



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 15, 2021
	REFERENCE: RFP/UNDP/MTRE3/014/ 131705/2021 – <b>Development MRV system of CO2 emission reduction from Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference '**Development MRV system of Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building.**

A **bidder's conference** will be held on:

Date/Time : 22 March 2021, starting 14.00 hour

Place : Online Zoom Meeting

Meeting ID : <https://undp.zoom.us/j/9161212121>

Password : **300385**

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: IDN 0000008760**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE** and **UPLOADED SEPARATELY** in the system and clearly named as either **"TECHNICAL PROPOSAL"** or **"FINANCIAL PROPOSAL"**, as appropriate. Each document shall include the Proposer's name and address.

The file with the **"FINANCIAL PROPOSAL"** **must be encrypted with a password** so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1 (ONE).**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.**

**NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking **"Accept Invitation"** but not later than **22 March 2021** If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

**Username: event.guest**

**Password: why2change**

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders". Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to [Sestyo.wicaksono@undp.org](mailto:Sestyo.wicaksono@undp.org) and [yusef.millah@undp.org](mailto:yusef.millah@undp.org)

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,



*Martin Stephanus Kurnia*  
*Head of Procurement Unit*  
3/15/2021

## Annex 1

## Description of Requirements

Context of the Requirement	<b>Development MRV system of CO2 emission reduction from Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building</b>
Implementing Partner of UNDP	Ministry of Energy and Mineral Resources (MEMR), Directorate General for New and Renewable Energy and Energy Conservation (DJEBTKE)
Brief Description of the Required Services <sup>1</sup>	The objective of this assignment is to develop MRV system of CO2 emission reduction from Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> <li>1. Report on detailed work plan and overview of climate change mitigation action MRV and registry system in Indonesia</li> <li>2. Guideline for implementation of the Measurement, Reporting and Verification (MRV) system in Renewable Energy Power Plant in Bahasa Indonesia, summary in English</li> <li>3. Guideline for implementation of the Measurement, Reporting and Verification (MRV) system at energy efficiency project in commercial building in Bahasa Indonesia, summary in English</li> <li>4. Training material on the MRV standard, guideline and procedure for the selected pilot projects in RE and EE (in Bahasa Indonesia, summary in English)</li> <li>5. Training report on the MRV standard, guideline and procedure for the selected pilot projects in RE and EE (in English, summary in Bahasa Indonesia)</li> <li>6. Three (3) approved MRV report in renewable energy power plant project, one report for each type of RE (Water, Bioenergy, Solar, Geothermal) submitted to registry platform and approved by MEMR and or MoEF (in english, summary in Bahasa Indonesia)</li> <li>7. Two (2) approved MRV report in energy efficiency at commercial building project submitted to registry platform and approved by MEMR and or MoEF (in english, summary in Bahasa Indonesia)</li> <li>8. Comprehensive report on implementation of MRV system in selected pilot project &amp; recommendation for improvement of MRV System at National &amp; Project level (in English &amp; Bahasa Indonesia)</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	National Project Manager (NPM) MTRE3 Project - UNDP
Frequency of Reporting	<i>Please refer to the attached ToR (annex 3)</i>

<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.

Progress Reporting Requirements	Please refer to the attached ToR (annex 3)																											
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal																											
Expected duration of work	7 (seven) months																											
Target start date	April 2021																											
Latest completion date	October 2021																											
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed duty station <table border="1" data-bbox="462 625 1446 1598"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Frequency</th></tr> </thead> <tbody> <tr> <td>Kabupaten Kupang, Nusa Tenggara Timur</td><td>4 days (include travel)</td><td>Survey, assessment, data collection, discussion with stakeholder and verification</td><td>2 times</td></tr> <tr> <td>Kabupaten Bangka, Kepulauan Bangka Belitung</td><td>4 days (include travel)</td><td>Survey, assessment, data collection, discussion with stakeholder and verification</td><td>2 times</td></tr> <tr> <td>Kabupaten Mempawah, Kalimantan Barat</td><td>4 days (include travel)</td><td>Survey, assessment, data collection, discussion with stakeholder and verification</td><td>2 times</td></tr> <tr> <td>Kabupaten Kaur, Bengkulu</td><td>4 days (include travel)</td><td>Survey, assessment, data collection, discussion with stakeholder and verification</td><td>2 times</td></tr> <tr> <td>Jakarta</td><td>4 days (include travel)</td><td>Survey, assessment, data collection, discussion with stakeholder and verification</td><td>2 times</td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Frequency	Kabupaten Kupang, Nusa Tenggara Timur	4 days (include travel)	Survey, assessment, data collection, discussion with stakeholder and verification	2 times	Kabupaten Bangka, Kepulauan Bangka Belitung	4 days (include travel)	Survey, assessment, data collection, discussion with stakeholder and verification	2 times	Kabupaten Mempawah, Kalimantan Barat	4 days (include travel)	Survey, assessment, data collection, discussion with stakeholder and verification	2 times	Kabupaten Kaur, Bengkulu	4 days (include travel)	Survey, assessment, data collection, discussion with stakeholder and verification	2 times	Jakarta	4 days (include travel)	Survey, assessment, data collection, discussion with stakeholder and verification	2 times
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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 checked="" type="checkbox"/> Others <i>[pls. specify]</i> Health protocol for covid19																											
Facilities to be Provided by UNDP	<input type="checkbox"/>																											

