



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 5, 2020
	REFERENCE: MWI10/PROC/2020/005

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Analysis of GHG emissions from the Transportation sector**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **5:00 pm Malawi Time, Tuesday, May 22, 2020** and via email: procurement.mw@undp.org.

For any clarification, please contact the focal person Ms. Ei Cho Nyunt, Procurement Analyst, E-mail: ei.cho.nyunt@undp.org.

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days after the deadline for submission**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by e-tendering, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. The file names should be max. 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Kelebogile Dikole
Operations Manager
5/5/2020

Description of Requirements

Context of the Requirement	<i>Analysis of GHG emissions from the Transportation Sector</i>										
Implementing Partner of UNDP	Environmental Affairs Department (EAD)										
Brief Description of the Required Services ¹	To conduct transport sector GHG emissions analysis and propose targets for reduction within the period of 2021 to 2050 in five year cycles as a contribution to the global process of revising NDCs.										
List and Description of Expected Outputs to be Delivered	Please find in the attached TOR										
Person to Supervise the Work/Performance of the Service Provider	UNDP Resilience and Sustainable Growth Portfolio Manager										
Frequency of Reporting	<i>Reporting will be done at bi weekly intervals</i>										
Progress Reporting Requirements	The Consultant will share bi weekly updates on the exercise and deliver process and relevant reports under the TORs, as listed under deliverables										
Location of work	<input checked="" type="checkbox"/> Exact Address/es Lilongwe, Malawi <input type="checkbox"/> At Contractor's Location										
Expected duration of work	3 months										
Target start date	15 June 2020										
Latest completion date	15 th August 2020										
Travels Expected	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Destination/s</th> <th style="text-align: center;">Estimated Duration</th> <th style="text-align: center;">Brief Description of Purpose of the Travel</th> <th style="text-align: center;">Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Lilongwe</td> <td style="text-align: center;">4</td> <td>Inception meetings and data collection</td> <td style="text-align: center;">By end June</td> </tr> </tbody> </table>			Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Lilongwe	4	Inception meetings and data collection	By end June
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s								
Lilongwe	4	Inception meetings and data collection	By end June								

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Blantyre	4	Inception meetings and data collection	By End June	
	Mzuzu	3	Inception meetings and data collection	By end June	
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others Please find in the TOR (Clause#8)				

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required											
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required											
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency											
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes											
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.											
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>											
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Inception Report</td> <td>30%</td> <td>5days after signing contract</td> <td>Within thirty (30) days from the date of meeting the following conditions:</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Inception Report	30%	5days after signing contract	Within thirty (30) days from the date of meeting the following conditions:
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Inception Report	30%	5days after signing contract	Within thirty (30) days from the date of meeting the following conditions:									

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Draft Analysis Report	30%	By end July 2020	a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and Receipt of invoice from the Service Provider.
	Final Analysis Report	40%	By Mid August 2020	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Resilience and Sustainable Growth Portfolio Manager			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Consultant 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% <i>Only Vendor who receive 70% of the technical evaluation are considered as technical qualified and proceed for financial evaluation.</i> Please find the detailed technical evaluation criteria in Annex-2			
	<p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Others ⁷ Detailed technical evaluation criteria (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Ei Cho Nyunt</i> <i>Procurement Analyst</i> <i>ei,cho.nyunt@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	<ul style="list-style-type: none"> ▪ Technical and Financial Proposal should be in separate file and the financial proposal needs to be protected by password. ▪ The password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	70
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	100
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country including <ul style="list-style-type: none"> a) GHG emissions analysis and projections including extensive contribution to the Energy sector GHG Malawi inventory. b) Data management system for GHGs including best practices in data collection and UNFCCC and IPCC requirements : c) Identifying and developing low-carbon development pathways for Malawi and other countries 	100
1.4	Organizational Commitment to Sustainability (mandatory weight) <ul style="list-style-type: none"> -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues 	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
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2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? The aspects include <ul style="list-style-type: none"> • Data collection mechanisms and GHG inventory • Analysis methodology • Proposed modelling system 	125
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	125
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		150
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		150
	A PhD or equivalent in Climate Change Sciences, Engineering, Climate modelling, Environmental Sciences, or other closely related field	60	
	5 years experience with analysis of GHG emissions and analysis methodologies in Energy/ Transport sector in Malawi	60	
	Experience in applying models and indicators, and reconstructing or validating analysis scenarios according to UNFCCC guidelines	30	
3.2 b	Technical Expert		100
	Masters degree in Climate Change Sciences, Engineering, Climate modelling, Environmental Sciences, or other closely related field	40	
	Atleast 3years experience in developing and and applying emission factors for Malawi in all energy sector sub-categories	30	
	Experience in data collection, monitoring and verification systems for GHG emmissions	30	
Total Section 3			400

