



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**Consultant - Climate Finance Tracking Methodology to support the**  
**Measurement, Reporting and Verification (MRV) System**

Date: [09/11/2020]

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**Country:** Sao Tome and Principe

**Description of the assignment:** Climate Finance Tracking in São Tomé and Príncipe.

- Draft a report on the status of the Climate Finance support received by Sao Tome and Principe (STP), for uptake into the chapter "Constraints and gaps related financial, technical and capacity needs, including a description of support needed and received" of the biennial reporting (BUR);
- Provide a revised Status of Climate Finance report based on the new Measurement, Review and Verification – system structure under the Paris Agreement;
- Draft an improved MRV methodological proposal for producing Climate Finance Tracking of São Tomé and Príncipe.

**Project name:** Delivering Climate Promise in Sao Tome and Principe

**Period of assignment/services (if applicable):** 52 days within 10 months

Proposal should be submitted by email to [BidsSTP@undp.org](mailto:BidsSTP@undp.org) no later than 25 of November 2020.

Any request for clarification must be sent in writing, or by standard electronic communication to the address e-mail [procurement.st@undp.org](mailto:procurement.st@undp.org) . UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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**1. BACKGROUND**

Sao Tome and Principe (STP) is a small island developing state consisting of two islands and several islets located in the Gulf of Guinea, with an area of 1001 km<sup>2</sup>. With a total population of about 210,000 inhabitants, of which over 65% are below the poverty line, and around 30% have no access to electricity services. The unemployment

absorptions of 400 ktCO<sub>2</sub>eq by 2030, meaning negative GHG emissions. In addition, as a Paris Agreement Party, STP will need to follow its transparency requirements, i.e. engaging in international biennial cycles of reporting and reviewing of its GHG emissions, NDC implementation and support received, as well as presenting updated NDCs every 5 years. Therefore, STP participation on Paris Agreement and the implementation of its ambition NDC measures will require financial resources, access to technology and capacity building, through external assistance.

In the absence of National Climate Change Plan, the project “Delivering Climate Promise in Sao Tome and Principe” takes a whole-of-society approach to sustainably engage STP into Paris Agreement framework, accelerating its NDC implementation, while strengthening its reporting & reviewing capacities. First, the project will support STP in the establishment of a national MRV system, to be able to cope with its Paris Agreement pledge & review obligations, including to update its NDC on a regular basis. By fulfilling this process, the project will enhance stakeholder awareness & will build national capacity to coordinate climate action. Second, the project will support the transformation of climate action into investment plans aligned with SDGs, specifically targeting a) youth employment; b) women empowerment; c) financial flows enhancement; and d) private sector engagement. By adopting this path, the project will tackle the most relevant barriers in the country that prevents the creation of sustainable political and economic environment for its climate commitments implementation.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The MRV-system consultant will work in close cooperation with the technical advisor to the project in planning the MRV system. They will report to the Project Manager and collaborate with the Nationally Determined Contributions Partnership Facilitator and the government focal points. The consultant will also have to work closely with the Cluster Leaders and review that the deliverables from each cluster align with the Paris Agreement commitments and standards.

To support the development of the MRV system an IT company is also hired to develop the necessary software, with whom the consultant is expected to provide feedback. A consultant will also be hired for developing NDC tracking segment, and one for climate finance tracking segment of the MRV to support the Local MRV-system consultant and the technical advisor.

The consultancy will start with mapping the current protocols in place for National Communications and Biannual Reporting, and also be part of the Climate Change Committee team supported by the Climate Promise Initiative project in São Tomé and Príncipe.

Deliverables:

### Stage 1 (90 days)

Deliverable 1 – Mapping of the current National Communications and Biannual Reporting elaboration structure – (5 days)

Deliverable 2 – Proposal on the MRV system oversight mechanisms with special focus on the role of the Climate Change Committee (20 days)

- Including the draft of necessary Memorandum of Understandings

Deliverable 3 - Definition of the MRV Clusters interactions (5 days)

Deliverable 4 - Design of the following MRV cluster leaders ToRs: GHG Inventory Cluster; NDC implementation tracking; Climate Finance tracking; Quality Control& Improvement plan; Structuring of the Knowledge Management System; (15 days)

Deliverable 5 - Review and approve the deliverables from the MRV Cluster leaders contained in the ToRs mentioned in the deliverable 4. (30 days)

Deliverable 6 - Final draft of the MRV system (15 days)

**Stage 2 (up to 90 days) - to start upon successful completion of Deliverable 6**

Deliverable 7 - Report on MRV advisory (up to 10 days, due last day of each following month)

- On request, the consultant will remain at the disposal of the Climate Change Committee and the project to provide advisory support, this includes support to the initiation of the MRV system, support to biennial reporting, training MRV operating staff if needed, and remaining available for the steering committee meetings with the CCC, CCC Secretariat lead consultant and the gender expert
- The MRV advisory report needs to include a report on the work done, results achieved, issues identified, and the number of days the consultant has allocated to the project

Deliverable 8 – Report on MRV advisory (up to 10 days)

Deliverable 9 – Report on MRV advisory (up to 10 days)

Deliverable 10 – Report on MRV advisory (up to 10 days)

Deliverable 11 – Report on MRV advisory (up to 10 days)

Deliverable 12 – Report on MRV advisory (up to 10 days)

Deliverable 13 – Report on MRV advisory (up to 10 days)

Deliverable 14 – Report on MRV advisory (up to 10 days)

Deliverable 15 - Report on MRV advisory (up to 10 days)

**Note:** the consultant will need to provide UNDP with a monthly report on the implementation and the results under the present consultancy (cut-off date: end of reporting month, report due: day 7 of following month).



### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

A Bachelor's degree (minimum academic requirement) in the field of engineering, law, management, climate change, development, or another field related to the consultancy.

#### II. Years of experience & competencies

At least 3 years of experience in designing or developing reporting systems, protocols and procedures is mandatory.

Experience working with National Communications, Biennial Update Reports and National GHG Inventories development.

Knowledge of climate change issues and policy highly valued, especially work experience with climate change indicators and climate policy monitoring.

Strong demonstrated capacity to work and engage with governments and institutions is required, preferably in São Tomé e Príncipe.

Experience working with governments developing countries within the lusophone context will be considered an asset.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

#### **1. Technical Proposal:**

(i) Letter to UNDP confirming interest and Availability (Annex1)

(ii) Personal CV template UN P11, including past experience in similar projects and at least 3 references

(ii) Methodology on how the work will be approached and a complete workplan

#### **2. Financial proposal in STD (Annex 2) by components and deliverables**

### 5. FINANCIAL PROPOSAL

#### Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or

upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

#### **Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

#### **Cumulative analysis**

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; [70%]*

*\* Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation*

| <b>Criteria</b>  | <b>Weight</b> | <b>Max. Point</b> |
|--|---------------|-------------------|
| <b><u>Technical</u></b>  | 70%           | 70                |
| <i>Experience in designing or developing reporting systems, protocols/procedures</i> | 15            | 15                |

|  |            |           |
|--|------------|-----------|
| <i>Experience working with National Communications, Biennial Update Reports and National GHG Inventories development</i> | <i>10</i>  | <i>10</i> |
| <i>Experience in working with climate change indicators reporting / climate change policy monitoring</i>                 | <i>15</i>  | <i>15</i> |
| <i>Experience working with STP institutions and/or government, or developing countries in the lusophone context</i>      | <i>10</i>  | <i>10</i> |
| <i>Methodology</i>   | <i>20</i>  | <i>20</i> |
| <i><u>Financial</u></i>  | <i>30%</i> | <i>30</i> |

## **ANNEX**

**ANNEX 1- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**

**ANNEX 2- BREAKDOWN OF COSTS<sup>1</sup> SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

**ANNEX 1**  
**OFFEROR'S LETTER TO UNDP**  
**CONFIRMING INTEREST AND AVAILABILITY**  
**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

Katarzyna Wawiernia  
United Nations Development Programme  
São Tomé, São Tomé and Príncipe

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;



I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

\_\_\_\_\_

K) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

| Assignment | Contract Type | UNDP Business Unit / Name of Institution/Company | Contract Duration | Contract Amount |
|------------|---------------|--|-------------------|-----------------|
|            |               |  |                   |                 |
|            |               |  |                   |                 |
|            |               |  |                   |                 |

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

| Assignment | Contract Type | Name of Institution/ Company | Contract Duration | Contract Amount |
|------------|---------------|------------------------------|-------------------|-----------------|
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |



|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

| Name | Relationship | Name of International Organization |
|------|--------------|------------------------------------|
|      |              |                                    |
|      |              |                                    |
|      |              |                                    |
|      |              |                                    |

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

| Full Name | Full Address | Business or Occupation |
|-----------|--------------|------------------------|
|           |              |                        |
|           |              |                        |
|           |              |                        |
|           |              |                        |

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes *[please check all that applies]:***

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**BREAKDOWN OF COSTS<sup>2</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

| Cost Components   | Unit Cost | Quantity | Total Rate for the Contract Duration |
|---|-----------|----------|--------------------------------------|
| <b>I. Personnel Costs</b>                                   |           |          |                                      |
| Professional Fees   |           |          |                                      |
| Life Insurance  |           |          |                                      |
| Medical Insurance   |           |          |                                      |
| Communications  |           |          |                                      |
| Land Transportation   |           |          |                                      |
| Others (pls. specify)                                       |           |          |                                      |
|   |           |          |                                      |
| <b>II. Travel<sup>3</sup> Expenses to Join duty station</b> |           |          |                                      |
| Round Trip Airfares to and from duty station                |           |          |                                      |
| Living Allowance  |           |          |                                      |
| Travel Insurance  |           |          |                                      |
| Terminal Expenses   |           |          |                                      |
| Others (pls. specify)                                       |           |          |                                      |
|   |           |          |                                      |
| <b>III. Duty Travel</b>                                     |           |          |                                      |
| Round Trip Airfares   |           |          |                                      |
| Living Allowance  |           |          |                                      |
| Travel Insurance  |           |          |                                      |
| Terminal Expenses   |           |          |                                      |
| Others (pls. specify)                                       |           |          |                                      |

**B) Cost Breakdown per Deliverable\***

Interested parties are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.

<sup>2</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>3</sup> Travel expenses are not required if the consultant will be working from home.



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

*\*This shall be the basis of the payment tranches*