	\$	
8	Feasibility and guidance report	Report	1	\$	\$	
9	Just Transition standards and guidance incl. report	Report	1	\$	\$	
10	Credit enhancement toolkit	Toolkit	1	\$	\$	
11	Transaction Playbook	Playbook	1	\$	\$	
12	Buyer prospect report	Report	1	\$	\$	
13	Compliance demand submission/approval	Milestone achievement	1	\$	\$	
14	Learnings from Buyer's roadshow	Report	1	\$	\$	
15	Standardized contract templates	Set	1	\$	\$	
<b>Subtotal</b>	\$					
<b>Sales tax (if applicable)</b>	\$					
<b>Delivery charge (if applicable)</b>	\$					
<b>Other charges (if applicable)</b>	\$					
<b>TOTAL</b>	\$					

Each tenderer must fill in the sections in the table above.

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#### Proposal Content

Tenderers should submit:

- A statement of interest that includes a description of how the above requirements are met
- Complete quotation submission by deliverable (Budget broken down by cost category to support financial proposal)
- Tenderer's official name, address, and contact information
- A detailed CV specifying the experience with each deliverable
- Written Examples of similar work as specified in the questionnaire
- Clear answers to questions in the questionnaire section
- 3 professional references

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.

#### RFQ Process & Timeline

Stage of Procurement	Date, Time, Time zone
RFP released	July 15th, 2024
Deadline for questions	August 12th, 2024 6 pm MT
Questions answered by RMI	August 13th, 2024 6 pm MT
Proposal submission deadline	August 14th, 2024 6 pm MT
Interviews with selected tenderers (if applicable)	August 15th to August 21st, 2024
Final tenderer selection	August 21st, 2024

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 submitted via electronic Workday Strategic Sourcing and to the same contact listed below by **August 14th 2024, 6 pm, Mountain Time Zone, same as above in table.**

*Eliana Santana*

*Program Operations Lead - SE Asia*

*esantana@rmi.org*

When sending questions or submitting a proposal, please use this electronic mail subject: *RFQ Secretariat Manager - MAS-TRACTION*

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:

- Formal criteria:
  - Pricing - financial offer
  - *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* and questionnaire
  - *Submission of technical and financial tender components.*
  - The tendered should be a Singapore citizen or international with a valid work visa such as a Personalised Employment Pass.

Technical criteria:

- *Proven experience with similar projects and references*
- *Qualifications and available capacity of tenderer*
- Management and organizational skills
- Quality of presentations (examples of previous work) - communications skills

Financial criteria:

- *Price/fees*
- *Terms of payment and delivery*

### **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.

No quotation 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 RFQ without obligation to such prospective tenderers or make multiple awards under this RFQ. Procurement contracts will not be awarded to tenderers debarred by the U.S. government or named on restricted parties lists. Any quotation may be rejected in whole or in part for good cause when in the best interests of RMI.

Any Tenderer who wishes to ascertain the grounds on which its quotation was not selected, should request explanation. The RMI procurement contact shall promptly provide in writing an explanation of why such quotation 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