



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: September 16, 2020
	REFERENCE: MyRFP2020_022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **MyRFP2020\_022 Consultant to develop Malaysia's REDD Plus Finance Framework**.

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

Proposals may be submitted on or before Friday, October 02, 2020 and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
**Menara PJH, Level 10, No 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya.**  
**procurement.my@undp.**

Your Proposal must be expressed in the English Language, and valid for a minimum period of **120 days**.

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 email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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/business/protest-and-sanctions.html>

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 :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*Patrick Pee*  
Assistant Resident  
Representative (Operations)  
9/16/2020

### Description of Requirements

Context of the Requirement	Consultant to develop Malaysia's REDD Plus Finance Framework
Implementing Partner of UNDP	Ministry of Energy and Natural Resources
Brief Description of the Required Services <sup>1</sup>	To design and develop Malaysia's REDD Plus Finance Framework
List and Description of Expected Outputs to be Delivered	Refer to detailed Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	UNDP Programme Manager and Head of REDD Plus Unit, Ministry of Energy and Natural Resources
Frequency of Reporting	Bi-weekly reporting to Head of REDD Plus Unit
Progress Reporting Requirements	Update on progress of consultancy & consultancy deliverables.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, with 2 missions to Malaysia
Expected duration of work	7 calendar-months from October 2020 to May 2021
Target start date	12 October 2020
Latest completion date	31 May 2021
Travels Expected	Two 5-day missions to Malaysia will be required (Putrajaya and Sabah/ Sarawak). Travels will take into account COVID-19 travel restrictions and quarantine requirements. Should travel restrictions continue to be in place, virtual sessions will be arranged in lieu of in-person missions. The consultant should quote for optional international travel costs, and payment to the consultant for international travel will only be effected if in-person mission are carried, and upon completion of the two travel missions.
Special Security Requirements	<input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable

<sup>1</sup> 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.

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required														
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required														
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars														
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" 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														
Payment Terms <sup>3</sup>	<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>           An inception report outlining:           <ul style="list-style-type: none"> <li>• Workplan for the consultancy;</li> <li>• The vision of the overall RFF and the two components (FCCs and FCOs);</li> <li>• Structure of RFF components and key elements; and</li> <li>• A pragmatic methodology and timeline to develop and operationalize the RFF framework</li> </ul> </td> <td>20</td> <td>Month 1</td> <td rowspan="2">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td>           Draft standards developed covering:           <ul style="list-style-type: none"> <li>• The issuance of FCC; and</li> <li>• Domestic forest carbon offset including the issuance of FCOs</li> </ul> </td> <td>40</td> <td>Month 2-4</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	An inception report outlining: <ul style="list-style-type: none"> <li>• Workplan for the consultancy;</li> <li>• The vision of the overall RFF and the two components (FCCs and FCOs);</li> <li>• Structure of RFF components and key elements; and</li> <li>• A pragmatic methodology and timeline to develop and operationalize the RFF framework</li> </ul>	20	Month 1	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Draft standards developed covering: <ul style="list-style-type: none"> <li>• The issuance of FCC; and</li> <li>• Domestic forest carbon offset including the issuance of FCOs</li> </ul>	40	Month 2-4			
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> 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.

	Final draft of standards for FCCs and FCOs, and key features of a registry for framework to track the issuance of certificates	40	Month 5-7	
	<b>Total</b>	<b>100%</b>		
	<b>Optional:</b>  International travel costs for: <ul style="list-style-type: none"><li>• One 5-day mission to Putrajaya and Sabah/ Sarawak for 2 consultation workshops for the development of the draft standards and;</li><li>• One 5-day mission to Putrajaya with 2 consultation workshops with key stakeholders on the final draft standards.</li></ul> Travels will take into account COVID-19 travel restrictions and quarantine requirements. Should travel restrictions continue to be in place, virtual consultation sessions will be arrange in lieu of in-person missions. Payment to the consultant will only be effected if in-person mission are carried, and payment will be made upon completion of the two travel missions.		Upon completion of the 2 missions	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Technical Committee and National Steering Committee, including the UNDP Assistant Resident Representative (Programme) and Head of REDD+ Unit, Ministry of Energy and Natural Resources			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" 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. <b>Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</b>			
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm (35%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%)			

	<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	Procurement.my@undp.org 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]	Please refer to the detailed Terms of Reference (TOR) for all other information.