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; experience of firms in presenting quantitative and qualitative data and multiple layers of information; ability to map geo-spatial data;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record of being able to design context-specific visually appealing icons and visual presentation of complex data – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) The proposed activities timeline for the whole process of developing the dashboard;*
- f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel (one team leader and three team members)**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are team members, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL¹¹*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1	30%	
2	Deliverable 2	40%	
3	Deliverable 3	30%	
	Total	100%	

*This shall be the basis of the payment tranches

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

Terms of Reference

ANALYSIS OF GHG EMISSIONS FROM THE TRANSPORTATION SECTOR

1. BACKGROUND

Under the United Nations Framework Convention on Climate Change (UNFCCC), Malawi submitted and communicated its commitment to reduce greenhouse gas emissions and scale-up adaptation actions in line with the Paris Agreement through the Intended Nationally Determined Contribution (INDC). There is growing evidence on the increase in frequency and intensity of events caused by climate change and simultaneously increase in GHG emissions even after the landmark Paris Climate Agreement in 2015.

Climate change poses a threat to attaining sustainable development goals and Malawi's resilience aspirations and could potentially erode existing development gains made across various sectors. Currently, collective national targets fall below the requirement of attaining carbon neutrality by the end of the decade. Despite the country's very low emissions of around 1.4 t CO₂e per capita in 2015, Malawi has made efforts in reducing GHG emissions in line with international protocols and standards and continues to create a robust GHG reporting system to fully account for efforts made nationally towards the Paris Agreement. Malawi identified the key emitting sectors of forestry and other land use (AFOLU), energy and transport, industrial processes and product use (IPPU), agriculture, and waste and identified appropriate mitigation actions.

Since the initial submission of the INDC in 2015, parties including Malawi, are revising targets under the NDC to enhance ambition towards attaining carbon neutrality and move towards climate resilient development. As part of this, the country will account for emissions from the transportation sector and identify appropriate mitigation pathways. With support from UNDP's Climate Promise through the National Climate Resilience Programme, the Environmental Affairs Department wishes to engage a consultant to support with the analysis of GHG emissions from the transportation sector to be considered in Malawi's NDC. UNDP's Climate Promise is aimed at supporting countries to develop robust NDCs with comprehensive MRV (monitoring, reporting and verification) mechanisms.

2. OBJECTIVE OF THE CONSULTANCY

To conduct transport sector GHG emissions analysis and propose targets for reduction within the period of 2021 to 2050 in five year cycles as a contribution to the global process of revising NDCs.

The consultancy has been designed to respond to two specific objectives which are:

1. Analyse the GHG emissions in the transport sector (inline with UNFCCC communications) and determine targets for reduction using relevant models over a determined period of time as required by the global NDC revision process.
2. Analyse the holistic system for estimating the GHGs emissions within the transport sector and propose improvements/ areas of potential investments to curb the emissions.

3. SCOPE OF WORK

Realising that transport category is one of the five categories in the Energy Sector according to 2006 IPCC Guidelines for National Greenhouse Gas Inventories, the consultant will work closely with EAD which is mandated to coordinate compilation of GHG Inventory in the country and the NDC Partnership which is coordinating the NDC revision and update. The transport sector GHG analysis assignment will analyse the following categories: civil aviation, road transport, railway and water-borne/ marine navigation. The consultants will;

1. In consultation with EAD and the TNC energy GHG experts analyse the current data under transport and estimate transport specific emissions. Using different scenarios, determine transport GHG trajectories (2021 – 2050) and propose targets for reduction.
2. Propose short and long low-carbon development strategies for achieving the proposed targets.
3. Develop an implementation plan for the targets with estimated budgets.
4. In liason with the NDC Partnership team, develop a corresponding MRV system to track progress towards the set emission targets. The MRV system should build on the current system.
5. Define and analyse data requirements within the four categories (civil aviation, road transport, railway and water borne/marine navigation for estimating GHGs and propose an improved data collection and management system that responds to the current country context and IPCC requirements.
6. Identify gaps in the current data collection systems for the four categories and recommend

an information management system within each category that will among other things define what type of data should be collected, at what point within the system can the information be collected, data collection intervals and frequencies, how will this data be transmitted to the GHG management secretariat.