(i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Liaise with the relevant stakeholders
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 <input checked="" type="checkbox"/> Local Currency IDR <b>for Local Bidders</b>
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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>	<i>Please refer to the attached ToR (annex 3)</i>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Manager of MTRE3 Project - UNDP

<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.

Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
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 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. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <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 30% <p><b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b></p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
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. <u>Please do not choose this option without indicating the parameters for awarding to multiple Service Providers</u>]</i>
Contract General Terms and Conditions <sup>4</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  <p>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></p>

<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.

Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> sample written self declaration <input type="checkbox"/> Others <sup>6</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Sestyo Ndaru Wicaksono and Yusef Saiful Millah</i>  <i>Procurement Unit</i>  <i>Sestyo.wicaksono@undp.org/yusef.millah@undp.org</i></p> <p><b>Mandatory subject of email: RFP/UNDP/MTRE3/014/131705/2021 – Development MRV system of Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building</b></p> <p>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.</p>
Other Information <i>[pls. specify]</i>	

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

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</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.



## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</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, contact references;*
- e) 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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</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\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	1 <sup>st</sup> Deliverable: Report on detailed work plan and overview of climate change mitigation action MRV and registry system in Indonesia	10%	
2	2 <sup>nd</sup> Deliverable: Guideline for implementation of the Measurement, Reporting and Verification (MRV) system for: a. Renewable Energy Power Plant b. Commercial building  Detailed guidelines written in Bahasa Indonesia, summary in English	25%	
3.	3 <sup>rd</sup> Deliverable: a. Training material on the MRV standard, guideline and procedure for the selected pilot projects in RE and EE (in Bahasa Indonesia, summary in English) b. Training report on the MRV standard, guideline and procedure for the selected pilot projects in RE and EE (in English, summary in Bahasa Indonesia)	15%	
4.	4 <sup>th</sup> Deliverable: Three (3) approved MRV report in renewable energy power plant project,	20%	

	one report for each type of RE (Water, Bioenergy, Solar, Geothermal) submitted to registry platform and approved by MEMR and or MoEF (in English, summary in Bahasa Indonesia)		
5.	5 <sup>th</sup> Deliverable: Two (2) approved MRV report in energy efficiency at commercial building project submitted to registry platform and approved by MEMR and or MoEF (in English, summary, in Bahasa Indonesia)	20%	
6.	6 <sup>th</sup> Deliverable: Comprehensive report on implementation of MRV system in selected pilot project & recommendation for improvement of MRV System at National & Project level (in English & Bahasa Indonesia)	10%	
	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 (day/pax)	No. of Personnel/Unit	Total Rate (IDR)
<b>I. Personnel Services</b>				
1. Team leader		90	1	
2. Climate Change Specialist		90	1	
3. Database Specialist		90	1	
<b>II. Out of Pocket Expenses (Please provide in detail)</b>				
1. Tickets (4 locations, 2 times)		8	3	
2. Perdiem (including accommodation, 5 locations, 4 days, 2 times)		40	3	

3. Land Transportation (5 locations, 3 days, 2 times)		30	1	
<b>III. Other Related Costs (if any, please provide in detail)</b>				
1. Report printing		1	1	
2. Office supplies & Communications		1	1	

