

Request for Proposals

Title: International Consultancy Services to undertake Capacity Building and GHG Inventory Development/Update in COMESA Member States

RFP No: AFFD/005/2023

Date of Issuance: 14th November 2023

1. Background:

CI, the Contracting Entity, is soliciting offers from Offerors (firms or individuals) to submit proposals to carry out international consultancy services for:

- i. Capacity building of actors and institutions operating in greenhouse gas emitting sectors in the four (4) COMESA member states (the Comoros, Eritrea, Seychelles and Zambia) for enhanced climate transparency reporting.
- ii. Develop or update the National Green House Gas (GHG) Inventories for four COMESA member states (the Comoros, Eritrea, Seychelles and Zambia).

Brief on CI and COMESA

The Common Market for Eastern and Southern Africa (COMESA) member states of The Union of Comoros, The State of Eritrea, The Republic of Seychelles, and Zambia - are committed to addressing climate change and enhancing climate transparency reporting. As part of their efforts to combat climate change, there is a need for capacity building of actors and institutions operating in greenhouse gas emitting sectors and the development or update of National Greenhouse Gas (GHG) Inventories. To facilitate this, CI and COMESA are seeking the services of an international consultant to provide technical assistance in response to the objectives mentioned below.

Project Title: Regional capacity building of COMESA member states in Eastern and Southern Africa for enhanced transparency in Climate Change Monitoring, Reporting and Verification as defined in the Paris Agreement

Project Location: The Union of Comoros, The State of Eritrea, The Republic of Seychelles, and Zambia

Location of Consultancy: Country and regional (COMESA).

Languages Required: English and French

Duration: 12 months

2. Project Overview.

The project titled “***Regional capacity building of COMESA member states in Eastern and Southern Africa for enhanced transparency in Climate Change Monitoring, Reporting and Verification as defined in the Paris Agreement***” covers four countries namely, The Union of Comoros, The State of Eritrea, The Republic of Seychelles, and Zambia. These target countries are Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and are signatory to the Paris Agreement.

This regional project is anchored on the Capacity Building Initiative for Transparency (CBIT), which was established in 2016 by the Global Environment Facility (GEF) following a request by the Conference of Parties to the United Nations Framework Convention on Climate Change (UNFCCC) when adopting the Paris Agreement. The CBIT promotes transparency and accountability, hence, it is one of the ways through which the GEF is supporting countries to successfully implement Article 13 of the Paris Agreement.

The objective of the CBIT Regional Project is: *To strengthen capacity of COMESA member States to comply with Transparency Requirements of the Paris Agreement through establishment of an Eastern and Southern Africa Regional CBIT transparency framework for Monitoring, Reporting and Verification (MRV) of climate actions, report on Nationally Determined Contributions (NDCs) and knowledge dissemination.*

The project consists of four components, namely:

- i. **Component 1:** *Strengthen national and regional transparency frameworks for Monitoring and Tracking NDCs and climate actions.*
- ii. **Component 2:** *Strengthen capacity of stakeholders from participating countries to measure, report and verify emissions in Agriculture, Forestry and Land Use (AFOLU) and other Intergovernmental Panel on Climate Change (IPCC) sectors.*
- iii. **Component 3:** *Establishment of a regional CBIT integrated platform for learning and knowledge management of transparency-related activities.*
- iv. **Component 4:** Monitoring and Evaluation.

In this regard, Conservation International and partners, namely; COMESA, The Ministry Agriculture, Fisheries, Environment, Territory Planning and Urban of The Union of Comoros, The Ministry of Water, Land and Environment of The State of Eritrea, The Ministry of Environment, Energy and Climate Change of The Republic of Seychelles, The Ministry of Lands and Natural Resources of The Republic of Zambia, and The Regional Center for Mapping of Resources for Development (RCMRD) are seeking for international consultancy services to:

- i. Capacity building of actors and institutions operating in greenhouse gas emitting sectors in the four (4) COMESA member states (the Comoros, Eritrea, Seychelles and Zambia) for enhanced climate transparency reporting.
- ii. Develop or update the National Green House Gas (GHG) Inventories for four COMESA member states (the Comoros, Eritrea, Seychelles and Zambia).

Objective of the consultancy

The main objective of this consultancy is to strengthen the capacity of institutions in collection, processing and transmission of GHG emission data and measurement, reporting and verification.

