



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

NAME & ADDRESS OF FIRM OR CONSORTIUM	DATE: July 13, 2021
	REFERENCE: RFP-ST24/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the design and implementation of the climate Knowledge Management System (KMS) linked to the Measurement, Reporting, Verification (MRV) with focus on greenhouse gas emissions (GHG) data management in Sao Tome and Principe (STP).**

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

Proposals **may be submitted by firms or a joint venture/consortium on or before Monday, August 02, 2021, 23h00 GMT and via email, BidsSTP@undp.org.** Your Proposal must be expressed in Portuguese or English, and valid for a minimum period of 60 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 number of services and/or goods, by up to a maximum of twenty-five percent (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 prohibited 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Antónia Daio

Assistente da Representante Residente /Operations

7/13/2021

Description of Requirements

Context of the Requirement	Project: Delivering Climate Promise in Sao Tome and Principe. - As the signatory of the Paris Agreement, Sao Tome and Principe, has agreed to communicate its efforts in the fight against climate change on the international arena. This consists of two processes, namely a Biannual Update Report (BUR) that captures what has been done in the fronts of climate change adaptation and mitigation and the Nationally Determined Contributions (NDC). Information and data from these processes (BUR and NDC) will be fed into and managed by a comprehensive Measurement, Reporting and Verification system (MRV) in alignment to the Enhanced Transparency Framework (ETF) requirements under the Paris Agreement.
Implementing Partner of UNDP	DGA, General Directorate for Environment
Brief Description of the Required Services ¹	<ul style="list-style-type: none"> ✓ Conceive, develop and launch a climate Knowledge Management System (KMS) and its platform in agreement with national stakeholders, in alignment with capacity and knowledge gaps currently being assessed and to be provided by the Project. The KMS will, among others, compile and allow for easy update and maintenance of comprehensive list of relevant documents, policies, plans including corresponding national legislation and a catalogue/inventory of climate-relevant projects. Linkage and synergy with the National Climate Change Committee (CNMC) and their existing climate platform to be ensured. ✓ In alignment with the MRV system currently being restructured, provide recommendations on the improvement and strengthening of Greenhouse Gases) GHG data collection, update and management at national level ✓ Set recommendations on the BUR review process, establishing a review methodology/tool and criteria for national uptake. ✓ Elaborate and develop together with relevant national stakeholders (directorates of forestry and agriculture) a Land Use Land-Use Change and Forests (LULUCF) information and corresponding GHG data collection, production, update and management at national level Together with this, an evolution pathway is to be designed to gradually adopt national/local emission/removals factors. ✓ Provide suggested approach to the design of national institutional arrangements to support the country on dealing with to the current UNFCCC MRV requirements and future Transparency of Paris Agreements in regard to

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.

	<p>the assistance of International Consultation and Analysis (ICA) and International Review Processes.²</p> <p>✓ <u>Training and capacity building component</u>: from general population (awareness activities) to technicians (hands-on sessions) and higher-level policy level (e.g. info sessions and case-studies presentations). Develop, plan and conduct specific and general trainings (tailored to and depending on the audience) on data use, data management cycles (collection, processing, production, update), environmental use of remote sensing and earth observation data for LULUCF, climate adaptation and ocean economy, GHG data and use of KMS and its components.</p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1) KMS Platform is on-line, populated with KMS structure and content is compiled and accessible: <ol style="list-style-type: none"> a) Compilation of climate relevant knowledge, relevant sectoral linkages, GHG information and inventory, innovative GHG estimation methods, explanation of mandates, obligations, treaties and conventions, climate finance information; b) Linkage to information on the national MRV system; c) Catalogue of climate-relevant Projects (past/recent as possible, ongoing, upcoming/pipeline); d) Compiled relevant documents, plans, policies, strategies, corresponding national legislation and needs & gaps documents. e) Synergy/linkage to CNMC (the existing platform could be used/rehabilitated proposing an innovative and sustainable platform management approach to reduce maintenance effort and costs). 2) Presentation/launch of the KMS. 3) Analysis of data management, climate reporting structures and gaps and needs relative to GHG emissions inventory, projections, support needed and received, in the country – based on the MRV work currently being carried out under the Project. 4) Based on this, a set of recommendations will be elaborated on GHG inventory, GHG data collection, including national/local emission/removals factors, production/processing, data update and data management cycle. Including recommendations on how to gather lessons learned and improvements needed to track the implementation of mitigation and adaptation measures included in the NAMAs and NDCs. 5) Recommendations on BUR are integrated (this will depend on BUR status at the time of contracting). For next BURs: revision criteria and methodology are established, checklists and tools are developed and uptaken by stakeholders.

