



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

NAME & ADDRESS OF FIRM OR CONSORTIUM	DATE: September 9, 2021
	REFERENCE: RFP -ST26.2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the development and implementation of Private Sector Engagement for São Tomé & Príncipe revised NDC implementation.**

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 Sunday, September 26, 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.

A handwritten signature in blue ink, appearing to be 'D. Silva', is located in the bottom right corner of the page.

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:

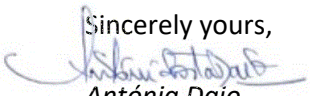
<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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
Representante Residente Assistente/Operation
9/9/2021

Description of Requirements

Context of the Requirement	<p>São Tomé and Príncipe requires a significant increase in funding to achieve the objectives contained in the updated NDC prepared in 2021. According to updated NDC the total investment requirement to achieve the mitigation target of São Tomé and Príncipe is USD 150 million dollars. Based on historic GDP (2019) this translates a need of new and additional investment that represents approximately 36% of São Tomé and Príncipe's GDP. The private sector will need to play a critical role - it has the potential to be a catalyst and accelerator of sustainable development/green & blue growth. In order to achieve NDCs objectives there is a strong need for business action on climate change mitigation and adaptation measures where in businesses can integrate Sustainable Development Goals in the core business strategy and operations, supporting NDC's goals by establishing effective partnerships and addressing SDGs by attracting direct investment, international and national philanthropy and CSR initiatives. The business action on achieving the country's NDC can be driven by four pillars that engage business for climate action. The four pillars are: Understating of STP's NDC and their relevance, understanding of risks and opportunities of NDC and well-defined priorities, effective reporting, communication and monitoring of NDC investment related performance goals and fostering collaboration with different parts of STP's governments institutions and society. Globally several governments have adopted different approaches for measuring business action on the supporting practices of NDCs. Some of the approaches include Working with business associations to obtain data as available, using government statistical data and information, using existing legislation to create structure for companies to report on their NDC contributions and inviting business to voluntarily report on their actions that may contribute to the NDC. The national General Directorate of Environment (GDE/DGA) and UNDP São Tomé and Príncipe are implementing the Climate Promise project to develop and support the enhancement of an innovative model for businesses in STP where businesses can engage as an accelerator in the implementation of NDC and sustainable development/green & blue growth and recovery.</p>
Implementing Partner of UNDP	DGA, General Directorate for Environment
Brief Description of the Required Services ¹	<p>✓ <u>Strengthen involvement and participation of private sector and private investment</u> (both local and foreign) in climate relevant economic areas to maximize contributions to climate mitigation and adaptation in line with green growth principles, the national NDC as well as other climate and blue/green economy policy.</p>

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.



	<ul style="list-style-type: none"> ✓ <u>Raise awareness</u> both from public and private side on the economic and social role of private sector and private investment in the implementation of the NDC, and achievement of low-carbon and resilient development. ✓ <u>Highlight economic wins</u> coupled to environmental /climate gains and showcase viability of low carbon pathways promoting resource efficiency and circular and resilient economy. <p>UNDP STP aims to hire a service provider that can develop and implement such activities and engagement model for business in STP. Shortlisted service provider is expected to identify top private sector segments prominent in São Tomé and Príncipe and create a mapping of the sectors thereby establishing the current position of the sectors and the impact opportunities. With stakeholder consultation, public awareness, and capacity building activities, identify various risk profiles, media scan and sector priorities. Service provider can create indicative maps of sectors and their relevance to the different expected investment needed to implement STP's NDC. Using these information and value mapping of the priority sectors, an NDC Business Opportunity Report will be developed that can give an enabling environment for businesses to act on implementation of NDC related investments, assess their performance on the expected results of the NDC and set targets for further action.</p>
List and Description of Expected Outputs to be Delivered	<p>Step 1: <u>Design and Implement the private sector engagement and advocacy campaign:</u></p> <ul style="list-style-type: none"> ✓ collect the baseline information on performance of businesses on basic indicators that have impact in the fulfilment of relevant actions related to São Tomé and Príncipe NDC, using the primary, secondary research, and keeping national indicator framework as reference point. ✓ looking at sectoral trends, map the top 5 sectors that are likely to make significant contribution towards realization of the NDC. (Some of the aspects of such assessment may include economic performance, growth of sector, influence and magnitude of impact towards realization of NDC, etc). While establishing the baseline, the service provider is expected to review information that should include: <ul style="list-style-type: none"> ○ Secondary information through sources e.g. websites, published documents, literature reviews, and any information from any other reliable source giving an overview of performance of business on activities that may impact the NDC implementation. ○ Trends and performance of various organizations as covered in their annual report or reports submitted to SEBI and other publicly available information sets. ○ Primary information meetings or call with at least 2 major companies, and relevant stakeholders in each of the 5 shortlisted sectors to identify the informational gaps to the private sector institutions to understand the NDC as business opportunities. ✓ Based on the information collected, design and implement training and Engagement workshop(s) Private Sector entities of the 5 priority sectors;