Specific objectives are:

- Develop the methodology and tools for quantification of emissions by sectors (of agriculture, forestry, other land use (AFOLU), transport, energy, industry and waste) based on Tier 2 of the IPCC requirements, develop a handbook tailored to each country's sector.
- Update capacity needs assessment based on capacity building plan.

- Preparation of sectoral technical guidelines and templates to guide MRV data transmission and communication amongst participating countries established.
- Develop methodologies and tools for GHG data collection, processing, and transmission.
- Develop technical guidelines and templates to support data processing and storage.
- Establish a system of data transmission and develop a system of data tracking; quality assurance and quality control (QA/QC).
- Design certificate programs to cover all essential skills and knowledge required for advanced GHG accounting and MRV for the AFOLU and other IPCC sectors.
- In collaboration with RCMRD pre-test training programmes with selected academic institutions.
- Adapting relevant courses in the curriculum for effectively addressing AFOLU and other IPCC sectors MRV and GHG accounting.
- Conduct training of sector experts from data providing institutions on GHG methodologies, tools and use of integrated platform developed for data collection, processing and transmission. The training will be delivered at multiple levels (regional and national level).
- Build the capacity of country NDCs sectors based key institutions on MRV systems, tracking NDCs, enhancement of GHG inventories.
- Review of existing systems used to develop GHG inventories under reporting obligations of the UNFCCC i.e., National Communications (NCs) and Biennial Transparency Reports (BTR).
- Conduct in-person and virtual consultative and capacity building trainings and workshops on climate change reporting process and establish sustainable institutional arrangements for development of National GHG inventories to fulfil future reporting obligations under UNFCCC and Enhanced Transparency Framework. These institutional arrangements will be guided by those used in previously submitted reports including NCs submitted by the member states.
- Develop or update the National GHG inventory platform that show cases:
 - GHG Emissions information from all emission/removal contributing sectors,
 - Graphical Analysis of emissions data and information,
 - Documentation on Quality Assurance and Quality Control.
- Conduct at least 3 capacity building training work in each country.

3. Terms of Reference, Deliverables and Deliverables Schedule

The consultancy firm will work closely with COMESA, RCMRD, CI, national authorities and other relevant stakeholders' institutions operating in the Agriculture, Forestry, Other land use (AFOLU), Energy, Transport, Industrial Processes and Product Use (IPPU), and Waste sectors. The responsibilities of the international consultancy firm will involve:

1. Develop country specific capacity building programme in Agriculture, Forestry and Land Use (AFOLU), energy/transport, industry, and waste sectors.
2. To develop the methodology and tools for quantification of emissions by sectors developed and conduct capacity needs assessment.

3. Review of existing methodologies and tools for GHG inventory data collection and processing in AFOLU, Energy, IPPU and waste sectors.
4. Review of the existing Measurement, Reporting and Verification Systems under the relevant ministries and other environmental information systems to identify methodologies for data collection and tracking implementation of targets.
5. Analyse existing data collection chain from the initial level up to the national level and identify gaps in collection, processing and transmission to be addressed. The consulting firm will also identify technical personnel to be trained on GHG data collection and processing.
6. Develop national methodologies and tools informed by points (i) and (ii) to collect, process and share GHG emissions inventory data in consideration of data requirements of IPCC guidelines and software (2006 and its 2019 refinement).
7. Harmonization of data collection, processing and transmission methodologies and tools for target sector-based institutions in close consultation with statistics institutes in the country. This will ensure that data collected is aggregated and fed into the GHG data integration platform in acceptable formats.
8. Conduct up to 12 capacity building training workshops at regional and national levels on methodologies, tools for GHG inventory data collection and processing in AFOLU, Energy, IPPU and waste sectors.
9. Conduct the training workshops on NDC sector based key institutions on MRV systems, tracking NDCs, enhancement of GHG inventories.
10. Facilitation of “write shops” organized by COMESA and RCMRD to prepare reports informed by data and information from data integration platform.
11. Review of reports/papers developed during write shops.