² The ICA and Facilitative Sharing of Views, as well as the International Review processes request the country to have an organized set of information that will be used to provide clarification and responses to the international teams of experts, interested countries and international partners that are engaged within the UNFCCC & Paris Agreements MRV and Transparency exercises.

	<p>6) General and specific training of relevant stakeholders on GHG data management cycle from collection to update and validation, including the use of Earth Observation (EO) data, remote sensing data and GIS (Geographical Information System) analysis.</p> <p>7) Technical support and assistance to directorates of forestry and agriculture on acquisition and update of LULUCF information as well as corresponding GHG data collection, processing, and update with innovative direct and indirect methods including the use of remote sensing tools, satellite earth observation data. Innovative approaches can be proposed to overcome terrain and forest cover complexity as well as environmental conditions affecting accuracy, and to reduce in-situ ground truthing efforts.</p> <p>8) Production of land use imagery with sufficient level of detail, information and spatial resolution as well as land use classes differentiation. Imagery products will be integrated into stakeholder's work methodologies, the implementing partner will accompany and assist national partners to learn to use these tools. Time and space resolution of imagery will need to be adequate to the national contexts and needs in relation to climate policy and plans. The best technically achievable degree of accuracy shall be aimed at, to ensure successful data validation - depending on the complexity of land and environmental conditions, indicating uncertainty while highlighting zones with locally low confidence level that require research effort to improve mapping. Analysis of land use and land use change over climate policy relevant period. Data analysis delivered and shared in accessible format, offline maps and spatial information to be made available to relevant stakeholders in agreement with UNDP and the Project.</p> <p>9) Processing (to be executed together with Directorates of Forests, Agriculture) of imagery into LULUCF mapping at national level and corresponding GHG estimation are up-to-date and relevant stakeholders (especially directorate of forestry and agriculture, as well as planning/economy) are capacitated and able to read, interpretate, use and extrapolate and produce information in the areas of LULUCF and natural resources as well as territorial planning linked to climate adaptation and mitigation.</p> <p>10) This information will be made available to a broad group of relevant public and private stakeholders for use into national climate reporting such as BUR, NC, MRV, NDC implementation plan and updated NDCs as well as for SDG achievement purposes, their monitoring and reporting.</p> <p>11) Final report, evaluating the KMS, capturing main results, best practice, capacity and knowledge strengthening impact as well as gaps, final recommendations, risks & opportunities.</p>
Person to Supervise the	



Work/Performance of the Service Provider	Lourenço Monteiro General Environment Directorate, and Aderito Santana, ARR/P UNDP																			
Frequency of Reporting	Quarterly																			
Progress Reporting Requirements	The service provider is expected to provide a quarterly report based on the indicators developed for measuring the impact of the campaign. The reporting template needs to be pre-approved by the UNDP.																			
Location of work	<input type="checkbox"/> São Tomé and Príncipe																			
Expected duration of work	12 months																			
Target start date	Tentatively beginning of September																			
Latest completion date	12 months later																			
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
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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 type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]																			
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 type="checkbox"/> Others [pls. specify]																			
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 checked="" type="checkbox"/> United States Dollars with change amount in DBS <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal ³	<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 (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input 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 ⁴	<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>Product: Workplan approved by Client, kick-off presentation.</td> <td>10%</td> <td>1-2 weeks after contract signature, upon workplan approval by Client</td> <td rowspan="3"> 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>Deliverable 1& 2 Product: KMS designed, established, launched and operational. Stakeholders are aware of the KMS and its use.</td> <td>20%</td> <td>Implementation to start within 1 week from signing the contract. Max deadline: 4 months</td> </tr> <tr> <td>Deliverables 3-4-5 Product: i) Guidelines presenting a set of recommendations on GHG (and adaptation where</td> <td>15%</td> <td>6-8 weeks from signing the contract</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Product: Workplan approved by Client, kick-off presentation.	10%	1-2 weeks after contract signature, upon workplan approval by Client	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.	Deliverable 1& 2 Product: KMS designed, established, launched and operational. Stakeholders are aware of the KMS and its use.	20%	Implementation to start within 1 week from signing the contract. Max deadline: 4 months	Deliverables 3-4-5 Product: i) Guidelines presenting a set of recommendations on GHG (and adaptation where	15%	6-8 weeks from signing the contract
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³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁴ 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.