	<ul style="list-style-type: none"> ✓ Produce and diffuse info mails/ communication material to reach target public agents, private sector associations and international organizations that may influence private sector environment; ✓ Execute NDC private engagement advocacy campaign through continued awareness events and advocacy meetings. ➔ Deliverable 1: Private Sector Engagement Report presenting the results of the advocacy campaign to scale up Private Sector engagement and private investment aligned with STP NDC actions & commitment for 5 priority sectors. <p>Step 2: <u>Identify gaps, barriers & opportunities of private sector participation and investment in the STP NDC implementation of companies in the 5 identified sectors:</u></p> <ul style="list-style-type: none"> ✓ develop an assessment of gaps and barriers for companies in the 5 sectors, based on the availability of current information in the public domain and disclosures (as highlighted in Step 1); ✓ deep diving into each sector, identify data points and data sources that can be used to define new/additional business opportunities to companies around their current performance/impact to implement the NDC commitments; ✓ Analysis of policy and regulatory barriers and bottlenecks to private investments in Mitigation and Adaptation actions; ✓ Prepare a compilation of all data, and identify any gap in the information to support the development of enabling environment and incentives to attract Private Sector investment in NDC priority sectors. Service provider is also expected to define the appropriate research method that will be used to identify companies for validating the information from each sector (by methods such as open targeted public consultations, private sector stakeholder feedbacks, etc.); ✓ Identify potential gaps on guidelines for government to attract private sector investment (low-carbon & resilient), incentive scheme; ✓ Explore options for private sector financing of priorities for emission reduction and adaptation resilience; <ul style="list-style-type: none"> ○ Review of macroeconomic reports and papers focusing on the private sector to understand the country's prevailing macroeconomic characteristics and dynamics. ○ Assess existing policies and legal frameworks e.g. Green Growth Strategies, Climate Finance Strategies, Climate Change Policies and legal frameworks among others and establish the level of which these policy and legal frameworks are engaging private sector in climate action and propose recommendations for improvement. ○ Assess of private sector investment potential for climate change mitigation and adaptation resilience in priority sectors.
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	<ul style="list-style-type: none"> ○ Estimate the market size for climate investment potential in the 5 priority sectors. <p>✓ Submit findings to relevant stakeholders.</p> <p>➔ Deliverable 2: Analysis & summary Report on the gaps, barriers and opportunities of private sector participation and private investment presence in the STP NDC implementation.</p> <p>Step 3: <u>Map the Value Chain of the 5 Priority Sectors that impact on NDC implementation:</u></p> <ul style="list-style-type: none"> ✓ map the upstream and downstream value chain of the 5 priority sectors and define a clearly articulated vision of the impact the sector might have on NDC implementation; ✓ The exercise will define the operational boundary of the value chain, the potential areas of significant influence so that there is no duplication across sectors; ✓ Map sector level priorities with business alignment for NDC implementation; ✓ Develop sector level Key Performance Indicators (KPIs) for tracking progress and impact of sector on contributing towards achieving the NDC (business action and NDC targets & indicators); ✓ Organize workshops with stakeholders from each sector to validate the framework. <p>➔ Deliverable 3: <u>5 Sectors NDC Impact Framework.</u></p> <p>Step 4: <u>Preparation of government officials and authorities to create enabling environment to attract private sector investment to implement the NDC:</u></p> <ul style="list-style-type: none"> ✓ conduct a mapping of relevant government institutions that can create a positive impact on private companies perception that in STP they have a high potential to contribute towards climate change mitigation and adaptation resilience while doing profitable business; ✓ Based on the mapping above, develop proposals to support Government agencies to attract private investment, especially into NDC action areas (such as providing relevant recommendations and concrete actions); ✓ implement training to government officials, association representatives, key private sectors, authorities such as tax and customs, commerce to make the diffusion of the knowledge collected within this step, including to supporting Country Offices and Government counterparts with identifying and matching private sector entities to investment needs on how to: <ul style="list-style-type: none"> ○ Conduct a mapping of companies that have a high potential to contribute towards climate change mitigation and adaptation resilience; ○ Analyze what they do to reduce greenhouse gas emissions and increase resilience and identify the challenges and barriers they experience in accessing finance;