<sup>4</sup> 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.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> 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.

## Detailed Terms of Reference

### 1.0 BACKGROUND

Deforestation accounts for approximately 11-13% of the global carbon emissions, second only to the energy sector. It is now clear that it is impossible to achieve the global temperature goal without reducing emissions from the forest sector, in addition to other mitigation actions. Hence in order to address this issue, the REDD Plus mechanism was developed by the Parties to the United Nations Framework Convention on Climate Change (UNFCCC). It creates a financial value for the carbon stored in forests by offering incentives for developing countries to reduce emissions from forested lands and invest in low-carbon pathways to sustainable development. REDD Plus goes beyond simply reducing emissions from deforestation and forest degradation and includes the role of conservation, sustainable management of forests and enhancement of forest carbon stocks.

In line with the negotiation outcomes on REDD Plus under the UNFCCC, Malaysia developed its National REDD Plus Strategy back in 2017. The Strategy builds upon existing national and state policies, which have been updated in line with Malaysia's Nationally Determined Contributions (NDC), submitted in 2015. The strategy focuses on harnessing the natural capital of the forest while delivering high impact outcomes on green growth. It will proportionately focus on the environment, economy and people.

The National REDD Plus Strategy provides the framework to conserve our forest sinks and biodiversity in light of the increasingly complex challenges faced. The REDD Plus Strategy is presented in three major parts:

- (i) Actions to build synergies and coherence between Federal and State governments in addressing climate change, biodiversity and forest policies;
- (ii) Actions to reduce emissions and enhance sinks in forest and conservation of biological resources; and
- (iii) Development of a sustainable financing mechanism.

UNDP Malaysia is implementing a project on REDD Plus Institutional Strengthening with the Ministry of Energy and Natural Resources. The project will ensure that the Ministry has adequate technical and administrative capacities to advance the implementation of REDD Plus in Malaysia as outlined in the National REDD Plus Strategy. A component of the project focuses on the establishment of a sustainable financing mechanism to reduce emissions from forest activities and enhance forest conservation and sustainable management, which forms the third part of the National REDD+ Strategy.

The REDD Plus Finance Framework (RFF) is planned to be developed as a sustainable financing mechanism to overcome the drivers of deforestation and forest degradation, and to strengthen Malaysia's resilience to climate change and biodiversity. The RFF framework will enable the mobilization of finance and will incentivise activities that help keep forests standing, and is designed to use funds for non-carbon benefits and carbon credits. In addition, it will also help deliver other environmental and socio-economic benefits and contribute towards sustainable land use systems in the long term.

The RFF will promote consistency and synergies in the implementation of climate change, forest and biodiversity related policies between federal and state levels; while sending clear information to all states and interested actors (private sector, NGOs etc). The Framework is a policy approach with

positive incentives to forest owners and private sector. It consists of two components, which is the Forest Conservation Certificates and the Forest Carbon Offsets, with key aspects described as below:

### 1) Forest Conservation Certificates (FCC)

- Thematic scope: A FCC is a non market-based instrument focusing on non-carbon benefits while ensuring the environmental integrity of the emissions reduction. It will act as an incentive for environmental and social contributions focusing on conservation of ecosystem services;
- Geographic scope: Domestic;
- The FCC must contain all elements of the Warsaw REDD Plus Framework. The process from FCC generation to issuance and monitoring will be advised by the FCC Standard to be developed;
- The FCC will be used to raise mitigation ambition, not to generate carbon offsets; and
- Verification of non carbon benefits will be a built in feature of the FCC.

### 2) Forest Carbon Offsets (FCO)

- Thematic scope: Emissions reduction in the form of carbon credits for carbon offsetting;
- Geographic scope: Domestic for 2021-2025;
- Robust accounting will be developed to generate the carbon offsets, taking into consideration robust methodologies for GHG estimation, calculation, environmental integrity and transparent, complete and accurate reporting;
- Buffers and/or adjustments will be incorporated to ensure environmental integrity;
- Independent assessment of activity against the requirements set out in these rules, modalities and procedures in accordance with the Standards;
- The activity participants shall monitor emission reductions or increase in removals achieved by the activity during the monitoring period in accordance with the FCO Standard adopted which will be fully aligned with UNFCCC processes;
- Independent review and determination of the emission reductions or increase in removals achieved by the activity against the requirements set out in the standard adopted or the UNFCCC's rules, modalities and procedures; and
- The issuance of emission reduction unit shall follow the requirements stipulated in the Standards, which will also provide guidance on crediting period.