	<p>possible) data management cycle - based on needs and gaps to be addressed identified in a preliminary analysis (part of the guidelines). ii) The BUR is revised (depending on current status), revision criteria and methodology are set for next BURs: checklists and other tools developed for BUR revisions.</p>			
	<p>Deliverables 6-7</p> <p>Product: Training (general and specific, according to target audience) are delivered, brief training reports are delivered. LULUCF relevant stakeholders involved in GHG and adaptation are capacitated, gain knowledge on EO and are proficient with the reading and use of data.</p> <p>Note: To facilitate, the delivery of these products can be planned to be distributed over the whole duration of the assignment.</p>	15%	Continuous basis, latest completion date by May 2022	
	<p>Deliverable 8-9-10</p> <p>Product: i) LULUCF imagery and spatial products developed. Knowledge transferred and partners (directorates of agriculture, forestry, economic planning) are capacitated and able to use the products. li) Corresponding GHG information is elaborated in a LULUCF GHG report. The report will include GHG data management guidelines</p>	25%	February 2021	

	developed for uptake by national structures and stakeholders.			
	Deliverable 11 Product: Final evaluation report, including cumulative quarterly reports, validated by client.	15%	Latest deadline mid of May 2022	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Lourenço Monteiro General Environment Directorate, and Aderito Santana, ARR/P UNDP			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁵ <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 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.			
Document to be submitted	<input checked="" type="checkbox"/> CV and Profile of the firm – describing the nature of business, field of expertise, licenses, certifications, accreditations. <input checked="" type="checkbox"/> Business Licenses – Registration Papers, Tax Payment Certification, etc. <input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. <input checked="" type="checkbox"/> CVs of the personnel <input checked="" type="checkbox"/> Form For Submitting Service_ Annex 2			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 230 points			

⁵ 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.



	<p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 110 points</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 300 points</p> <p><input checked="" type="checkbox"/> Knowledge of the rural and institutional context of São Tomé and Príncipe 60 points</p> <p><u>Financial Proposal (30%)</u> 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:	<p><input checked="" type="checkbox"/> One and only one Service Provider (joint/venture/consortium can apply)</p> <p><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></p>
Contract General Terms and Conditions ⁶	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁷	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i></p> <p><input type="checkbox"/> Others⁸ <i>[pls. specify]</i></p>
Contact Person for Inquiries (Written inquiries only) ⁹	<p><i>Cesaltina Almeida</i> <i>Procurement Assistant</i> <i>procurement.st@undp.org</i></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>	

⁶ 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.

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁹ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[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.

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ 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*

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.

	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		
2	Deliverable 2		
3		
	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				
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

- **Description:** Design and implementation of the climate Knowledge Management System (KMS) linked to the Measurement, Reporting, Verification (MRV) with focus on greenhouse gas emissions (GHG) data management in Sao Tome and Principe.
- **Title project:** Delivering the Climate Promise in Sao Tome and Principe (STP)
- **Duration:** 12 months
- **Place of work:** Sao Tome and Principe
- **Start date:** Upon signing the contract

1. Context

As a signatory of the Paris Agreement, Sao Tome and Principe has agreed to communicate to the international community its efforts in the fight against climate change. This consists of two processes: first, to develop an ambitious national climate plan, or Nationally Determined Contribution (NDC) under the Paris Agreement, and second, to report biennially the country's achievements or envisaged action in terms of climate change mitigation and adaptation action under the NDC. The NDC is the country's plan of action on climate change, which also informs the direction of national development, and it will be revised over the coming months to raise climate ambition for the period 2020-2025. The NDC is based on voluntary contributions of the country to mitigate and adapt to climate change, national actions that will impact all layers of society.

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 the Paris Agreement framework, accelerating its NDC implementation, while strengthening its measuring, reporting & reviewing capacities, under the scope of the Enhanced Transparency Framework (ETF).

First, the project will support STP in the strengthening 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 translation 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. Currently ongoing is the establishment of a MRV system and strengthening of underlying national structures by means of 5 Working Groups including GHG inventory, climate finance among others. To avoid duplications and increase efficiency and quick results, it is expected that the consulting company/consortium will seek synergy and information exchange with MRV consultants and relevant ongoing projects in the country. The project team will ensure and oversee the information exchange.

Therefore, UNDP in partnership with the Government of Sao Tome and Principe is seeking to hire a company or organization (or, a consortium) specialized in climate and spatial data management cycle, climate knowledge management and transfer with focus on equatorial and tropical/sub-tropical forests



and land use, land use change and forestry, thereafter LULUCF, and relative GHG emissions and relevant adaptation aspects.