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	<ul style="list-style-type: none"> ○ Identify business opportunities and partnerships that could be established to increase investments in mitigation actions and resilience; ○ Analyze the Foreign Direct Investment (FDI) landscape for the priority sectors to identify areas of opportunity for the involvement of the foreign private sector and its investment; ○ Assess existing financial products and services available for private sector in key segment of the selected priority sector in the country, as well as critical gaps; ○ Identify capital providers for MNCs, including SMEs, and main financial products and services offered, along with their product details, such as the interest rate, tenure, and collateral, among others; ○ Identify financial sector stakeholders such as local and foreign banks and, sovereign wealth funds, and impact investors, among others. <p>➔ Deliverable 4: <u>Assessment of enabling environment to attract private companies to implement the NDC.</u></p> <p>Setp 5: <u>Develop NDC bankable projects pipeline:</u></p> <ul style="list-style-type: none"> ✓ Develop assessment to design the Pipeline of bankable projects mapping private sector partners pre-identified (representative of micro-, small-, medium-, and large enterprises) preferably across key sectors (also in line with the NDC) to ensure high impact both in economic and mitigation and adaptation terms; ✓ Based on the value chain, develop self-assessment questionnaire for the top listed companies in the 5 sector to support the identification, design and development of investment ready initiatives; ✓ prepare investment plans for the priority sectors and develop a project pipeline and propose alignment of existing public expenditures to support implementation of these investment plans; ✓ prepare the costing, technical feasibility and preparation of cash flows for at least 5 climate actions in the priority sectors. Prepare costing details with clear source references. The costs should include public sector funding for de-risking and private sector financing where appropriate and feasible and prepare a detailed cash flow analysis; ✓ consider national public sector funding, international climate finance (grants), international climate finance (concessional loans), international funds and foundations, national project sponsors (equity), international project sponsors (equity), carbon finance (Article 6 of the Paris Agreement), green and climate themed bonds, insurance companies and pension funds; ✓ identify specific carbon finance opportunities to enable capitalization of national funds and any possible offsetting mechanisms at national, regional and international levels that would enable capitalization; ✓ Develop a comprehensive resource mobilization strategy that includes an analysis of past fundraising experience and best practice from different
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	<p>sectors, detailed funding and financing options with a time-bound action plan;</p> <ul style="list-style-type: none"> ✓ conduct investor sounding and obtaining letter of intents to invest through the provision of costing details of the climate actions such as amount of equity/debt financing and public sector de-risking measures such as guarantees or catalytic loans; ✓ conduct one financing training to increase capacities for financial institutions, public institutions and private sector. The training will raise awareness of private sector relevant parameters and increase the knowledge of the financial sector and public sector to enhance private sector investment opportunities through targeted policy measures and new funding lines in banks. <p>➔ Deliverable 5: <u>NDC bankable projects pipeline for companies.</u></p> <p>Step 6: <u>Draft the NDC Business assessment and opportunity report.</u></p> <ul style="list-style-type: none"> ✓ Using the assessment done to elaborate the NDC bankable projects pipeline for companies crosschecking with the results of the 5 Sectors NDC Impact Framework, draft a report with the focus to provide guidance on how to support the green and youth jobs uptake within the NDC opportunities business integrating gender aspects, including vulnerable groups aspects in low-carbon resilient growth; ✓ work closely with the coordination agencies and other stakeholders to engage businesses for using the sectoral NDC assessment as a guiding tool for SDG alignment and NDC related actions. <p>➔ Deliverable 6: <u>Final and NDC Business assessment and opportunity report.</u> Being the final report, this will capture 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	<i>Quarterly</i>
Progress Reporting Requirements	The service provider is expected to provide a quarterly report based on the indicators developed for measuring the impact of the assignment. 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	10 month