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

*[Designation]*

*[Date]*

### Annex 3

#### Term of Reference (TOR)

#### Development MRV system of Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building

##### A. General Information

Title	: Consultant for development MRV system of Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building
Report to	: Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) Project
Location	: UNDP Indonesia Country Office, Menara Thamrin 8-9 <sup>th</sup> Floor. Jl. MH Thamrin Kav.3 Jakarta 10250, Indonesia
Expected place of travel	: Kabupaten Kupang, Kabupaten Mempawah, Kabupaten Bangka, Jakarta
Duration of contract	: The expected duration of the contract is 7 (seven) months calculated based on the contract starting date

##### B. Background Information

Market Transformation through Design and Implementation of Appropriate Mitigation Actions in Energy Sector (MTRE3) is a five-year project (2017-2022) funded by GEF, aims at supporting the design and implementation of appropriate climate change mitigation actions in the energy generation and energy end use sectors in Indonesia, focusing on renewable-based electricity generation and energy efficiency in buildings.

Indonesia faces a significant electricity challenge in the next coming years with an electricity demand of 6.8 % annually and over 30 million people without electricity access. Indonesia's primary energy mix consists mainly of fossil fuels such as crude oil, coal and natural gas while renewable energy generates only about 7% of the total energy. The heavy reliance on fossil fuels leaves Indonesia vulnerable to price fluctuations of imported oil and makes the energy sector one of the largest greenhouse gas (GHG) emitters, accounting for one-third of the country's total GHG emissions. Meanwhile, renewable energy resources have an abundant potential in Indonesia, and, together with energy efficiency technologies, can provide clean solutions necessary to address the country's electricity demand, increase access to modern energy, reduce the over-reliance on fossil fuels and contribute to GHG emission reductions. Despite the Government of Indonesia's efforts in promoting renewable energy development and utilization and energy efficiency technology applications, the increased share of renewable energy in the national primary energy mix and the improved primary energy consumption index both remain much to be desired. Significant policy, institutional, financial and technical barriers remain that hinder the realization of the energy saving and GHG emission reducing potential of renewable energy and energy efficiency technologies in Indonesia.

The MTRE3 project addresses the barriers to investments in renewable based power generation and the application of energy efficient technologies in the energy end use sectors and is arranged around three components: 1) Climate change mitigation options for the renewable energy based energy generation and energy efficiency; 2) Market transformation through implementation of appropriate mitigation actions; 3) Measurement, Reporting, and Verification (MRV) system and national registry for mitigation actions.

The Ministry of Energy and Mineral Resources (MEMR) implement the project in close coordination with the Ministry of Environment and Forestry (MoEF), Ministry of National Development Planning (Bappenas), Ministry of Finance and Ministry of Public Works and Housing. Local governments and the private sector are other key partners in implementing the project activities.

Strengthening the climate change mitigation action registry at the national level and the MRV system at the project level are among the important interventions in the MTRE3 Project. UNDP is seeking an experience consultant for development MRV system of Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building.

#### **C. Objectives of Assignment**

The objective of this assignment is to develop mitigation action MRV system of Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building.

#### **D. Scope of Services and Expected Outputs**

The consultant is expected to deliver activities and report of mitigation action MRV system of Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building with the following tasks:

- Assess existing monitoring, reporting and verification procedures of GHG mitigation action which has been officially published by the Government of Indonesia (GoI), include but not limited to procedures published by MoEF, MEMR, and Bappenas
- Initiate consultation with the GoI including but not limited MEMR, MoEF, Bappenas, and activities related to the establishment of MRV system including summarize the meeting process and notes related to climate change mitigation action registry & MRV system
- Apply sufficient analytical and technical skills to acquire relevant information/knowledge from a variety of sources, in support of delivery of a good quality output related to monitoring, reporting and verification of mitigation action especially in energy sector
- Develop MRV guidelines for RE-based power generation project in accordance with the emission reduction calculation methodology that has been publish by the GoI include but not limited with Decree of the Director General of Climate Change, MoEF on establishment of emission reduction calculation methodology
- Develop MRV guidelines for energy efficiency project in commercial building sectors in accordance with the emission reduction calculation methodology that has been publish by the GoI include but not limited with Decree of the Director General of Climate Change, MoEF on establishment of emission reduction calculation methodology
- Develop monitoring plan of the climate change mitigation action project (RE & EE Project) with basic communication procedure and organization structure for the field operation or project team
- Describe the GHG emission reduction potential/projection and its monitoring system in Monitoring Plan of each pilot project (minimum 3 RE pilot project & 2 EE pilot project)