The activities under this consultancy are part of a wider project “Delivering the Climate Promise in Sao Tome and Principe” which is aimed at supporting the government to revise its NDC, establish and operational Measurement, Reporting and Verification (MRV) system, enhance transparency and coordination, build capacities within the country and mobilize further resources to help the country reach its climate and development goals and targets.

2. Scope of work and responsibilities

General objective

The objective of the consultancy is to establish a climate Knowledge Management System (KMS) with focus on GHG data collection and management to complement the existing MRV structure to increase transparency, strengthen and promote knowledge and capacity in the area of climate action and GHG emissions. In this scope, forest and LULUCF and corresponding emissions data collection and management shall be specifically strengthened, as well as the evolution pathway needs to be designed to gradually adopt national/local emission/removals factors. This will help raise awareness amongst stakeholders, increase stakeholder engagement in the MRV and existing Biennial Updating Reports (BUR) and future Biennial Transparency Reports (BTRs) processes and as a result, increase societal ownership of climate policy and action.

The assignment of the contracted specialized company/organization or consortium will be aligned with the project’s objectives and activities and will be done in close collaboration with the MRV Consultants, the gender advisor, the project implementation team, the UNDP country office and their Technical Advisor, and national government. The consultancy will be responsible for the knowledge and content information revolving around GHG data (with focus on LULUCF) and their management, designing and operationalizing a Knowledge Management System (KMS), BUR report review criteria from the GHG and adaptation data perspective, strengthening of GHG and land used data management cycle and their uptake in national structures. The consultancy will also be responsible for accompanying and assisting select relevant national partners in data collection, elaboration, update and use (especially LULUCF), providing for the necessary knowledge transfer.

Description of work

Climate knowledge reflecting relevant climate policy and obligation landmarks represent an essential base for climate advocacy and enhancing climate action in the country. Data production, gathering and data management, while complementing existing and work-in-progress policy tools (e.g. NDC, MRV, National Communications, BUR as well as SDGs) are necessary to ensure high-impact interventions and to guide evidence-based mobilization of climate finance as well as to inform decision making. In this sense, this consultancy will be carried out under guidance and supervision of UNDP and the national implementing partner, the General Directorate of Environment, in close collaboration with the Directorates of Agriculture, Forestry and Economic Planning, and in general collaboration with the tutelary Ministry of Environment and Ministry of Finance, Planning and Blue Economy.

The consultancy is expected to carry out the following activities:



- 1) Conceive, develop and launch a climate KMS and its platform in agreement with national stakeholders, in alignment with capacity and knowledge gaps currently being assessed and to be provided by the Project . The KMS will, among others, compile and allow for easy update and maintenance of comprehensive list of relevant documents, policies, plans including corresponding national legislation and a catalogue/inventory of climate-relevant projects. Linkage and synergy with the CNMC and their existing climate platform to be ensured. This will also promote learning and contribute to increase data and information accessibility to different users for input/consultation.
- 2) In alignment with the MRV system currently being restructured, provide recommendations on the improvement and strengthening of GHG and adaptation data collection, update and management at national level, hence facilitating the establishment of baselines for MRV processes.
- 3) Set recommendations on the BUR review process establishing a review methodology/tool and criteria for national uptake.
- 4) Elaborate and develop together with relevant national stakeholders (directorates of forestry and agriculture) a LULUCF information and corresponding GHG data collection, production, update and management at national level. Together with this, an evolution pathway is to be designed to gradually adopt national/local emission/removals factors.
- 5) Provide suggested approach to the design of national institutional arrangements to support the country on dealing with to the current UNFCCC MRV requirements and ETF under the Paris Agreement in regard to the assistance of International Consultation and Analysis (ICA), future Technical Expert Review (TER) and International Review Processes.¹²
- 6) Training and capacity building component: from general population (awareness activities) to technicians (hands-on sessions) and higher-level policy level (info sessions and case-studies presentations). Develop, plan and conduct specific and general trainings (tailored to and depending on the audience) on data use, data management cycles (collection, processing, production, update), environmental use of remote sensing and earth observation data for LULUCF, climate adaptation and ocean economy, GHG data and use of KMS and its components.