Target start date	Tentatively end of September 2021				
Latest completion date	10 months later				
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	
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 <i>[pls. specify]</i>				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>				
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 ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (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				

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

	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>			
Payment Terms ³	#	Deliverable	Duration from signing of contract	% Payment of the contract amount
	0.	Kick-off, Inception report, updated workplan: inception report that also reflects kick-off and identification of points of contact, including the updated methodology and workplan.	within 1 week	10%
	1.	Deliverable 1: Private Sector Engagement Report presenting the results of the advocacy campaign to scale up Private Sector engagement and private investment aligned with São Tomé and Príncipe's NDC actions & commitment for 5 priority sectors;	within 10 weeks	10%
	2.	Deliverable 2: Analysis & summary Report on the gaps, barriers and opportunities of private sector participation and private investment presence in the STP NDC implementation.	within 16 weeks	15%
	3.	Deliverable 3: 5 Sectors NDC Impact Framework	within 20 weeks	15%
	4.	Deliverable 4: Assessment of enabling environment to attract private companies to implement the NDC.	within 24 weeks	20%
	5.	Deliverable 5: NDC bankable projects pipeline for companies	within 28 weeks	20%
	6.	Deliverable 6: NDC Business Opportunity Report	within 32 weeks	10%
Condition for Payment Release: <u>Within thirty (30) days from the date of meeting the following conditions:</u> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Service Provider.				

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

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Lourenço Monteiro General Directorate of Environment, 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 ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input 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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 230 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 110 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 300 points <input checked="" type="checkbox"/> Knowledge of the rural and institutional context of São Tomé and Príncipe 60 points
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>

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

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider (joint/venture/consortium can apply) <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	Cesaltina Almeida Procurement Assistant procurement.st@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

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

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

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

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



FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

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

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

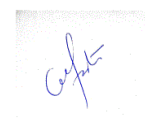
- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, 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.

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

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



C. Qualifications of Key Personnel

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:** the development and implementation of Private Sector Engagement for São Tomé & Príncipe revised NDC implementation.
- **Title project:** Delivering the Climate Promise in Sao Tome and Principe (STP)
- **Duration:** 10 months
- **Place of work:** Sao Tome and Principe
- **Start date:** Upon signing the contract

1. Context

São Tomé and Príncipe requires a significant increase in funding to achieve the objectives contained in the updated NDC prepared in 2021. According to updated NDC the total investment requirement to achieve the mitigation target of São Tomé and Príncipe is USD 150 million dollars. Based on historic GDP (2019) this translates a need of new and additional investment that represents approximately 36% of São Tomé and Príncipe's GDP. The private sector will need to play a critical role - it has the potential to be a catalyst and accelerator of sustainable development/green & blue growth.