- Conduct calculation of emission reduction resulted by pilot project if UNDP-MTRE3 based on methodology issued by MoEF
- Develop project based MRV report in accordance with MRV platform related to Renewable Energy Power Plant and Energy efficiency at commercial building, include but not limited National registry System (SRN); APPLE Gatrik; Pelaporan Online Management Energi.
- Develop training material and actively involved as a resource person in capacity building event for project developers/owners, government officials and third party GHG Auditors on the MRV and GHG Audit standard and procedures for the selected pilot projects in RE and EE.

Under this assignment, the consultant is expected to conduct the following activities and deliver outputs:

	<b>Deliverables</b>	<b>Initial Schedule &amp; Percentage</b>
1	1 <sup>st</sup> Deliverable: Report on detailed work plan and overview of climate change mitigation action MRV and registry system in Indonesia	April 2021 (10%)
2	2 <sup>nd</sup> Deliverable: Guideline for implementation of the Measurement, Reporting and Verification (MRV) system for: a. Renewable Energy Power Plant b. Commercial building  Detailed guidelines written in Bahasa Indonesia, summary in English	June 2021 (25%)
3.	3 <sup>rd</sup> Deliverable: a. Training material on the MRV standard, guideline and procedure for the selected pilot projects in RE and EE (in Bahasa Indonesia, summary in English) b. Training report on the MRV standard, guideline and procedure for the selected pilot projects in RE and EE (in English, summary in Bahasa Indonesia)	July 2021 (15%)
)4.	4 <sup>th</sup> Deliverable: Three (3) approved MRV report in renewable energy power plant project, one report for each type of RE (Water, Bioenergy, Solar, Geothermal) submitted to registry platform and approved by MEMR and or MoEF (in English, summary in Bahasa Indonesia)	August 2021 (20%)
5.	5 <sup>th</sup> Deliverable: Two (2) approved MRV report in energy efficiency at commercial building project submitted to registry	September 2021 (20%)

	platform and approved by MEMR and or MoEF (in English, summary, in Bahasa Indonesia)	
6.	6 <sup>th</sup> Deliverable: Comprehensive report on implementation of MRV system in selected pilot project & recommendation for improvement of MRV System at National & Project level (in English & Bahasa Indonesia)	October 2021  (10%)
	Total	100%

All reports must be presented to UNDP-MTRE3, ESDM for inputs and comments. These comments must be incorporated to the report prior approval. The final reports must have an executive summary, and Power Point presentation, delivered both in Bahasa and English. The consultant shall submit the final report in English version and Indonesian version both soft copy of editable version and hard copy. All presentation, photos and video, calculation/simulation model, and all related data obtained during the implementation of the project shall be submitted to UNDP/Project as the property of UNDP/MTRE3.

The above timetable has considered lead time needed by UNDP & ESDM to review outputs, provide feedback and certify on the outputs/works completed. Delay on the completion of the work might affect total budget approved unless it is due to reasons beyond the selected organization's control thus close coordination with the supervisor from UNDP and written notification should always be used to anticipate any delay.

## **E. Risk Management**

The assignment will involves desk study, stakeholder consultation, and field activity such as data collection and training.

Thus, the consultant should anticipate any risks that can potentially delay the deliverables such as longer time for any correspondences and coordination with relevant stakeholders, and others unpredictable occasions. The consultant is recommended to identify the risks prior to the project implementation and develop strategies of countermeasures.

Undertaking data collection in the facilities level presents several challenges including rejection or resistance from the any related stakeholders, data is not sufficient or not valid, data is considered as confidential matter, and longer administration process, which may delay the project. Whenever is possible, data collection can be done through virtual meeting. MTRE3 Project and ESDM will facilitate virtual meeting/discussion/coordination.

One of the other risks that may happen is slow process of coordination between government agencies and the relevant key-partners which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant key-stakeholders shares required data in timely manner.



**F. Institutional Arrangement**

The selected company will work closely and under supervision of the Technical Working Group Coordinator under Component #3, MTRE3 Project-UNDP.

