Letter of Interest for Consultancy Services

Date: [insert date]

Subject: **Expression of Interest for Consultancy Services – SNV Vietnam Energy Sector**

Dear Sir/Madam,

(My/Our) name is [insert name].

This letter is submitted in response to your public call for expressions of interest regarding the provision of consultancy services to the Energy Sector of SNV in Vietnam, dated [insert date].

(I/We) hereby submit my/our expression of interest via this letter, with necessary information according to the standard form attached. (I/We) confirm that the information provided is accurate to the best of (my/our) knowledge. Based on the information, (i/we) understand that SNV Vietnam would be able to evaluate (my/our) experiences and expertise to pre-qualify for the aforementioned assignment. Furthermore, (I/We) also acknowledge that SNV Vietnam reserves the right to decide whether to pre-qualify (me/our firm) without the obligation to disclose the reasons.

(I/We) look forward to the opportunity to contribute to this initiative and appreciate your consideration.

Sincerely yours,

Signature: [insert signature]

Name of signatory: [insert name]

Designation: [insert title]

**Attachment 1: CVs of individual consultant(s) or the profile of the firm  
Attachment 2: Qualifications and certificates  
Attachment 3: Scanned copies of the identity cards of individual consultants or the business license of the firm.**

# Section 1. General information

|  |  |
| --- | --- |
| **Official name:** | [insert here] |
| **Address:** | [insert here] |
| **Telephone no.:** | [insert here] |
| **Email:** | [insert here] |

# Section 2. Areas of expertise & Years of professional experience

# (please select all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of expertise** | **<5 years** | **5-10 years** | **>10 years** |
| Greenhouse gas (GHG) inventory |  |  |  |
| Decarbonisation strategy development |  |  |  |
| Energy transition policy development |  |  |  |
| Coal transition |  |  |  |
| Workforce development and re-skilling for the clean energy sector |  |  |  |
| Energy system digitalisation |  |  |  |
| Energy finance |  |  |  |
| Gender Equality and Social Inclusion (GESI) in the energy sector |  |  |  |
| Carbon project development |  |  |  |
| Energy and climate adaptation |  |  |  |
| Electric transport |  |  |  |
| Battery energy storage systems |  |  |  |
| Biomass and biogas (including by-products such as biochar, bio-CNG, etc.) |  |  |  |
| Climate technology ecosystem development |  |  |  |
| Energy and circular economy |  |  |  |
| Energy recovery from waste streams |  |  |  |
| Other, please specify [insert here] |  |  |  |

# Section 3. Relevant experience and qualifications

# (please select all that apply)

**Educational background:**

Master's or above degree in relevant technical areas

Bachelor’s degree and/or professional certifications in relevant technical areas

**English fluency:**

Native or bilingual proficiency

Full professional proficiency

Minimum professional proficiency

**Leadership/management experience:**

\_\_\_\_\_ years of management/leadership experience as project team leader or manager of the firm

**Regional experience:**

\_\_\_\_\_ years of experience in relevant projects in Southeast Asia

**Experience in development cooperation:**

\_\_\_\_\_ years of experience in development cooperation projects, ODA

**Others:**

Extremely high level of independence, integrity, and versatility

Ability to use independent and sound judgment and to manage and impart confidential information

Strong objective critical and analytical skills and the ability to analyse, evaluate, summarise and effectively present data

Ability to work remotely, in a team and to collaborate in a fast-paced multicultural and diverse environment

Nationals of Vietnam belonging to historically underrepresented or disadvantaged groups (women, people with disabilities, people from ethnic minority groups, etc.) are strongly encouraged to apply.

# Section 4. Ethics self-declaration for consultant

(I/ We), [name of the authorised representative], hereby declare to Stichting SNV Nederlandse Ontwikkelingsorganisatie (SNV) that:

1. There are no potential conflicts of interest between me/our firm, company, or organisation and SNV or any of your donors, partners, staff, offices, contracted consultants, or vendors. Conflicts could be, and not limited to, relations with SNV personnel, past employment, adverse actions taken against SNV, etc.
2. I/Our principals have not been subject to legal proceedings for insolvency, bankruptcy, receivership, or my/ our business activities suspended for related reasons.
3. I/Our principals have not been convicted of a criminal offense related to business or professional conduct.
4. I/We are not delinquent in my/our obligations to pay taxes and social security contributions and have fulfilled my/our tax obligations in the last three years. I/We haven’t had any contracts terminated for poor performance for the last five years, or any contracts where damages have been claimed by the contracting authority/client.
5. I/Our principals apply zero tolerance against any safeguarding incidents and do not engage in sexual exploitation, harassment, and abuse.
6. I/We commit to report any fraud or physical violence and SEAH\* issues in line with the reporting procedures outlined.

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible.

Signature: [insert signature]

Name and Title: [insert name and title]

Date: [insert date]

\*SEAH: Physical violence and Safeguarding, child protection, and protection from sexual exploitation, abuse, harassment, modern slavery, and human trafficking