In order to achieve NDCs objectives there is a strong need for business action on climate change mitigation and adaptation measures where in businesses can integrate Sustainable Development Goals in the core business strategy and operations, supporting NDC's goals by establishing effective partnerships and addressing SDGs by attracting direct investment, international and national philanthropy and CSR initiatives.

The business action on achieving the country's NDC can be driven by four pillars that engage business for climate action. The four pillars are: Understating of STP's NDC and their relevance, understanding of risks and opportunities of NDC and well-defined priorities, effective reporting, communication and monitoring of NDC investment related performance goals and fostering collaboration with different parts of STP's governments institutions and society.

Globally several governments have adopted different approaches for measuring business action on the supporting practices of NDCs. Some of the approaches include Working with business associations to obtain data as available, using government statistical data and information, using existing legislation to create structure for companies to report on their NDC contributions and inviting business to voluntarily report on their actions that may contribute to the NDC.

The national General Directorate of Environment (GDE / DGA) and UNDP São Tomé and Príncipe are implementing the Climate Promise project to develop and support the enhancement of an innovative model for businesses in STP where businesses can engage as an accelerator in the implementation of NDC and sustainable development/green & blue growth and recovery

2. Scope of work and responsibilities

General objective

The objective of the overall required services is to:



- i) Strengthen involvement and participation of private sector and private investment (both local and foreign) in climate relevant economic areas to maximize contributions to climate mitigation and adaptation in line with green growth principles, the national NDC as well as other climate and blue/green economy policy.
- ii) Raise awareness both from public and private side on the economic and social role of private sector and private investment in the implementation of the NDC, and achievement of low-carbon and resilient development.
- iii) Highlight economic wins coupled to environmental /climate gains and showcase viability of low carbon pathways promoting resource efficiency and circular and resilient economy.

Description of work and activities

The UNDP STP aim to hire a service provider that can assist in developing such activities and engagement model for business in STP. Shortlisted service provider is expected to identify top private sector segments prominent in São Tomé and Príncipe and create a mapping of the sectors thereby establishing the current position of the sectors and the impact opportunities. With stakeholder consultation, public awareness, and capacity building activities, identify various risk profiles, media scan and sector priorities, service provider can create indicative maps of sectors and their relevance to the different expected investment needed to implement STP's NDC. Using these information and value mapping of the priority sectors, an NDC Business Opportunity Report will be developed that can give an enabling environment for businesses to act on implementation of NDC related investments, assess their performance on the expected results of the NDC and set targets for further action.

Envisaged activities to be implemented are:

1. Implement advocacy campaign to scale up Private Sector engagement and investment & financing commitments to support the NDC implementation.
 - a. Training Private Sector entities,
 - b. Execute advocacy campaign.
2. Analysis of policy and regulatory barriers and bottlenecks to private investments in Mitigation and Adaptation actions, support the development of enabling environment and incentives to attract Private Sector investment in NDC priority sectors, including:
 - a. study on policy and regulatory barriers;
 - b. workshop(s) to present study and/or for study input;
 - c. potential proposal to develop incentives scheme (low-carbon, resilient economy and investment);
3. Develop proposals to support Government to attract private investment, especially into NDC action areas such as:
 - a. feasibility studies on private climate finance;
 - b. training for government officials;
 - c. propose recommendations and concrete actions (plans, projects, interventions)
 - d. develop pipeline of bankable projects in the NDC areas, linking them to green and youth jobs, vulnerable groups (in NDC relevant areas).



In general, the service provider (firm/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. 10 months, covering organization/logistical aspects as well as any expenses derived from this.