In general, the consultancy company/consortium will accompany and complement the above activities by ensuring:

- a) Organization of and participation in the necessary meetings and trainings to increase capacity of national partners, climate knowledge among institution technicians, decision-makers and relevant stakeholder (e.g, workshop/training for directorate technicians, CSOs, etc.);
- b) Establishment and update of a detailed workplan and schedule for the execution of the activities;
- c) Execute the activities and deliver products over max. 12 months, covering organization/logistical aspects as well as any expenses derived from this.

Important note: training, equipment and IT products as well as production and printing costs of all necessary materials needs to be included in the financial proposal.

¹² The ICA and Facilitative Sharing of Views, as well as the International Review processes request the country to have an organized set of information that will be used to provide clarification and responses to the international teams of experts, interested countries and international partners that are engaged within the UNFCCC & Paris Agreements MRV and Transparency exercises.



Deliverables and results

- 1) KMS Platform is on-line, populated with KMS structure and content is compiled and accessible:
 - a) Compilation of climate relevant knowledge, relevant sectoral linkages, GHG information and inventory, innovative GHG estimation methods, explanation of mandates, obligations, treaties and conventions, climate finance information;
 - b) Linkage to information on the national MRV system;
 - c) Catalogue of climate-relevant Projects (past/recent as possible, ongoing, upcoming/pipeline);
 - d) Compiled relevant documents, plans, policies, strategies, corresponding national legislation and needs & gaps documents.
 - e) Synergy/linkage to CNMC (the existing platform could be used/rehabilitated proposing an innovative and sustainable platform management approach to reduce maintenance effort and costs).
- 2) Presentation/launch of the KMS.
- 3) Analysis of data management, climate reporting structures and gaps and needs relative to GHG emissions inventory, projections, support needed and received, in the country – based on the MRV work currently being carried out under the Project.
- 4) Based on this, a set of recommendations will be elaborated on GHG inventory, GHG data collection, including national/local emission/removals factors, production/processing, data update and data management cycle, including the establishment of baselines and projections. Including recommendations on how to gather lessons learned and improvements needed to track the implementation of mitigation and adaptation measures included in the NAMAs and NDCs.
- 5) Recommendations on BUR and BTRs are integrated (this will depend on BUR status at the time of contracting) For next BURs/BTRs: review criteria and methodology are established; checklists and tools are developed and uptaken by stakeholders.
- 6) General and specific training of relevant stakeholders on GHG data management cycle from collection to update and validation, including the use of Earth Observation (EO) data, remote sensing data and GIS (Geographical Information System) analysis.
- 7) Technical support and assistance to directorates of forestry and agriculture on acquisition and update of LULUCF information as well as corresponding GHG data collection, processing, and update with innovative direct and indirect methods including the use of remote sensing tools, satellite earth observation data. Innovative approaches can be proposed to overcome terrain and forest cover complexity as well as environmental conditions affecting accuracy, and to reduce in-situ ground truthing efforts.
- 8) Production of land use imagery with sufficient level of detail, information and spatial resolution as well as land use classes differentiation. Imagery products will be integrated into stakeholder's work methodologies, the implementing partner will accompany and assist national partners to learn to use these tools. Time and space resolution of imagery will need to be adequate to the national contexts and needs in relation to climate policy and plans. The best technically achievable degree of accuracy shall be aimed at, to ensure successful data validation - depending on the complexity of land and environmental conditions, indicating uncertainty while highlighting zones with locally low confidence level that require research effort to improve mapping. Analysis of land use and land use change over climate policy relevant period. Data analysis delivered and shared in accessible format, offline maps and spatial information to be made available to relevant stakeholders in agreement



with UNDP and the Project.

- 9) Processing (to be executed together with Directorates of Forests, Agriculture) of imagery into LULUCF mapping at national level and corresponding GHG estimation are up-to-date and relevant stakeholders (especially directorate of forestry and agriculture, as well as planning/economy) are capacitated and able to read, interpretate, use and extrapolate and produce information in the areas of LULUCF and natural resources as well as territorial planning linked to climate adaptation and mitigation.
- 10) This information will be made available to a broad group of relevant public and private stakeholders for use into national climate reporting/measuring/review such as BUR, BTR, NC, Adaptation Communications, MRV, NDC implementation plan and updated NDCs and TERs as well as for SDG achievement purposes, their monitoring and reporting.
- 11) Final report, evaluating the KMS, capturing main results, best practice, capacity and knowledge strengthening impact as well as gaps, final recommendations, risks & opportunities.

