

**REQUEST FOR PROPOSALS**

**STREAMLINE AND BUILD CAPACITY FOR  
VALIDATION AND VERIFICATION SERVICES**

*Date*

03 August 2022

*Description*

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**Gold Standard is seeking an organisation to develop standardised reporting templates and help streamline the validation and verification process to better support Validation and Verification Bodies (VVBs)**

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## **1. About the organisation**

Gold Standard is a standards body and thought leader that promotes the best that can be achieved in climate and development projects. It was established in 2003 by WWF and other international NGOs as a best practice standard to ensure projects that reduced carbon emissions also deliver credible, high-integrity sustainable development benefits. In close collaboration with its network of partners (civil society, governments, and private sector), Gold Standard leads several global innovation programmes and supports 2000+ projects in over 80 countries worldwide.

## **2. Overview of the Assignment**

The recent growth in the voluntary carbon market has put additional pressure on limited resources and capacity, causing delays in certification and impacting projects on the ground. Market feedback gathered in a recent survey, via bilateral calls, and during a series of project developer roundtables has identified an opportunity to streamline the validation/verification process to better support Validation and Verification Bodies (VVBs) and to help alleviate these delays in certification, whilst ensuring more efficient, improved, and consistent reviews in the future.

Gold Standard has over 20 approved VVBs with regional presence all around the world. While VVBs always strive to deliver auditing duties with the utmost professionalism and a high attention to detail, reporting the findings and observations of a project can often be inconsistent due to a lack of reporting templates and checklists. Gold Standard wishes to address this potential for inconsistency in order to enhance the assurance process and reduce delays during the review process.

To achieve the objectives outlined above whilst also ensuring continual improvement in certification quality, there is a need to better streamline and structure validation and verification services. Gold Standard is therefore seeking an organisation to help provide further guidance to VVBs in the form of standardised reporting templates and additional support in assimilating Gold Standard rules and requirements.

This work supports the ongoing efforts by Gold Standard to provide VVBs with guidance document, templates, tools, rules, and requirements.

### **3. Purpose**

To further improve the quality and efficiency of validation and verification services, Gold Standard is seeking an experienced firm to help achieve the following outcomes:

- i. Streamline the validation/verification activities and reporting by Validation and Verification Bodies (VVBs)
- ii. Bring consistency to approach for validation/verification reviews and reporting amongst the VVBs
- iii. Create a development plan for future VVBs to ensure consistent, robust, and high-quality validation/verification service
- iv. Enhance efficiency, accuracy, thoroughness and transparency of the validation/verification process including but not limited to assessment and reporting
- v. Build VVB's capacity in delivering a robust validation/verification process
- vi. Streamline the reviews conducted by Gold Standard and/or its certification bodies (CBs)

### **4. Anticipated Deliverables:**

#### **a. Development of standardised templates**

The consultant is expected to prepare standardised reporting templates for validation and verification assessment of Gold Standard activities - which may also be used for audit purposes by the Validation and Verification Bodies (VVBs). The consultant is also expected to prepare draft checklists/protocols for project reviews to be used by Gold Standard and/or its certification bodies to ensure consistency and efficiency in information checking and reviews. The assignment should lead to the development of:

- i. Standardised validation/verification reporting templates and checklists for VVBs that cover all the Gold Standard certification milestones i.e., design review, performance review, design change, renewal of design certification etc., and which should serve the following purposes:
  - a. Provide a guiding protocol for the auditor to comprehensively assess the project/VPA/PoA in line with Gold Standard for the Global Goals (GS4GG) requirements including but not limited to GHGs, SDGs, Safeguarding requirements, stakeholder consultations - following standard best practices

for e.g., [ISO 14064-3:2006 - Greenhouse gases - Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions](#)

- b. Guide auditors in reporting the information in structured and systematic way
  - c. Act as a one-stop document for auditors to identify the relevant requirements as well as report on compliance/non-compliance of the project
  - d. Allow for the correct interpretation of applicable rules for different certification pathways/project types
- ii. Standardised request forms for VVBs to request certification actions from Gold Standard
  - iii. Checklists for information and reporting completeness check by Gold Standard and/or its certification bodies
  - iv. Standardised review checklists and templates for design and performance reviews to be used by the Gold Standard and/or its certification bodies
  - v. Organise two physical/virtual events for Gold Standard approved VVBs to consult on the needs assessment and gather feedback on produced material
  - vi. Prepare recommendation for VVB performance assessment approach including remote and onsite surveillance approach