Deliverables and results

Step 1: Design and Implement the private sector engagement and advocacy campaign:

- ✓ collect the baseline information on performance of businesses on basic indicators that have impact in the fulfilment of relevant actions related to São Tomé and Príncipe NDC, using the primary, secondary research, and keeping national indicator framework as reference point.
- ✓ looking at sectoral trends, map the top 5 sectors that are likely to make significant contribution towards realization of the NDC. (Some of the aspects of such assessment may include economic performance, growth of sector, influence and magnitude of impact towards realization of NDC, etc). While establishing the baseline, the service provider is expected to review information that should include:
 - Secondary information through sources e.g. websites, published documents, literature reviews, and any information from any other reliable source giving an overview of performance of business on activities that may impact the NDC implementation.
 - Trends and performance of various organizations as covered in their annual report or reports submitted to SEBI and other publicly available information sets.
 - Primary information meetings or call with at least 2 major companies, and relevant stakeholders in each of the 5 shortlisted sectors to identify the informational gaps to the private sector institutions to understand the NDC as business opportunities.
- ✓ Based on the information collected, design and implement training and Engagement workshop(s) Private Sector entities of the 5 priority sectors;
- ✓ Produce and diffuse info mails/ communication material to reach target public agents, private sector associations and international organizations that may influence private sector environment;
- ✓ Execute NDC private engagement advocacy campaign through continued awareness events and advocacy meetings.
- ➔ **Deliverable 1:** Private Sector Engagement Report presenting the results of the advocacy campaign to scale up Private Sector engagement and private investment aligned with STP NDC actions & commitment for 5 priority sectors.

Step 2: Identify gaps, barriers & opportunities of private sector participation and investment in the STP NDC implementation of companies in the 5 identified sectors:

- ✓ develop an assessment of gaps and barriers for companies in the 5 sectors, based on the availability of current information in the public domain and disclosures (as highlighted in Step 1);



- ✓ deep diving into each sector, identify data points and data sources that can be used to define new/additional business opportunities to companies around their current performance/impact to implement the NDC commitments;
 - ✓ Analysis of policy and regulatory barriers and bottlenecks to private investments in Mitigation and Adaptation actions;
 - ✓ Prepare a compilation of all data, and identify any gap in the information to support the development of enabling environment and incentives to attract Private Sector investment in NDC priority sectors. Service provider is also expected to define the appropriate research method that will be used to identify companies for validating the information from each sector (by methods such as open targeted public consultations, private sector stakeholder feedbacks, etc.);
 - ✓ Identify potential gaps on guidelines for government to attract private sector investment (low-carbon & resilient), incentive scheme;
 - ✓ Explore options for private sector financing of priorities for emission reduction and adaptation resilience;
 - Review of macroeconomic reports and papers focusing on the private sector to understand the country's prevailing macroeconomic characteristics and dynamics.
 - Assess existing policies and legal frameworks e.g. Green Growth Strategies, Climate Finance Strategies, Climate Change Policies and legal frameworks among others and establish the level of which these policy and legal frameworks are engaging private sector in climate action and propose recommendations for improvement.
 - Assess of private sector investment potential for climate change mitigation and adaptation resilience in priority sectors.
 - Estimate the market size for climate investment potential in the 5 priority sectors.
 - ✓ Submit findings to relevant stakeholders.
- ➔ **Deliverable 2:** Analysis & summary Report on the gaps, barriers and opportunities of private sector participation and private investment presence in the STP NDC implementation.

Step 3: Map the Value Chain of the 5 Priority Sectors that impact on NDC implementation:

- ✓ map the upstream and downstream value chain of the 5 priority sectors and define a clearly articulated vision of the impact the sector might have on NDC implementation;
 - ✓ The exercise will define the operational boundary of the value chain, the potential areas of significant influence so that there is no duplication across sectors;
 - ✓ Map sector level priorities with business alignment for NDC implementation;
 - ✓ Develop sector level Key Performance Indicators (KPIs) for tracking progress and impact of sector on contributing towards achieving the NDC (business action and NDC targets & indicators);
 - ✓ Organize workshops with stakeholders from each sector to validate the framework.
- ➔ **Deliverable 3:** 5 Sectors NDC Impact Framework.

