

THE SCOPE OF WORK

The Central Energy Fund requires the service of a suitable Service Provider/Consultant to assist on corporate governance with specific focus on integrity management.

The service provider must assist management with the determination/interpretation of conduct and Conflict management taking into account relevance of applicable legislation defining and underpinning corporate integrity, also in keeping with best practice on corporate governance and ethics management. The consultant/service provider will also be expected to provide an elaborate view upon assessment of documents on matters related to data management, ethics, conflict management confidentiality undertaking on corporate governance matter.

1. EVALUATION CRITERIA.

Service providers need to provide a proposal that details how previously he has deal with legal corporate culture, leadership qualities and decision making and ethics legal advisory on related governance matters with strict focal point on personal and corporate integrity. Submit information with CVs of the lead expert advisor reflecting relevant expertise to motivate capabilities to successfully execution of compliance and corporate governance work stream as outlined above, with more focus point in personal and corporate integrity for betterment of corporate culture and ethos as may be applicable in corporate governance and compliance.

NO	Mandatory requirements	Comply	Do not comply
1.	Corporate Governance with specialisation on Integrity Management linked to conflict and ethics Management. The CV of the lead must specify and articulate in conjunction with specialisation required for integrity and ethic management in corporate governance. Previous provided services must be enlisted in the detailed CV. 2 letter in addition to the CV may be submitted. Reflecting this exposure of more than 15 years in corporate governance and leadership advisory.		
2.	Deployment of expert advisor or counsel to give advice on same matter to be consider by lead attorney and his team. The counsel/expert advisor must be a specialist in corporate governance. CV must be attached.		

- Non-compliance with any of the above mandatory requirements will lead to bidder being disqualified and not evaluated further.

Additional requirements	Team Structure and Skill Set.	Score Rate.
The bidder must submit a list of CVs of the team members who will support execution of the work with clear understanding of required work stream expertise.	1. Conflict management understanding linked with integrity leadership management for Executive/Leaders with focus on Standard of care in compliance & governance. 2. Governance & Compliance advisory understanding of ethic and drafting skill.	5 = full skill set of lead and team members CV and expert advisor (person with more than 15 years expertise)/counsel (declared senior counsel) CV's which must reflect full understanding of the Corporate Governance environment and integrity management for period of 15 years or more. 3 = lead and team members CVs only with limited expertise less than 10 years in CV's. 0 = lead and team members CVs only with limited expertise less than 5 years in CV's.

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- Scoring a 0 on this requirement will lead to the bidder being disqualified and not evaluated further on pricing and specific goals.

2. CONTRACT OBLIGATIONS

- This document will be annexed to the CEF contract with the service provider and will constitute the schedule of deliverables for the purposes of this project.
- The service provider's quotation must remain valid for a period of 90 days from the date of submission and be inclusive of VAT. All prices indicated in the quotation must remain fixed and firm for the period.
- In the case of the service provider using sub-consultants, the former will be responsible for ensuring delivery of services from any such sub-consultants and for making any payments to such sub-consultants.

3. DISCLAIMER

CEF will not be liable for any incorrect or misleading information on pricing and in relation to any part of this document and reference documents thereto. No legal or other obligation shall arise between the service provider and CEF unless and until a formal award letter or contract has been signed by both parties.

4. FEES AND DISBURSEMENTS

- i. In relation to the above scope of work, the service provider must provide fixed and firm fee offer that cover the above activities or hourly rates for advisory service to be provided to CEF.
- ii. Senior Counsel/expert advisor estimated total manhours to be allocated and rates must be specified and provided.
- iii. The firm and fixed service fees must be linked to required services with specifics to hours to be offered and specialised personnel names and skill set to be tasked to the matter must be provided and the hourly rate specified for the duration of the service period.
- iv. Also be specific on the fee cap (excluding VAT and disbursements). Note only bids who submit a fixed fee/pricing offer inclusive of all anticipated consultants advisors to be required to deliver the overall task and associated disbursement will be deemed as a responsive bid.

5. ASSUMPTIONS

Fee proposal MUST BE clear and specific and consider the following assumptions amongst others:

- The scope of work must be performed in full by the service provider unless otherwise directed by CEF;
- Hourly rate of all team member must be stated. It is assumed that the team will consist of Team lead and the Team lead must be specified and must have expertise as expected in the outline of the scope of work. Hours for any work to be completed must be set out of the scope and detailed.