



## REQUEST FOR PROPOSALS

# BILATERAL SUPPORT FOR NATIONALLY DETERMINED CONTRIBUTIONS IMPLEMENTATION AND CLIMATE GOVERNANCE IN THE PACIFIC ALLIANCE

Mexico, Chile, Peru, Ecuador, Colombia.

*Date*

28 November 2022

## BIENNIAL TRANSPARENCY REPORT (BTR) PREPAREDNESS

**Time: January 2022 – July 2023**

**Location: Remote working, with a preference for consultants based in Mexico, Chile, Peru, Ecuador or Colombia.**

<b>Project title</b>	<b>Bilateral Support for Nationally Determined Contributions Implementation and Climate Governance in the Pacific Alliance</b>
<b>Donor</b>	Environment and Climate Change Canada (ECCC).
<b>Supported countries</b>	Colombia, Peru, Chile, Mexico, Ecuador
<b>Project duration</b>	May 2022 – July 2026
<b>Maximum budget</b>	\$107,473CAD (\$80,000 USD <sup>1</sup> )
<b>Tentative timeline of this assignment</b>	January 2022 – July 2023
<b>GS Classification</b>	High Value Purchase

<sup>1</sup> Rate using [Oanda](#), 22/11/22, 1 CAD = 0.74 USD

## Context

Gold Standard is a civil society NGO and a standards body 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 that projects which reduce 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 programs and supports 2000+ climate and development projects in over 80 countries worldwide.

Gold Standard is implementing a multi-year project assisting countries in the [Pacific Alliance](#) (Chile, Colombia, Mexico, Peru and Ecuador) on the implementation of their Nationally Determined Contributions, through dedicated support on issues related to monitoring, reporting and verification (MRV). We provide support to the Pacific Alliance's [Sub-Group on MRV and Climate Change](#), responding to the priorities of member countries to build capacity and systems to underpin climate action. This project is funded by Environment and Climate Change Canada (ECCC).

As part of the delivery of this bilateral support, Gold Standard is seeking an implementing partner (consultant or organization) to support implementation of key project activities.

### **Overview and Purpose of the Assignment**

Gold Standard is seeking an implementing partner to deliver work to support governments in the Pacific Alliance on matters related to emissions inventories. Gold Standard is procuring two pieces of work:

1. Biennial Transparency Report (BTR) preparedness
2. Stocktake of national MRV, including for inventories

This RFP is for Biennial Transparency Report (BTR) preparedness. If you wish to submit proposals for both activities, please contact Gold Standard in advance ([hannah.betts@goldstandard.org](mailto:hannah.betts@goldstandard.org)) at least 5 days prior to the submission deadline.

## Background

In the most recent update of its [Coordination Framework](#), the Technical Subgroup on MRV of the Pacific Alliance (SGT-MRV) established the following general objectives for group between 2022 and 2026:

- i) Consolidate the technical capacities in the countries to lead climate mitigation, adaptation, and financing monitoring and reporting.
- ii) Advance towards standards and protocols, harmonized among the countries of the Pacific Alliance, for monitoring and reporting climate change policies and actions.
- iii) Have MRV systems implemented and harmonized with the subsequent biennial transparency reports (BTR).

To achieve these objectives, national experts within Pacific Alliance countries have identified a need to build capacity and understanding to prepare for and submit Biennial Transparency Reports, as required under the Paris Agreement.

The Biennial Transparency Report is a new requirement for national governments under the Paris Agreement, with Parties to the Paris Agreement now required to report information every two years on progress towards their Nationally Determined Contribution (NDC), the state of their national greenhouse gas inventory, and in many cases also their use of Article 6, the impacts of climate change and adaptation, and information related to climate finance, technology transfer and capacity-building. For developing countries, the first report is due to be submitted by the end of 2024.

## Description of the Assignment

The intended purpose of these tasks is to develop readiness within member governments of the Pacific Alliance for preparation and submission of their Biennial Transparency Reports (BTR). This will include, at least, the following activities:

## Activities

- Analysis of the state of understanding of the BTR requirements, by national experts within Pacific Alliance member countries
- Gap analysis between:
  - Reporting requirements under the Kyoto Protocol and those under the Paris Agreement, drawing on or referring to existing public information or reports as available, and
  - The information currently collected by Pacific Alliance member countries and information required to complete the BTR
- Interviews and research to deepen understanding of BTR readiness, requirements and preparations.
- Analysis of the state of readiness (institutional, technical, and financial) for the BTR within Pacific Alliance member countries, including:
  - Mapping of relevant actors in preparing BTRs in each member country and
  - Mapping of how any gaps could be filled, such as through training of other personnel inside or outside the government
- Design and implementation of capacity building training as described in the Anticipated Outputs section below, to build readiness of experts within Pacific Alliance member countries to, inter alia:
  - Respond to the requirements of the BTR
  - Improve the understanding of the tabular formats for reporting information on GHG emissions inventories and information for monitoring the Nationally Determined Contribution (NDC)
  - Build systems to ensure readiness to fulfil BTR reporting requirements on an ongoing basis, in an accurate, sustainable and efficient way
- As part of this training, conduct an in-person workshop in Q2 2023 for national experts from Pacific Alliance member countries, subject to requirements and potential COVID-19 restrictions.
- Assess the viability of developing a common BTR format for all the PA countries and propose a template

The consultant / organisation(s) must be able to conduct interviews, lead training and perform other activities in Spanish, and also to engage with Gold Standard (and, if required, Environment and Climate Change Canada) in English. They may choose whether to prepare original versions of written products in English or in Spanish. In either case, final products will be translated into the second language.