Deliverables & Deliverables Schedule

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
Preparatory phase					
1.	<ul style="list-style-type: none"> Inception report detailing the approaches for capacity building and country engagement. Inception report containing a brief review of 	<ul style="list-style-type: none"> Inception report detailing the approaches for capacity building and country engagement. Assessment report on existing GHG data collection chain from the 	28 th February 2024	40%	<ul style="list-style-type: none"> Detailed report with accurate information approved Countries, COMESA, RCMRD and CI

	<p>the consultant's understanding of the ToRs detailing the methodology and work plan</p> <ul style="list-style-type: none"> Assessment report on existing GHG data collection chain from the initial level including the list of data providers and proposed methodologies and tools to be developed 	<p>initial level including the list of data providers and proposed methodologies and tools to be developed.</p>			
Capacity building and training materials					
2	<ul style="list-style-type: none"> Training material for capacity development Draft report containing developed methodologies and tools for GHG data collection, processing and transmission Training modules on methodologies, tools and learning guide for GHG data collection, processing and transmission developed 	<ul style="list-style-type: none"> Draft report containing developed methodologies and tools for GHG data collection, processing and transmission Draft national GHG inventories 	30 th April 2024	30%	Detailed report with accurate information approved Countries, COMESA, RCMRD and CI

	and training manual on MRV systems, tracking NDCs, enhancement of GHG inventories				
Training workshops and final report					
3	<ul style="list-style-type: none"> • 12 capacity building training workshops at regional and national levels on methodologies, tools for GHG inventory data collection and processing in AFOLU, Energy, IPPU and waste sectors. • Training reports and improvement plans for • Final report 		30 th Sept 2024	30%	

4. Submission Details

- a. **Deadline.** Proposals must be received no later than **20th December 2023, 5 PM East Africa Time**. Late submissions will not be accepted. Proposals must be submitted via email to procurementaffd@conservation.org. All proposals are to be submitted following the guidelines listed in this RFP.
- b. **Validity of bid.** 120 days from the submission deadline
- c. **Clarifications.** Questions may be submitted to procurementaffd@conservation.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.
- d. **Amendments.** At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

5. Minimum Requirements

- a. Experience in MRV and GHG emissions inventory methodologies, climate mitigation and policy analysis.
- b. Demonstrated experience in international and national GHG inventory capacity development using IPCC methodologies, GHG accounting and data management.
- c. Experience in the development of systems/platforms for GHG data management and tracking of mitigation targets and capacity building on GHG data collection, processing and transmission.
- d. Demonstrate the availability of a team of key sector-specific experts (energy, industry, waste and agriculture/land use) who are UNFCCC accredited in the collection, compilation, analysis and reporting/presentation of GHG emissions.
- e. Experience is in compiling, manipulating and presenting environmental data.
- f. Capacity building and training in climate transparency reporting with experience in supporting countries in Africa with capacity building in GHG inventory development. **Provide references for countries worked with** including the COMESA region.
- g. Ability, experience and expertise in organizing, leading in-person and remote capacity building activities.
- h. Demonstrated ability in engaging with and working with national stakeholders (Governments, NGOs, donors, research and academics).
- i. Knowledge of international standards, such as the IPCC Guidelines and UNFCCC reporting requirements.
- j. Demonstrated ability to provide certification to trainees based on international recognition of the firm.

6. Proposal Documents to Include

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- c. Technical Proposal.

- i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
 - ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
 - iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference in Section 3
 - d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3).
- 7. Evaluation Criteria** In evaluating proposals, CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Score (out of 100)
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances? Experience in GHG and MRV capacity building in Africa and globally	20% Max points
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? Demonstrate how the project will be achieved within the stipulated time.	10% Max points
Does the bidder's past performance demonstrate recent proven experience doing similar work? References of previous capacity building work and training including development of GHG Inventories.	20% Max points
Does the bidder and the proposed personnel have the specific technical expertise for the assignment? National and regional experts	30% Max points
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20% Max points

8. Proposal Timeline

RFP Issued	14 th November 2023
Clarifications submitted to CI	24 th November 2023
Clarifications provided to known bidders	30 th November 2023
Complete proposals due to CI	20 th December 2023
Final selection	20 th January 2024

- 9. Resulting Award** CI anticipates entering into an agreement with the selected bidder by **30th January 2023**. Any resulting agreement will be subject to the terms and conditions of CI's Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI. CI will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

- 10. Confidentiality** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI's evaluation results are confidential and applicant scoring will not be shared among bidders.