## **5. Methodology and work plan**

Applicant should submit proposals relevant to the purpose and description of the assignment including all elements outlined below. Proposals should be no more than ten pages, and should include:

- i. Overview of the Organisation (individual consultant is not eligible), highlighting relevant experience and evidence of related projects
- ii. Consultant team profile demonstrating suitable qualifications and experience including summary of prior VVB or audit experience along with a list of projects validated/verified under Gold Standard (including previous versions of the standard). The list may be annexed and in addition to the ten pages
- iii. A high-level methodology and work plan for the successful delivery of all tasks including proposed outputs. Recommended methodology should include but not be limited to the following steps;

- a. Independent review of the assessment and reporting done by Validation and Verification Bodies (VVBs) for the validation and verification activities
  - b. Identification, in consultation with Gold Standard, of a systematic and efficient assessment approach to ensure consistency across VVB reporting activities.
  - c. Drafting checklists and associated protocols for VVBs that can be adopted
    - i. as reporting templates that can also be used for assessing the project for validation and verification
    - ii. for requesting reviews by Gold Standard and/or its CBs
  - d. Preparing checklist, review template and assessment protocol for Gold Standard/CB checks and reviews
  - e. Consultation with the VVBs to seek their feedback on the proposed templates/checklists while also gathering feedback on other ways to improve the certification process
  - f. Providing recommendations for VVB performance assessment approach, remote and onsite surveillance approach
- iv. A preliminary budget, broken down between the tasks outlined above
  - v. Confidentiality, conflict of interest, and ethics guidelines

The proposed budget must include day rates and the total price of the assignment as well as payment terms. All figures should be presented in US Dollars. Please note that whilst our maximum budget is \$60,000 our tender evaluation will consider price as one of the key factors.

## **6. Key competencies of the firm/organisation**

The organisation, in addition to the proposed consultants, shall demonstrate following key skills:

- i. Demonstratable prior direct Gold Standard & CDM project validation and verification experience - a minimum of 8 years of audit experience for the proposed team member(s)
- ii. Demonstratable prior experience of Gold standard and CDM certification cycles and associated steps - a minimum of 8 years of audit experience for the proposed team member(s)

- iii. Prior experience of a similar assignment is not mandatory however would be an added advantage
- iv. Demonstrably good performance under Gold Standard (performance rating)

## 7. Evaluation criteria

Proposals will be evaluated based on, but not limited to, the following formal criteria:

- i. **Timeliness.** The proposals must be submitted on or before the stated deadline in order to be considered for further evaluation.
- ii. **Proposal Format.** The proposals shall follow the requested format and include all of its elements.
- iii. **Proposed Scope of Work.** Gold Standard will assess to what extent the proposal clearly addresses the needs of the assignment.
- iv. **Qualifications and committed resources.** Gold Standard will assess whether the firm/organisation and the proposed team possesses expertise, relevant experience and planned resources to assure successful completion of the work and delivery of high quality outputs on time.
- v. **Work plan.** The proposed work plan and approach will be assessed for efficiency, relevance and technical feasibility.
- vi. **Budget.** Gold Standard will assess if the budget is reasonable, adequate for the proposed work and provides good value for money.

Proposals may be disqualified on the following grounds:

- i. Submission of an incomplete proposal
- ii. Illegal conduct or attempts to influence the evaluation process
- iii. Material misrepresentation in the proposal
- iv. Determination that the contractor is in a conflict of interest or is unlikely to fulfil the terms or conditions of the proposal
- v. Insufficient resources
- vi. Requested changes by a contractor in the proposal representations made after the closing date
- vii. Changes in laws or regulations affecting the solicitation

## 8. Contract Award

Gold Standard will award a contract to the proposal that best meets the needs of our project, and the principles of the Gold Standard procurement policy. We may also find that no proposal completely fulfils these needs and choose not to award a contract or alternatively to negotiate directly with one or more of the contractors to refine their proposals.

## 9. Confidentiality

Proposals should not include proprietary or confidential information. Each recipient of this Request for Proposals should treat the contents of the solicitation as business confidential and should use and disclose the contents of the solicitation only for the purposes of preparing and submitting a proposal.

## 10. Applications and closing date

Please submit your complete proposal to [vikash.talyan@goldstandard.org](mailto:vikash.talyan@goldstandard.org) no later than 30/08/2022 by 18:00 CEST.

Indicative timeline	Due date
Release of the Request for Proposal	03/08/2022
Closing date of the application process	30/08/2022
Indicative date for award of a contract	20/09/2022