UNDP – MTRE3 and ESDM will facilitate any requires communication/correspondences, discussion and meeting with the relevant key-stakeholders, as well as review all of the submitted reports/deliverables.

**G. Duration of work**

The assignment will cover for approximately 7 (seven) months from April to October 2021.

**H. Location of Work**

The selected contractor will be required to visit the RE potential location in Kabupaten Kupang, Kabupaten Bangka, Kabupaten Mempawah, Kabupaten Kaur, DKI Jakarta.

Due to covid-19 situation, during the data collection in the field, the selected contractor should provide and execute health protocol standards that comply with the Government of Indonesia. Any coordination meeting, discussions or consultations are encouraged to be conducted through virtual.

Note: the travel expenses, cost of accommodation and venue for those activities mentioned above should be part of bidder's proposal (technical and financial).

**I. Company Qualification Requirements****Institutional Qualification:**

- At least 2 relevant projects within the last 5 years in climate change emission reduction project
  - At least 3 years of working experiences in Indonesia, providing service to International Organization and government is an advantage
  - Registered company with valid license to operate the business in Indonesia
  - Possessed relevant background and experiences in mitigation action in energy sector
  - Experience in activities related to calculation of emission reduction in energy sector and develop MRV report
- Experience in designing and implementing training programs on the topic of emission reduction in the energy sector

**II. Personal Qualification****1. Team Leader**

- Master degree in Engineering, Environment, Climate Change, Development, or other related field with 2 years of experience in energy, climate change or environmental sector.
  - Experienced manage climate change project in energy sector
  - Have experience assignment in calculating emission reduction in energy sector
  - Demonstrable record of lead the team on assignments in the emission reduction project, especially the energy sector
- Experience in developing training modules and providing training on emission reduction,

especially in the energy sector

## 2. **Climate Change MRV Specialist:**

- Master degree in Engineering, Environment, Climate Change, Development or other related field with 2 years of experience, or bachelor degree 6 years of experience in conservation and environmental sector.
- Experienced in calculation of emission reduction in energy sector
- Experienced in preparing MRV reports of mitigation actions

## 3. **Data Management Specialist:**

- Master degree in Computer, IT, Engineering, Environment, Climate Change, Development or other related field with 2 years of experience, or bachelor degree 6 years of experience in conservation and environmental sector.
- Possess experience in collecting and analyse data on emission reduction.

### **Competencies and skill requirements**

Each personnel of the team should have the following competencies and skill requirements:

- Strong analytical, writing and communication skills and fluency both in Bahasa and English
- Familiarity with government system
- Strong motivation and ability to work and deliver under short deadlines
- Focuses on impact and result for the client and responds positively to critical feedback
- Able to work independently with little or no supervision

### **J. Payment schedule**

<b>Deliverables/Outputs</b>	<b>Payment Schedule</b>	<b>Percentage</b>
1 <sup>st</sup> Deliverable: Report on detailed work plan and overview of climate change mitigation action MRV and registry system in Indonesia	April 2021	10%
2 <sup>nd</sup> Deliverable: Guideline for implementation of the Measurement, Reporting and Verification (MRV) system for: a. Renewable Energy Power Plant b. Commercial building  Detailed guidelines written in Bahasa Indonesia, summary in English	June 2021	25 %
3 <sup>rd</sup> Deliverable:	July 2021	15 %

<p>a. Training material on the MRV standard, guideline and procedure for the selected pilot projects in RE and EE (in Bahasa Indonesia, summary in English)</p> <p>b. Training report on the MRV standard, guideline and procedure for the selected pilot projects in RE and EE</p>		
<p>4<sup>th</sup> Deliverable: Three (3) approved MRV report in renewable energy power plant project, one report for each type of RE (Water, Bioenergy, Solar, Geothermal) submitted to registry platform and approved by MEMR and or MoEF (in English, summary in Bahasa Indonesia)</p>	August 2021	20%
<p>5<sup>th</sup> Deliverable: Two (2) approved MRV report in energy efficiency at commercial building project submitted to registry platform and approved by MEMR and or MoEF (in English, summary, in Bahasa Indonesia)</p>	September 2021	20%
<p>6<sup>th</sup> Deliverable: Comprehensive report on implementation of MRV system in selected pilot project &amp; recommendation for improvement of MRV System at National &amp; Project level (in English &amp; Bahasa Indonesia)</p>	October 2021	10 %
Total		100 %