## Anticipated outputs and indicative timeline

1) A written report that includes<sup>2</sup>:

- An accessible overview of Biennial Transparency Report requirements, with reference to the relevant UNFCCC Decisions
- A literature review of existing information and reports on the Biennial Transparency Report or related topics, including existing resources intended to support or inform preparations by national governments
- Analysis of the state of understanding of the BTR requirements in each member country, based on interviews with national experts and other relevant stakeholders.
- Analysis of the state of readiness (institutional, technical and financial) in each member country, based on interviews with national experts and other relevant stakeholders as well as independent research.
- Results of the analysis and definition of relevant actors in preparing the BTR in each member country.
- Infographic with an executive summary of the findings.
- Analysis of the viability of developing a common BTR format
- BTR draft template

2) Design and implementation of a capacity-building training programme that includes:

- Concept note of the training program.
- Supporting material, including at least PowerPoint presentation(s) and background reading.
- A practical piloting exercise (either held virtually or alongside the workshop described below) with national experts in Pacific Alliance member countries for the completion of standard tabular formats.
- 1 day in-person workshop in one of the Pacific Alliance member countries for national experts to build Biennial Transparency Report readiness.
- Executive report summarizing the outcome of the training process, including the sessions' minutes and materials.

<b>Output</b>	<b>Start date</b>	<b>End date</b>
Task 0: Contract award		17th Jan 2023
Task 1: Scoping of requirements	17th Jan 2023	31st Jan 2023

<sup>2</sup> The information outlined in bullets 3-5 below may be retained for internal purposes, while the information in bullets 1-2 and 6 may be made publicly available.

Task 2: Outline report delivery	1st Feb 2023	14th Feb 2023
Task 3: Interviews and research	15th Feb 2023	15th Apr 2023
Task 3: Draft report	1st Mar 2023	30th Apr 2023
Task 4: Capacity building training design	May 2023	May 2023
Task 5: Revisions to draft report and training design	May 2023	May 2023
Task 6: Workshop training delivery	June 2023	June 2023
Task 7: Workshop report	June 2023	28th July 2023
Task 8: Final report	May 2023	28th July 2023

## Methodology and Work Plan

Applicants 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, should be submitted in English, and should include:

- (1) Overview of the consultant / organization(s), highlighting relevant experience, including any work in at least one of the supported countries, and evidence of related projects;
- (2) Profiles of the participating consultant(s) demonstrating suitable qualifications and experience. (Full CVs may be annexed and in addition to the ten pages, no more than 3 pages per CV). At least one team member should have fluency in Spanish, with a preference that the consultant / organization(s) or at least one member is based in one of the supported countries (Chile, Colombia, Ecuador, Mexico, Peru).
- (3) Proposed Scope of Work, addressing the needs of the assignment. Any proposed methodology alterations should be clearly highlighted and justified, noting that we are open to receiving proposed alterations where these may create additional value or efficiencies.
- (4) A high-level work plan for the assignment taking account of key touchpoints, including:
  - Inception and scoping
  - Capacity building training workshop
  - Final reporting
- (5) A budget, broken down between the phases outlined above. Budget should be presented in CAD.
- (6) Reference letters, conflict of interest declaration and a confirmation of insurance

## Budget

The proposed budget must include day rates and the total price of the assignment, including any costs of implementation (e.g. workshops / training) and expenses (including for anticipated travel) as well as payment terms. All figures should be presented in CANADIAN DOLLARS (CAD).

Please note that whilst our maximum budget is \$107,473CAD (\$80,000USD<sup>3</sup>) our tender evaluation will consider price as one of the key factors. The final budget must include applicable taxes in the final price.

Please use the following for budgeting purposes:

- Flights must be economy.
- \$112 CAD average meals per diem, per night.
- Translation services related to project (English / Spanish): \$10,000 CAD.

Please note, these are average maximums across Pacific Alliance countries to serve for budgeting purposes. The actual expenses will be based on receipts and following the rules of ECCC and Gold Standard, which will be provided with the contract.

## Evaluation criteria

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

- 1) **Timeliness.** The proposals must be submitted on or before the stated deadline in order to be considered for further evaluation.
- 2) **Proposal Format.** The proposals shall follow the requested format and include all of its elements.
- 3) **Proposed Scope of Work.** Gold Standard will assess to what extent the proposal clearly addresses the needs of the assignment. Proposed methodology alterations should be clearly highlighted and justified.
- 4) **Qualifications and Team.** Gold Standard will assess whether the proposed team possesses expertise and relevant experience to assure successful completion of the work and delivery of good quality outputs.
- 5) **Work plan.** The proposed work plan and approach will be assessed for efficiency, relevance and technical feasibility.
- 6) **Budget.** Gold Standard will assess if the budget is reasonable, adequate for the proposed work and provides good value for money.

## Contract Award

Gold Standard will award a contract to the proposal that best meets the needs of our project, the requirements of the funding institution 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.

Proposals may be disqualified on the following grounds:

- Submission of an incomplete proposal
- Illegal conduct or attempts to influence the evaluation process
- Material misrepresentation in the proposal

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<sup>3</sup> Rate using [Oanda](#), 22/11/22, 1 CAD = 0.74 USD

- Determination that the contractor is in a conflict of interest or is unlikely to fulfil the terms or conditions of the proposal
- Requested changes by a contractor in the proposal representations made after the closing date
- Changes in laws or regulations affecting the solicitation

## 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.

## Applications and closing date

Please submit your complete proposal to [[hannah.betts@goldstandard.org](mailto:hannah.betts@goldstandard.org)] no later than **23rd December 2022 18:00 CET**. Please title this submission 'BIENNIAL TRANSPARENCY REPORT (BTR) PREPAREDNESS'.

<b>Indicative timeline</b>	<b>Due date</b>
Release of the Request for Proposals	28th November 2022
Closing date of the application process	23rd December 2022
Indicative date for award of a contract	10th January 2023