

Section 2

Specification of Requirements

Services to Scope Development of a Viet Nam Centre of Excellence for Offshore Wind

1. Objectives

Over-arching objectives of this scoping activity:

- a. Develop two to three options (or multiple variations) for the functionality of a Centre of Excellence which supports the scaling up of offshore wind in Viet Nam, including possible funding models for mobilising financial or technical assistance for the Centre into the longer term. Proposals should include addressing barriers to private investment (both legal and technical considerations), considering capacity building and training requirements; assessing opportunities for local supply chain development and Original Equipment Manufacturer (OEM) needs; and developing knowledge hubs for exchange of best-practice;
- b. Ensure inclusion and engagement on/with UK expertise, research and industry to expose them to the opportunities in the Offshore Wind sector in Viet Nam.

In correlation to the above objectives, we anticipate that the Centre of Excellence will be a platform with both virtual and in-person elements with functionalities across three key aspects:

- a. development of knowledge hubs with a range of international partners around core challenges in accelerating offshore wind deployment in Viet Nam, and establishing cross-sector collaboration;
- b. development of industry-policymaker dialogue to mobilise action around core challenges, drawing in the expertise from a range of actors to deliver core, coherent messages to GoV effectively;
- c. training and capacity building for GoV policymakers to ensure delivery of effective policy interventions and development of local supply chain.

There are a range of other Government and institutional partners already operating in the offshore wind space in Viet Nam, including through a newly formed Offshore Wind Taskforce

led by GIZ, the Global Wind Energy Council, and through Orsted. It will be crucial to ensure there is little/no duplication with existing activities. BEIS, DIT and FCDO staff can provide information and introductions to ensure you are engaging with the correct individuals. To support this, we propose that you (a) carry out a small mapping exercise for existing work; and (b) build innovative solutions with partners to ensure that activities are complementary.

In your response to this tender, we would like to see a workplan with details of how you would approach the tasks and requirements below. BEIS, DIT and FCDO staff will likely provide input to support the development of the tasks but initial ideas on experience, positioning and scope would be beneficial.

2. Timeline and Deliverables

Requirement Title	Estimated total value (including VAT)	Description	Timeline goods/service required
Phase 1- Relationship-building, engagement	£30-50k	Develop relationships and provide a small mapping exercise to scope existing partnerships in the sector and identify new partners, including with UK, Viet Nam and international stakeholders. Expectation of minimum six in-country stakeholders (countries, MDBs, international organisations), four UK investors/businesses (with support from DIT), and at least four UK academic or research institutions. Possible delivery of engagement dialogues, workshops or strategy sessions to support this.	By end of Feb
Phase 2 - Issue-identification	£10-30k	Identify legal and technical challenges to scaling up offshore wind in Viet Nam through engagement and desk-research.	By end of Feb
Phase 3 – Develop and report on options for the activities, scope and possible financing routes for the Centre of Excellence	£10-20k	Develop and test options for Centre of Excellence activities, outputs and financing routes, including how it will address challenges to scaling up offshore wind in Viet Nam. Test with BEIS, DIT and FCDO staff through a report and accompanying presentation.	[Flexible] Proposed: end first week of March
Phase 4 - Final proposal for Centre of Excellence concept	£5-10k	After agreeing with BEIS, DIT and FCDO staff on chosen option, develop into final concept proposal (written only).	By end of March 2023
BUDGET	£72-96k (including VAT)		

3. Expertise Requirements, Team Structure and Skills

Relevant experience and insights in the global offshore wind sector, with relevant experience in setting up or developing similar industry/policymaker entities.

Ability to engage effectively with international partners. The Centre of Excellence will require a good knowledge of relevant stakeholders in Viet Nam to ensure no duplication of existing work and scoping provides added value.

Relevant experience working with ASEAN Governments in similar or related areas of renewables.

Essential coverage: The scope of this project is relatively flexible but skills we expect to see from applicants include:

- Strong leadership and engagement capabilities with Governments, multilateral development banks and other international organisations.
- Operational capacity to work with stakeholders located in Viet Nam if required.
- Ability to engage and work with a range of stakeholders in Viet Nam, regionally, in the UK and possibly elsewhere.
- Understanding of political dynamics and energy sector developments in Viet Nam.
- Technical understanding of the offshore wind sector, including legal and technical elements.
- Access to analysis, insights and understanding of the local context for offshore wind, and in relation to other renewable technologies, in Viet Nam.