Step 4: Preparation of government officials and authorities to create enabling environment to attract private sector investment to implement the NDC:



- ✓ conduct a mapping of relevant government institutions that can create a positive impact on private companies perception that in STP they have a high potential to contribute towards climate change mitigation and adaptation resilience while doing profitable business;
 - ✓ Based on the mapping above, develop proposals to support Government agencies to attract private investment, especially into NDC action areas (such as providing relevant recommendations and concrete actions);
 - ✓ implement training to government officials, association representatives, key private sectors, authorities such as tax and customs, commerce to make the diffusion of the knowledge collected within this step, including to supporting Country Offices and Government counterparts with identifying and matching private sector entities to investment needs on how to:
 - Conduct a mapping of companies that have a high potential to contribute towards climate change mitigation and adaptation resilience;
 - Analyze what they do to reduce greenhouse gas emissions and increase resilience and identify the challenges and barriers they experience in accessing finance;
 - Identify business opportunities and partnerships that could be established to increase investments in mitigation actions and resilience;
 - Analyze the Foreign Direct Investment (FDI) landscape for the priority sectors to identify areas of opportunity for the involvement of the foreign private sector and its investment;
 - Assess existing financial products and services available for private sector in key segment of the selected priority sector in the country, as well as critical gaps;
 - Identify capital providers for MNCs, including SMEs, and main financial products and services offered, along with their product details, such as the interest rate, tenure, and collateral, among others;
 - Identify financial sector stakeholders such as local and foreign banks and, sovereign wealth funds, and impact investors, among others.
- ➔ **Deliverable 4:** Assessment of enabling environment to attract private companies to implement the NDC.

Setp 5: Develop NDC bankable projects pipeline:

- ✓ Develop assessment to design the Pipeline of bankable projects mapping private sector partners pre-identified (representative of micro-, small-, medium-, and large enterprises) preferably across key sectors (also in line with the NDC) to ensure high impact both in economic and mitigation and adaptation terms;
- ✓ Based on the value chain, develop self-assessment questionnaire for the top listed companies in the 5 sector to support the identification, design and development of investment ready initiatives;
- ✓ prepare investment plans for the priority sectors and develop a project pipeline and propose alignment of existing public expenditures to support implementation of these investment plans;
- ✓ prepare the costing, technical feasibility and preparation of cash flows for at least 5 climate actions in the priority sectors. Prepare costing details with clear source references. The costs should include public sector funding for de-risking and private sector financing where appropriate and feasible and prepare a detailed cash flow analysis;
- ✓ consider national public sector funding, international climate finance (grants), international climate finance (concessional loans), international funds and foundations, national project sponsors (equity),



international project sponsors (equity), carbon finance (Article 6 of the Paris Agreement), green and climate themed bonds, insurance companies and pension funds;

- ✓ identify specific carbon finance opportunities to enable capitalization of national funds and any possible offsetting mechanisms at national, regional and international levels that would enable capitalization;
- ✓ Develop a comprehensive resource mobilization strategy that includes an analysis of past fundraising experience and best practice from different sectors, detailed funding and financing options with a time-bound action plan;
- ✓ conduct investor sounding and obtaining letter of intents to invest through the provision of costing details of the climate actions such as amount of equity/debt financing and public sector de-risking measures such as guarantees or catalytic loans;
- ✓ conduct one financing training to increase capacities for financial institutions, public institutions and private sector. The training will raise awareness of private sector relevant parameters and increase the knowledge of the financial sector and public sector to enhance private sector investment opportunities through targeted policy measures and new funding lines in banks.

➔ **Deliverable 5:** NDC bankable projects pipeline for companies.

Step 6: Draft the NDC Business assessment and opportunity report.