3. Company/contractor profile

To be eligible for this assignment, the bidding company or JV or consortium should:

- Have at least 5 years of experience in the area of development of land use and planning products especially working with equatorial and tropical/sub-tropical forests; expertise in climate-related knowledge management and capacity building is required.
- Ensure team members have necessary academic qualification and experience in leading knowledge management, capacity building and elaboration of land-use and forest related tools. Indicate at least following team members with particular expertise on:
 - Team leader – Adequate academic level, minimum MSc and **Knowledge Management System expertise** in climate-related, environmental and development fields, knowledge of climate policy and reporting with especially with MRV, BUR, BTR, TER, NDC, Paris Agreement's ETF and experience with climate planning, monitoring, reporting and verification, experience with capacity building and know-how;
 - Expert 1 – Adequate academic level, minimum MSc and **Expertise in land use**, climate and development issues; at least 5 years' working experience on climate issues, experience in GHG estimates and carbon accounting and climate adaptation and mitigation data collection, processing and interpretation.
 - Expert 2 - Adequate academic level, minimum MSc and **Sound knowledge of land and territory mapping and monitoring** with use of Earth Observation, satellite remote sensing; sound knowledge and experience in LULUCF; expertise on data collection, processing and interpretation.

The bidder will be able to propose other team members and collaborators (maximum of 3) that add value to the proposal completing the expertise. In general the bidder ensures to bring:

- demonstrated experience in organizing and conducting training and capacity building;



- experience with equatorial, tropical and subtropical forests, land and soil issues preferably in SIDS;
- sound knowledge on Geography Information System (GIS);
- IT knowledge and know-how on IT platforms and data management;
- experience with development cooperation international organizations, in developing countries LDCs and SIDS, preferably in Sao Tome and Principe (will be a strong asset), lusophone context, climate change related areas, disaster risk reduction.
- professional level of Portuguese / mother tongue and English proficiency.
- experience with working with national counterparts and public institutions especially in LDCs, SIDS or developing countries.

4. Period and timetable for implementation

This consultancy will be carried out over a period of up to 12 months and will commence upon signing the contract.

5. Submission of the application

The application should be as detailed as possible and include the following chapters:

- A. Technical proposal in English or Portuguese which should include:
 - Profile of the bidding company as well as complete CV of its team members, with attention to experience related to this consultancy;
 - Form for Submission of Proposal duly filled Annex 2
 - A comprehensive list of references of past work (links, publications, briefs, etc.) and at least 3 references and their contact details;
 - Initial methodology for the assignment;
 - Proposed tasks and number of workdays allocated to the campaign of each team member
 - i. Kindly note that team members cannot be substituted after the proposal is submitted.
- B. Financial proposal in English or Portuguese should be expressed in USD and detailing all costs associated with the proper performance of the consultancy (see attached financial proposal form). The financial proposal should include the cost for each deliverable as well as the cost by component, as per the Annex 2 of this RFP

The applications will be selected considering the best price for quality ratio.

The proposal budget should include all costs deemed necessary (transport, communications, fees, daily allowances, insurance, taxes, reproduction of documents, etc.) for the proper execution of this consultancy.

All materials needed for the consultancy (e.g. laptop computer, imagery, software, hardware, etc.) should be provided by the consultancy.

Field trips necessary for consultations or other field activities shall be on behalf of the consultancy.



6. Evaluation criteria

The proposed technical and financial weighting will be used. With a score of 70% for the technical proposal and 30% for the financial proposal.

Technical proposal = 700 points

1	Experience in climate and environmental knowledge and data management and production of related tools, especially for land use, soil and forests issues.	40
2	Experience in climate & climate change related policy, reporting and data-informed processes.	45
3	Experience in producing LULUCF imagery, maps, policy and planning tools especially in tropical/sub-tropical dense forests.	45
4	Experience in GHG estimates, climate mitigation and adaptation information especially related to LULUCF	45
5	Experience in engaging with institutional stakeholders and carrying out capacity building and training, especially in developing countries.	70
6	Experience in developing countries LDCs and SIDS, lusophone context, climate change related areas, disaster risk reduction.	70
7	Quality of the proposal (methodology).	110
8	Team leader – Experience in Climate knowledge management and policy and reporting.	70
9	Expert 1 - Experience in Climate change and GHG estimates, especially in LULUCF, mitigation and adaptation data management.	70
10	Expert 2 - Experience in LULUCF, satellite earth observation and remote sensing, land spatial data management.	70
11	Other team members that add value to the proposal. General expertise related to capacity development, land use, soil and climate issues.	65