The REDD Plus Finance Framework consisting of the two components of Forest Conservation Certificates and Forest Carbon Offsets is limited to forest land only.

## 2.0 OBJECTIVES

The overall objective of this consultancy is to support the development of the overall REDD Plus Finance Framework (RFF).



More specifically, the objectives are to:

- i. Contribute to further shaping the vision for the overall RFF;
- ii. Support the structuring of the design, piloting and implementation phases for the RFF;
- iii. Develop the standard for Forest Conservation Certificates and the procedures to issue them;
- iv. Develop a standard for domestic Forest Carbon Offset and procedures to issue the FCO credits; and to
- v. Develop a verification protocol before the issuance of Forest Conservation Certificates and Domestic Forest Carbon Offsets.

### **3.0 DESCRIPTION OF RESPONSIBILITIES**

The appointed consultant shall work closely with REDD+ Unit at the Ministry of Energy and Natural Resources. The consultant will support the design and development of an overall REDD Plus Finance Framework which consists of the following scope of work:

- i. To contribute to further shaping the vision for the overall RFF and its two components (i.e. FCCs and FCOs respectively);
- ii. To define the various components and key elements of the FCC framework, including institutions, legal & regulatory framework, processes, tools as appropriate, in discussion with government;
- iii. To propose a pragmatic methodology and timeline to develop and operationalize the RFF framework in 7 months;
- iv. To identify key features of a registry for framework to track the issuance of certificates;
- v. To develop a standard for the issuance of FCCs and the procedures to issue them; and
- vi. To develop a standard for domestic forest carbon offset including the issuance of FCOs.

### **4.0 METHODOLOGY**

The methodology includes desk research, data collection, active consultation, consultation workshops and engagements with Ministry of Energy and Natural Resources, Ministry of Environment and Water, state governments, professional associations, professional bodies and non-governmental organisations (NGOs).

### **5.0 DELIVERABLES AND TIMELINE**

The Consultant shall perform the services with the timeline as described in Terms of Reference.

All outputs will be technically cleared by the Technical Committee and the National Steering Committee, which also includes the REDD+ Unit in Ministry of Energy and Natural Resources, and the UNDP Assistant Resident Representative (Programme) before payment for each deliverable will be effected.

### **6.0 TERMS OF PAYMENT**

The fee is payable upon satisfactory completion and acceptance of the deliverables by the Ministry of Energy and Natural Resources and UNDP Malaysia. Please refer the below schedule of payments. Prices should be in USD Per day rate inclusive of all expenses (insurance, local travels and communications) related to the assignment. The consultant is responsible for payment of all relevant taxes. Breakdown and schedule of payments is in **Annex 2**.

## 7.0 DURATION

The project is expected to be completed in the course of **seven (7) months** after signing of work contract by successful consultant. The deliverables and timeline are as per the Financial Proposal form. The consultancy will take place from 12 October 2020.

## 8.0 PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT AND ITS KEY PERSONNEL

Competencies of the consultant should include:

- Strong experience in the development and implementation of forest consultancy projects and carbon projects, with knowledge in REDD+ and/or CDM and voluntary markets;
- Project experience in developing countries on the key areas covered under the consultancy;
- Working experience with government ministries and agencies;
- Strong analytical skills;
- Focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude; and
- Strong skills in stakeholder engagement.

The team shall have a **minimum number of 2 key personnels** and shall have demonstrated a successful completion of similar system. The minimum professional qualifications of key personnel are described below:

### 1. Project Team Leader

- Advanced university degree in forestry, environment or related discipline;
- Minimum of 10 years of experience on developing and implementing forest consultancy projects and carbon projects (REDD+, CDM, voluntary markets);
- Experience in institutional reform for carbon markets;
- Experience in development of incentive mechanisms ;
- Experience in developing forest carbon markets and benefit mechanism is an advantage; and
- Project experience in developing countries is a strong asset.

