

PROVISION OF CONSULTANCY SERVICE FOR PROJECT SUPPORT TO REGULATORY REFORM IN ENERGY SECTOR IN VIETNAM THROUGH SHARING INTERNATIONAL AND UK BEST PRACTICES

ATTACHMENT 1 – RFP COVER AND INSTRUCTIONS

1. BritCham are looking for a supplier who can provide consultancy services for the implementation of the project Support regulatory reform in energy sector in Vietnam through sharing international and UK best practices. Further details on the requirement are set out in the section Statement of Service Requirements below.
2. Please include in your reply a nominated point of contact with telephone, e-mail and postal address details.
3. Estimated contract duration is to be delivered within 3 months from date of signing the contract, but not later than 31 March 2023.
4. Your quote should remain valid for 90 days from the required date of receipt and all costs should be stated in US Dollar. Your quotation should be inclusive all costs.
5. You should submit the quotes **before or on 26 December 2022 at 17.00**. Late bids will not be accepted.
6. Send your response to duyen.nguyen@britchamvn.com and use the title: ***Consultancy Application in Viet Nam.***
7. The maximum budget for this project is 10,000 USD, inclusive of VAT.
8. Bids should take the form of two (2) documents. The first document should contain your response to the Technical Questions 1-6 in Attachment 3. The second document should be the completed Excel sheet with the pricing information.
9. Should your quotation be accepted, this request, the attached Specification, and your response will form a legally binding contract between you and the Authority under the terms and conditions set out in the associated Contract as set out in Attachment 4 – Terms and Conditions for the Provision of Services.

ATTACHMENT 2 – STATEMENT OF SERVICE REQUIREMENTS

1. BACKGROUND AND RATIONALE

BritCham is a recently appointed member of the Prime Minister’s advisory council for administrative procedural reform (ACAPR) as approved by Prime Minister Pham Minh Chinh under Decision 1118/QD-TTg dated September 22, 2022. As an official member of ACAPR, BritCham will be able to contribute to the regulatory reform of the country and support UK businesses in tackling challenges, when operating in Vietnam. The ACAPR is chaired by the Office of the Government (OOG), tasked with advising and proposing to the Prime Minister initiatives on administrative procedure reform related to production, business, and social economics; and evaluating the implementation of the reform. The Council is an effective channel to help the Vietnam Prime Minister grasp reality, thereby making timely decisions to perfect institutions, policies, and socio-economic development.

Finance and Energy have been the top 2 sectors attracting UK business invest in Vietnam. UK companies are leading the finance and green energy agenda. Recently, Viet Nam's energy and finance policy landscape has undergone significant transformation pivoting the sector towards greater levels of private participation, and market-based principles. The regulatory environment will need to evolve quickly to ensure business structures and regulation can drive sustainable business models to benefit UK business and potential UK investment in Vietnam.

To promote the position of BritCham as a member of ACAPR to support UK business. BritCham will partner with OOG to conduct reports on the regulatory challenges, international best practices and recommendations on two business sectors: energy and finance and present these policy papers to the Council, Chairman of OOG, relevant state agencies and cooperate with The ASEAN Regulatory Reform Program when relevant.

The objective of the current research project is to provide a comprehensive review of current regulatory challenges in Vietnam in the energy and finance sectors, with a focus on obstacles faced by business and recommendation to tackle the difficulties. In particular, the project has the following sub-objectives:

- a. To provide a comprehensive review of Vietnamese energy and finance regulatory challenges;
- b. To review current industry practices and the main obstacles faced through consultations with businesses especially UK companies;
- c. To research international/ UK best practice
- d. To propose recommendations to the Vietnamese Government for effective regulatory reform in the energy and finance sector

2. EXPECTED DELIVERABLES AND DETAILS OF WORK SCOPE

The chosen consultancy supplier is expected to implement the following activities in a three-month duration from the date of signing the contract, but not later than 31 March 2023:

1. To consult with at least 30 businesses by 31 March 2023 including one consultancy session in HCMC
2. Research paper in Vietnamese and English by 15th March 2023 including: First draft, second draft, final report, short report/ Selling points sheet
3. After the successful delivery of the research, present the research and participate in a dissemination workshop led by British Embassy Hanoi

3. TIMEFRAMES AND BUDGET

10,000 USD (Ten thousand US Dollars Only) is the maximum total contract value, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. All necessary filing and payment of applicable taxes and charges shall be for the account of the local consultancy supplier who shall hold the UK government and OOG and their respective agencies free and harmless from such responsibility. The actual contract value will depend on final evaluation of competitive bids submitted.

One-time payment will be made to the Consultant in the end of the Project, providing that the Project Completion Report is approved by the BritCham.

4. REPORTING STRUCTURE

The **consultancy supplier** shall be legally bound and accountable to BritCham until all the deliverables stated in this contract have been met.

The **consultancy supplier** shall turn over all manuals, reports, materials, references, and other relevant documents acquired through this consultancy to BritCham, and these entities shall ensure due acknowledgement of the contributions of the **consultancy supplier**.

The consultancy supplier will provide a monthly report during the Funding Period which cover:

- (a) describe the Project activities completed and the results achieved;
- (b) contain an assessment of progress made against the proposals as set out; and
- (c) refer to the indicators of success.

5. SKILLS AND COMPETENCIES

- A Degree in relevant major such as Law, Public Policy, Public Administration, Economics;
- Demonstrated understanding of the legal system and policy making process of Vietnam;
- Demonstrated understanding of the importance of public consultation during policymaking process;
- Demonstrated professional expertise and practical experience in public consultation, e-government,
- digital services, preferably consultancy experience for government agencies
- English at communication level in order to communicate with UK experts; priority is given to those who proficient in English;
- Must be free and clean from any pending criminal administrative charges and liabilities