

Request for Proposal

Accelerate electrification roadmap implementation in Thailand

Deadline

June 14, 2021 10:00pm EST

Contact

Questions and responses to this request for proposals (RFP) should be addressed to Zifei Yang [zifei.yang@theicct.org]

Timeframe

Project interim tasks are to be completed as detailed in this RFP, with final deliverables received by the ICCT 6 months from project start date.

Background

The [International Council on Clean Transportation](https://www.theicct.org/) (ICCT) is a 501(c) 3 nonprofit research organization whose mission is to support policymakers around the world in reducing energy consumption and conventional pollutant and greenhouse gas emissions from transportation, in order to improve air quality and human health, and mitigate climate change.

Thailand has the potential to lead electrification efforts in the ASEAN region. In 2020, Thailand published an electrification roadmap featuring a production target of 250,000 electrified vehicles, 3,000 electric public buses, and 53,000 electric motorcycles by 2025. Implementation of this electrification roadmap is key in order to achieve the electrification target in the next 4 years. Other electrification-related targets are also raised with the establishment of the National Electric Vehicle Policy Committee.

Objective

The ICCT is seeking proposals to carry out a series of tasks to accelerate implementation of electrification roadmap in Thailand.

Research scope and responsibilities

The following tasks need to be implemented in the proposal:

Task 1: A white paper that reviews existing policies, evaluates the impact of existing incentive policies, and suggests improvements needed to electrify all vehicle segments (e.g., two- and three-wheelers, light-duty vehicles, buses, heavy-duty trucks).

- Review strategy and policies regarding electrification in Thailand, including the roadmap and plans referenced by various ministries, regulatory documents, and incentives; identify the hierarchy or the relationship between announced targets and plans
- Review strategy, plans, regulations, fiscal policies on fuel economy improvement, CO₂ reduction, and emission reduction that may impact electrification progress in Thailand, including impact on electric vehicle demand, production, charging infrastructure, and public awareness
- Collect and summarize actions from the private sector promoting electrification, including domestic EV-related startups, business models, EV financing or lending etc.
- Summarize historical EV sales and market share of each vehicle segment until end of 2020; summarize existing and expecting charging infrastructure deployment; collect basic information regarding the purchase and operating costs of electric vehicles, including typical EV models sold in each segment and their characteristics, taxation, electricity price and tariffs, charging rate, and cost of battery-swapping solutions
- Investigate and summarize existing and announced domestic manufacturing and assembly capacity of electric vehicles and manufacturing capacity of key electric vehicle components
- Evaluate the impact of existing electrification policies and the effectiveness of implementation frameworks, and compare progress with high-level vision
- Determine the difficulties with and obstacles to implementation of the electrification roadmap
- Compare electrification progress in Thailand with other ASEAN countries
- Identify roles and responsibilities of government agencies and industry players in implementing the electrification roadmap in Thailand
- Make suggestions based on the above findings to accelerate electrification in Thailand

Task 2: A memo that adapts global best practices in EV promotion to circumstances in Thailand

- Identify the targeted government audience
- Review existing ICCT literature on global EV promotion practices and strategies
- Identify similarities and differences in vehicle market, EV development, and regulatory environment between Thailand and other leading EV markets
- Identify barriers to and opportunities for electrification in Thailand
- Suggest best practices that can be adapted to Thailand to accelerate the uptake of electric vehicles.

Task 3: Organize one closed-door national workshop on electrification

- Identify and make connections to key agencies, officials, and stakeholders that influence policy making to support EV development in Thailand

- Organize one national workshop to deliver the preliminary results of Tasks 1 and 2 to targeted government audiences, and facilitate discussion of the opportunities and challenges for implementing the electrification roadmap in Thailand at national and local levels. The workshop can be break down into small focus group discussions/webinars if necessary
- Summarize the discussion and results of the workshop and incorporate the feedback into Tasks 1 and 2.

Reporting and timeline

The consultant or consultant team is expected to set a weekly or bi-weekly check-in schedule with the ICCT team to communicate progress. This communication can happen by e-mail or teleconference as needed.

Timeline for the deliverables:

Project element	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Submit proposal								
Contract agreement signed								
Kick off of the project, deliver outline of the white paper (Task 1) and memo (Task 2)			/					
Research, review, analysis								
Present and discuss key findings and conclusion of Task 1					/			
Present and discuss key findings and conclusions of Task 2						/		
Deliver draft white paper						X		
Deliver draft memo							X	
Incorporate ICCT feedback								
Organize and present at workshop								X
Incorporate workshop feedback into report								
Finalize white paper and memo								X

All products/deliverables must be delivered in professional-level American English.

Budget

Suggested bid limit: 34,000 USD (covering task 1, task 2, and consultant time to work on task 3). Please include a separate budget for direct workshop expenses in task 3 (e.g., venue, audio and other necessary equipment, third-party vendors), which will be paid separately by the ICCT.

Guidelines for Proposal Submission

The RFP responses should include the following:

Transmittal letter

The transmittal letter shall be in the form of a standard business letter on the vendor's letterhead, signed by an individual authorized to legally bind the vendor, and shall include the name, title, address, email address and telephone number of the individual(s) who can be contacted for questions regarding the RFP response. Disclosure of any real or potential conflict of interest must be provided based on the firm's clients, proposals to pending clients, direct business or significant personal relationship with any ICCT council member, board member or staff member.

Methodology

- Provide a detailed methodology describing how your research group will perform the tasks detailed in this RFP, produce the requested deliverables, and achieve the overall RFP objectives.
- Describe the deliverables in detail in a manner that very closely matches those described above, and the extent to which they will differ.
- Provide a timeline for the development of the tasks.

Team and organization overview

- Describe your organization, its overall mission, customer service philosophy and culture, current staffing, and other pertinent resources related to this project.
- Provide resumes (including education and experience) of individuals that would be assigned to the ICCT project and their respective roles on the project
- Provide a separate listing of relevant analyses and reports that were conducted by the proposed researchers and are related to the topic as proposed in this RFP, if any. With this listing or past work, the research group would describe how the researchers are in a position with the necessary tools, experience, and knowledge to efficiently carry out the proposed work
- Provide as separate attachments electronically up to 2 reports that are by the proposed researchers and most closely related to this project's deliverables.

Project management process

- Describe your firm's process for managing the project and dealing with clients, including the frequency, and method of regular communications regarding project status with client.

Fees

- Please provide a breakdown of all fee areas, hourly rates for individuals, and the breakdown of person-hours by major task and deliverable.
- Describe the frequency and timing of your preferred fee payment requirements.

Terms and conditions

- The written RFP responses and any subsequent bids made during the procurement process will be considered binding commitments by the prospective vendors. The ICCT may request additional information or clarification of any obligation, if a contract is awarded.
- The bidder agrees to be bound by this RFP response for a period of 45 calendar days from the RFP response due date during which the ICCT may request clarification or correction of the RFP response if necessary for the purpose of evaluation.
- The cost of preparing the RFP response is the sole responsibility of the bidder, whether or not any award results from solicitation.
- The ICCT reserves the right to add provisions to the contract consistent with the contractor's bid and to negotiate with the contractor other additions to, deletions from, and/or changes in the language in the contract — provided that such addition, deletion, or change in contract language would not, in the sole discretion of the ICCT, affect the evaluation criteria set forth herein, or give any bidder a competitive advantage.