- 11. Code of Ethics** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics [for GCF-funded projects only, add: "and the Green Climate Fund's [Policy on Prohibited Practices](#)"]. Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

12. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

Attachment 2: Terms of Reference

Attachment 3: Cost Proposal Template

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. XXXXXXXX

UEI Number (if applicable): XXX-XXX-XXX

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics. CI's Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI's Code of Ethics, we certify:

- a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
- c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.
- e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
- g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be carried out.
- h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension".

Name: _____

Signature: _____

Title: _____

Date: _____

Attachment 2: Terms of Reference

The consultancy firm will work closely with COMESA, RCMRD, CI, national authorities and other relevant stakeholders' institutions operating in the Agriculture, forestry, other land use (AFOLU), Energy, Transport, IPPU, and Waste sectors. The responsibilities of the International Consultancy firm will involve:

1. Develop country specific capacity building programme in Agriculture, forestry, energy, industry, and waste sectors. The following are the capacity to be developed.
2. To develop the methodology and tools for quantification of emissions by sectors developed and conduct capacity needs assessment.
3. Review of existing methodologies and tools for GHG inventory data collection and processing in AFOLU, Energy, IPPU and waste sectors.
4. Review of the existing Measurement, Reporting and Verification Systems under the relevant ministries and other environmental information systems to identify methodologies for data collection and tracking implementation of targets.
5. Analyse existing data collection chain from the initial level up to the national level and identify gaps in collection, processing and transmission to be addressed. The consulting firm will also identify technical personnel to be trained on GHG data collection and processing.
6. Develop national methodologies and tools informed by points (i) and (ii) to collect, process and share GHG emissions inventory data in consideration of data requirements of IPCC guidelines and software (2006 and its 2019 refinement).
7. Harmonization of data collection, processing and transmission methodologies and tools for target sector-based institutions in close consultation with statistics institutes in the country. This will ensure that data collected is aggregated and fed into the GHG data integration platform in acceptable formats.
8. Conduct up to twelve capacity building training workshops at regional and national levels on methodologies, tools for GHG inventory data collection and processing in AFOLU, Energy, IPPU and waste sectors.
9. Conduct the training workshops on NDC sector based key institutions on MRV systems, tracking NDCs, enhancement of GHG inventories.
10. Facilitation of "write shops" organized by COMESA and RCMRD to prepare reports informed by data and information from data integration platform.
11. Review of reports/papers developed during write shops.

Deliverables & Deliverables Schedule

	Activity	Deliverable	Due Date	Pay %	Acceptable Criteria
Preparatory phase					
1	<ul style="list-style-type: none"> Inception report detailing the approaches for capacity building and country engagement. Inception report containing a brief review of the consultant's understanding of the ToRs detailing the methodology and work plan Assessment report on existing GHG data collection chain from the initial level including the list of data providers and proposed methodologies and tools to be developed. 	<ul style="list-style-type: none"> Inception report detailing the approaches for capacity building and country engagement Assessment report on existing GHG data collection chain from the initial level including the list of data providers and proposed methodologies and tools to be developed. 	30th March 2024	40%	<ul style="list-style-type: none"> Detailed report with accurate information approved Countries, COMESA, RCMRD and CI
Capacity building and training materials					
1.	<ul style="list-style-type: none"> Training material for capacity development Draft report containing developed methodologies and tools for GHG data 	<ul style="list-style-type: none"> Draft report containing developed methodologies and tools for GHG data collection, processing and transmission. 	30th June 2024	30%	Detailed report with accurate information approved Countries, COMESA, RCMRD and CI

	<ul style="list-style-type: none"> collection, processing and transmission Training modules on methodologies, tools and learning guide for GHG data collection, processing and transmission developed and training manual on MRV systems, tracking NDCs, enhancement of GHG inventories 	<ul style="list-style-type: none"> Draft national GHG inventories 			
Training workshops and final report					
2.	<ul style="list-style-type: none"> 12 capacity building training workshops at regional and national levels on methodologies, tools for GHG inventory data collection and processing in AFOLU, Energy, IPPU and waste sectors. Training reports and improvement plans for Final report 		30 th Sept 2024	30%	

Attachment 3: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in United States Dollar (USD).

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Deliverable

Deliverable	Price (Lump Sum, All Inclusive)
Preparatory phase	40%
Capacity building and training materials	30%
Training workshops and final report	30%

Cost Breakdown by Cost Component

Description	Unit of measure (day, month etc.)	Total period of engagement	Unit cost/rate	Total Cost for the Period
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
Total Cost of Financial Proposal				