- ✓ Using the assessment done to elaborate the NDC bankable projects pipeline for companies crosschecking with the results of the 5 Sectors NDC Impact Framework, draft a report with the focus to provide guidance on how to support the green and youth jobs uptake within the NDC opportunities business integrating gender aspects, including vulnerable groups aspects in low-carbon resilient growth;
 - ✓ work closely with the coordination agencies and other stakeholders to engage businesses for using the sectoral NDC assessment as a guiding tool for SDG alignment and NDC related actions.
- ➔ **Deliverable 6:** Final and NDC Business assessment and opportunity report. Being the final report, this will capture 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 development of business and investment models through the climate lens; experience in climate investment and climate action for businesses, climate mainstreaming and knowledge of sustainable consumption and production.
- Ensure team members have necessary academic qualification and experience in the elaboration and execution of Private sector engagement and investment in climate action, experience in leading knowledge management, capacity building and working with national institutions, government and international organizations, donors and international development finance institutions.
- Indicate at least following team members with particular expertise on:



- **Expert 1: Team leader** – Adequate academic level, MSc ideally MBA, business management or equivalent in related fields (economics, finance, law, international development). At least 5 years of proven successful experience working at **enabling environments for attracting private investment** and **engaging private sector actors** in similar context (Small Island Developing States - SIDS, Least Developed Countries, Lusophone developing countries in the African context), through strengthening competition and promoting investment and capital flows experience with **climate finance and low-carbon business development**. Experience and understanding of micro, small and medium enterprises in this kind of contexts will be essential.
- **Expert 2** - MSc in relevant fields such as environment and climate sciences, engineering, natural resources, climate finance, or international development, knowledge of and experience in **climate mainstreaming, climate change risk to business and environmental-health costs**, experience with cost-benefits of **resource efficiency and sustainable consumption and production** approaches (RECP/SCP); at least 5 years' working experience on climate issues (both adaptation and mitigation) and development (preferably in SIDS, lusophone African context), experience with value chains (including import, export and distribution/marketing), expertise on NDC measures and climate/environment policy implementation for private sector development and development.

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 development cooperation international organizations (UN, IFIs, other) in developing countries, LDCs and SIDS, preferably in Sao Tome and Principe (will be a strong asset), African lusophone context, climate change related areas, disaster risk reduction, RECP/SCP.
- professional level of Portuguese / mother tongue and English proficiency.
- Ability to work in a complex environment with different national and international experts;
- Respond positively to feedback and differing points of view
- experience with working with national counterparts, private and public entities especially in LDCs, SIDS or developing countries.
- Sensitivity and adaptability to culture, nationality, race, gender, sexual orientation, religion, and age;

4. Period and timetable for implementation

This consultancy will be carried out over a period of up to 10 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 with private sector engagement in low-carbon and resilient development, with sectoral transformation and NDC mitigation and adaptation measures implementation and planning	40
2	Experience working with private climate finance, blended climate finance instruments, incentives and other regulatory / policy instruments.	45
3	Experience in analysis of value chains, business development with application of resource efficient and cleaner production / sustainable consumption and production.	45
4	Experience in business opportunity assessment, project / pipeline preparation for private sector green, inclusive climate-friendly business	45



5	Experience in engaging with institutional stakeholders and carrying out, advocacy and capacity building and training, especially in developing countries.	70
6	Experience with private sector in developing countries LDCs and SIDS, lusophone context, climate change related areas.	70
7	Quality of the proposal (methodology).	110
8	Expert 1/Team leader – Experience working with enabling environments for attracting private investment and engaging private sector actors, climate finance and low-carbon business development.	105
9	Expert 2 - Experience in climate mainstreaming, climate change risk to business and environmental-health cost-benefits, application of Resource Efficiency Pollution Prevention / Sustainable Consumption and Production.	105
11	Other team members that add value to the proposal. General expertise related to capacity development, business development, climate finance, or relevant areas.	65

