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 consultants 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. Core area of expertise

# (please select one or more options)

Greenhouse gas (GHG) inventory

Decarbonization strategy development

Energy transition policy development

Coal transition

Workforce development and re-skilling for clean energy sector

Energy system digitization

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

Experience in promoting energy recovery from waste streams

Other, please specify:

# Section 3. Expected experience and qualifications

# (please select one or more options)

**Educational background:**

Master's or above degrees in relevant technical areas

Bachelor’s degree and/or professional certifications in those areas

**Language:**

Professional written and spoken English skills

**General professional experiences in the energy sector:**

Over 10 years of professional experiences

From 5-10 years of professional experiences

Under 5 years of professional experiences

**Specific professional experiences:**

\_\_\_\_\_ years in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(please refer to the core area of expertise)*

**Leadership/management experience:**

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

**Regional experiences:**

\_\_\_\_\_ years of experience in projects in the Southeast Asian countries

\_\_\_\_\_ years of experience in Viet Nam

**Experience in development cooperation:**

\_\_\_\_\_ years of experiences 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

**Remark**: 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 and 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 & 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:

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