### 2. Project Team Member

- Master's Degree in forestry, environment or related discipline;
- Minimum 5 years of experience on on developing and implementing forest consultancy projects and carbon projects (REDD+, CDM, voluntary markets);
- Experience in institutional reform for carbon markets;
- Experience in development of incentive mechanisms; and
- Experience in developing forest carbon markets and benefit mechanism is an advantage.

## 9.0 PRICE AND SCHEDULE OF PAYMENTS

The contract price is based on professional fee, travel, vehicles and other relevant costs such as allowances, taxes to deliver the outputs. The service provider shall be paid upon satisfactory submission and acceptance of deliverables by the Ministry of Energy and Natural Resources and UNDP according to the following schedule.

Outputs	Percentage	Timing
An inception report outlining: <ul style="list-style-type: none"> <li>• Workplan for the consultancy;</li> <li>• The vision of the overall RFF and the two components (FCCs and FCOs);</li> <li>• Structure of RFF components and key elements; and</li> <li>• A pragmatic methodology and timeline to develop and operationalize the RFF framework</li> </ul>	20	Month 1
Draft standards developed covering: <ul style="list-style-type: none"> <li>• The issuance of FCC; and</li> <li>• Domestic forest carbon offset including the issuance of FCOs</li> </ul>	40	Month 2-4
Final draft of standards for FCCs and FCOs, and key features of a registry for framework to track the issuance of certificates	40	Month 5-7
<b>Total</b>	<b>100%</b>	
<b>Optional costs:</b>  International travel costs for: <ul style="list-style-type: none"> <li>• One 5-day mission to Putrajaya and Sabah/ Sarawak for 2 consultation workshops for the development of the draft standards and;</li> <li>• One 5-day mission to Putrajaya with 2 consultation workshops with key stakeholders on the final draft standards.</li> </ul> Travels will take into account COVID-19 travel restrictions and quarantine requirements. Should travel restrictions continue to be in place, virtual consultation sessions will be arrange in lieu of in-person missions. Payment to the consultant will only be effected if in-person mission are carried, and payment will be made upon completion of the two travel missions.		Upon completion of the 2 missions

Prices are in USD and include shall expenses (including local travels) related to the assignment. The service provider is responsible for payment of all relevant taxes.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[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;*
- 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 – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) 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.*

*The service provider must provide a link to portfolio of previous similar work completed.*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

*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 supporting, 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.*

D. **Cost Breakdown per Deliverable\***

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	An inception report outlining: <ul style="list-style-type: none"> <li>• Workplan for the consultancy;</li> <li>• The vision of the overall RFF and the two components (FCCs and FCOs);</li> <li>• Structure of RFF components and key elements; and</li> <li>• A pragmatic methodology and timeline to develop and operationalize the RFF framework</li> </ul>	20	
2.	Draft standards developed covering: <ul style="list-style-type: none"> <li>• The issuance of FCC; and</li> <li>• Domestic forest carbon offset including the issuance of FCOs</li> </ul>	40	
3.	Final draft of standards for FCCs and FCOs, and key features of a registry for framework to track the issuance of certificates.	40	
	<b>Total</b>	<b>100%</b>	
4.	<b>Optional costs:</b>  International travel costs for: <ul style="list-style-type: none"> <li>• One 5-day mission to Putrajaya and Sabah/ Sarawak for 2 consultation workshops for the development of the draft standards and;</li> <li>• One 5-day mission to Putrajaya with 2 consultation workshops with key</li> </ul>		

	<p>stakeholders on the final draft standards.</p> <p>Travels will take into account COVID-19 travel restrictions and quarantine requirements. Should travel restrictions continue to be in place, virtual consultation sessions will be arranged in lieu of in-person missions. Payment to the consultant will only be effected if in-person mission are carried, and payment will be made upon completion of the two travel missions.</p>		
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*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Project Team Leader				
b. Project Team Member				
<b>II. Out of Pocket Expenses</b>				
1. International Travel Costs for one 5-day mission to Putrajaya and Sabah/ Sarawak and one 5-day mission to Putrajaya				
2. Domestic Travel Costs				
3. Daily Allowance				
4. Communications				
5. Reproduction				
6. Equipment Lease				
7. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*