7. Provide recommendations on improvements.
8. Develop an energy balance in all the four categories;

4. APPROACH AND METHODOLOGY

The service provider’s proposal should be organized to follow the format of Technical Proposal. Where the service provider is presented with a requirement or asked to use a specific approach, the service provider must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

5. EXPECTED DELIVERABLES AND SCHEDULES

- Inception report detailing how the assignment will be carried out within 5 days of signing a contract. The report to be presented to EAD and UNDP Management for endorsement. If there are some inputs, they have to be incorporated and shared with all stakeholders.
- A draft report that will form part of the NDC which will include; An analysis of the Emissions and targets to be achieved; Proposed implementation strategies for achieving targets; costed implementation plan; MRV, and a Resource Mobilization Strategy. Stakeholders will also be given a chance to share their views and provide recommendations for further improvements.
- A final revised report with clear analysis of the Emissions and target to be achieved. The revised final report should have annexed audit trail detailing how all received comments have (and have not) been addressed in the final report.

The assignment will have 45 man-days spread over 3 months and to be finalised not later than 15th August 2020 as below:

Activity/ Milestone	June-20	July-20	Aug-20
Inception report			

Activity/ Milestone	June-20	July-20	Aug-20
Data collection			
Draft Analysis Report with the required deliverables			
Presentation of draft analysis report with deliverables for comments			
Submission of revised analysis report with deliverables			
Validation workshop on the Analysis report with deliverables			

6. **REQUIRED SKILLS AND QUALIFICATIONS**

The ideal National firm should meet the following qualifications, experience and attributes:

- d) Demonstrate extensive understanding and experience in GHG emissions analysis and projections including extensive contribution to the Energy sector GHG Malawi inventory.
- e) Experience in the data management system for GHGs including best practices in data collection and UNFCCC and IPCC requirements :
- f) Experience in identifying and developing low-carbon development pathways for Malawi and other countries

Team Leader: GHG Emissions Analysis Expert (1 Expert)

- Atleast five years' experience with analysis of GHG emissions and analysis methodologies ;
- Experience in applying models and indicators, and reconstructing or validating analysis scenarios according to UNFCCC guidelines;
- Atleast 5 years' experience working within Malawi and/or least developed countries in the Energy/Transport sectors;
- \Practical experience in the field of transport and infrastructure, energy, GHG emissions,

engineering and climate change including an understanding of their institutional frameworks

- Demonstrable analytical skills
- A PhD or equivalent (i.e. two relevant Masters Degrees) in Climate Change Sciences, Engineering, Climate modelling, Environmental Sciences, or other closely related field.
- Outstanding inter-cultural communication, networking and coordination skills.
- Excellent written and oral English.

Technical Expert: Energy/Transport Sector GHG Inventory

- At least 3 years experience in developing and applying emission factors for Malawi in any energy sector sub-categories
- Experience in GHG emissions data collection and management using UNFCCC/IPCC guidelines
- Experience in monitoring and verification systems for GHG emissions
- Strong coordination/organization/networking skills and experience in coordinating expert teams.
- Masters degree in Climate Change Sciences, Engineering, Climate modelling, Environmental Sciences, or other closely related field
- Outstanding inter-cultural communication, networking and coordination skills.
- Excellent written and oral English.

7. EXPECTED DURATION OF THE CONTRACT

The consultancy will have 45 person-days spread over 4 months and to be finalised not later than 15th August 2020. The consultant should provide a weekly breakdown of their proposed timeline in conducting the assignment and clearly mark the deliverables.

The Service provider shall provide reasonable time for UNDP and EAD to review reports and any submitted work. UNDP and EAD will review and certify each milestone within the consultancy. Any possible delays in delivery should be communicated, together with justification, in advance in written form to UNDP and EAD.

8. HOW TO APPLY

Interested consultants should submit their complete proposals including all supporting documents and financial proposals to UNDP as stated in the RFP document. Please include “*consultancy services to carry analysis of GHG emissions from the transportation sector*” in the subject line of the email. The UNDP will not accept proposals through printed hardcopy.

9. Price and Schedule of Payments

This contract is guided by fixed output-based pricing contract with the following payment schedule upon satisfactory completion of the respective deliverable:

Deliverable/milestone	Payment %
Inception Report	30%
Draft Analysis Report with deliverables	40%
Final Analysis Report with deliverables	30%

The lumpsum provided will be inclusive of professional fees, travel, living allowances, taxes, any insurance and all costs incurred or anticipated by the service provider.

10. Additional References or Resources

Will be provided to the successful Applicant.