Desirable coverage: BEIS are also interested in the following, which are not currently essential but are desirable nonetheless:

- On-the-ground presence or easily mobilised support from surrounding regions;
- Experience developing a similar concept for a similar sector elsewhere, preferably in relation to offshore wind;
- Connections or partnerships with international institutions relevant to this subject, including research or academic institutions and international organisations.

Bidders must fully articulate how they meet the essential coverage requirements as a minimum. BEIS places value on access to the desirable coverage areas in addition to the essential coverage. Bidders must clearly articulate what from the desirable coverage can be provided as well as the potential cost implications (if any) of providing such coverage. Where budget restricts which items from the desirable coverage can be provided, bidders should provide a menu of options for these areas along with associated costs.

The Contractor should propose named members of the project team and identify the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks. Contingency requirements in the event of staff absences should also be identified.

Contractors should identify the individual(s) who will be responsible for managing the project.

4. Governance and Working Arrangements

The Contractor will be expected to identify one named point of contact through whom all enquiries can be filtered. Access to the Contractors' analysts, including but not necessarily limited to assisting with analytical queries and presenting analysis, should also be provided. We anticipate that this project will be collaborative with BEIS, FCDO and DIT staff and expect working arrangements to be finalised once a delivery partner has been identified.

It is expected that queries throughout the subscription period are dealt with promptly. A BEIS project manager will be assigned to the project and will be the central point of contact. The BEIS project manager, with support from FCDO and DIT staff, will be available to answer queries and support development regularly, at least at a frequency of once every two weeks. This can be assessed with the delivery partner if greater frequency is required, for example towards the end of the project.

The BEIS project manager and SRO of the BEIS team from which this funding comes from will be responsible for signing off the work at the interim milestones outlined.

5. Accessibility

For all outputs we would require the Contractor to provide ongoing website-based access to all data/reports listed above for a 12-month period from the start of the contract.

BEIS requires more than one account made available to it in order to access the information. Where possible, but not essential, BEIS would like the ability to request multiple accounts (up to 5 or even 10) to be made available to its staff in order to access this information. If there is a cost difference depending on the number of account holders please make this clear and BEIS will decide on the optimum number of account holders. Only BEIS staff whose role would require this information would be requested to have accounts created.

All information should be presented in an intuitive and user-friendly format, if necessary the Contractor should offer training in the effective use of their product to enable effective use by end users.

6. Ownership and Publication

BEIS will be authorised to reproduce products and information in internal documents (including those shared with other Government Departments) with the source of information attributed to the supplier.

7. Quality Management

The Contractor should have measures in place to ensure that the deliverables produced are of a high quality and free from error.

8. Social Value

The Contractor should have its own corporate policies in place which address areas of social value such as equality, diversity and inclusivity of its staff as well as sustainability.

9. Sub-contractors

The Contractor must have measures in place to manage any sub-contractors and ensure that their selection is conducted in an open and transparent manner.

10. Budget

BEIS has created a 'genuine pre-estimate' of costs for this service and it is expected that these will be between £60,000 and £80,000 excluding VAT – depending on the package and comprehensiveness of coverage offered for BEIS' necessary and desirable areas of interest.

BEIS reserves the right to not award the Contract to the highest scoring Tenderer if it's submitted cost exceeds this value. In such instances, BEIS may consider rejecting this top ranked Tender submission and awarding the Contract to a lower ranked tender which is within this budget range.

11. Payment

Price will be fixed based on the commercial offers made. Payments will be linked to delivery of key milestones. The indicative milestones and phasing of payments is to be as detailed in the Pricing Annex.

Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

BEIS aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract. We expect that this will be replicated in any sub-contractor arrangements and BEIS may request evidence that this is the case.

12. Performance

BEIS will have a contract break option at any time within the first month of the contract. During this period the contract can be terminated at discretion of BEIS with 5 working days' notice. If this option is exercised, BEIS will only be liable for a maximum of half the total contract value. Beyond this time, standard termination provisions as included in the terms and conditions will apply.

BEIS will manage the contract and have regular performance discussions with the Contractor. Where the quality of deliverables are failing to meet BEIS' expectations identified in both these requirements and the Contractor's tender submission, BEIS will work with the Contractor to identify measures to remedy these performance issues.