



### REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 29, 2022
	REFERENCE: RFP/UNDP/JSB/186850/031/2022 – <b>Pilot Validation and Verification for GHG Inventory and Emission Reduction in Energy Sector</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference to the **Pilot Validation and Verification for GHG Inventory and Emission Reduction in Energy Sector**

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

Date/Time : 07 October 2022, starting 1400 GMT +7

Place : Online Zoom Meeting,  
<https://undp.zoom.us/meeting/register/tZEgcuGspjsuGNGfKTdXnwUVvbOD-3VQnYyc>

Meeting ID : 857 5848 0425

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: IDN 0000013737**

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

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

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1. Failed to meet this requirement, proposal will be rejected.**

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

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED**. **Failed to meet this requirement, proposal will be rejected**

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

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

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking “Accept Invitation” but not later than 07 October 2022. If this is not the case, UNDP would appreciate indicating your reason, for our records.

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

**Username: event.guest**

**Password: why2change**

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

Please note that ATLAS has following minimum requirements for password:

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

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

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


The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

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

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

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

Sincerely yours,

DocuSigned by:  


21B257514E5748B...  
*Martin Stephanus Kurnia*  
*Head of Procurement Unit*  
9/29/2022

## Annex 1

## Description of Requirements

Context of the Requirement	<b>Pilot Validation and Verification for GHG Inventory and Emission Reduction in Energy Sector</b>
Implementing Partner of UNDP	The Ministry of Environment & Forestry, Ministry of Energy and Mineral Resources and Ministry of Energy and Mineral Resources
Brief Description of the Required Services <sup>1</sup>	<p>Indonesia is among the world's top 10 GHG emitters. Indonesia with its large rainforests and a power sector that is still highly dependent on coal is often under spotlight at UN Climate Change conferences, while immediate actions by Indonesia will create major impact on the achievement of the Paris Agreement. Non-Party stakeholders' (NPS) participation and investment need to be mobilized urgently. This is the expected role of Carbon Pricing Instrument (CPI) implementation in Indonesia, whereby putting a price on carbon can help scale up climate change mitigation in a cost-effective manner. CPI is also the widely anticipated source of funding to incentivize future increase in mitigation ambition.</p> <p>UNDP Climate Promise project and UNDP MTRE3 Project supports the government to conduct pilot validation and verification of GHG emission report as well as the emission reduction report submitted to government. This support will be policy and technical input for government to enhance the regulation related to the issuance for emission allowance and Certified Emission Reduction (CER).</p>
List and Description of Expected Outputs to be Delivered	<p>The contractor is expected to conduct the activities and produce the following output:</p> <ol style="list-style-type: none"> <li>1. Verification report of GHG Inventory at coal-fired powerplant</li> <li>2. Validation report of Project Design Document (<i>Dokumen Rencana Aksi Mitigasi</i>) from renewable energy powerplant</li> <li>3. Verification report of emission reduction of project in renewable energy powerplant</li> <li>4. Training report of validation and verification process for government counterpart</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	<p>National Project Coordinator for Climate Promise Project for Lot #1</p> <p>National Project Manager MTRE3 Project for Lot #2</p>
Frequency of Reporting	<i>Please refer to the attached ToR (annex 3)</i>
Progress Reporting Requirements	<i>Please refer to the attached ToR (annex 3)</i>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Location of work	<input checked="" type="checkbox"/> At Consultant's Location.
Expected duration of work	Lot #1 = 50 working days within four (4) months Lot #2 = 60 working days within four (4) months
Target start date	October 2022
Latest completion date	January 2023
Travels Expected	Unforeseen travel will be covered by UNDP
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others <i>[pls. specify]</i> Health protocol for covid19
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Liaise with the relevant stakeholders <input checked="" type="checkbox"/> Meetings/workshops/training
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars OR <input checked="" type="checkbox"/> Local Currency <b>for Local Bidders</b>
Value Added Tax on Price Proposal <sup>1</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

<sup>1</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<i>submission of quotes)</i>	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>1</sup>	<i>Please refer to the attached ToR (annex 3)</i>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Coordinator for Climate Promise Project for Lot #1 National Project Manager MTRE3 Project for Lot #2
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 38% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <input checked="" type="checkbox"/> Gender Equality and Social Inclusion – An additional 2% will be given to an organization demonstrates significant commitment to value diversity, promote equality and sensitivity towards women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities, or membership of institutions/associations promoting such issues.
	<b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b>

<sup>1</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <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 <sup>1</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>2</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> sample written self declaration <input type="checkbox"/> Others <sup>3</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	<i>Sestyo Wicaksono and Yusef Millah</i> Procurement Unit <i>Sestyo.wicaksono@undp.org/yusef.millah@undp.org</i>  Mandatory subject of email: RFP/UNDP/JSB/186850/031/2022 – <b>Pilot Validation and Verification for GHG Inventory and Emission Reduction in Energy Sector</b>  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>	

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>2</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>3</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

Lot #1

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1.	Detailed Workplan (including the final report outline, data requirement, and timeline)	10%	
2.	Approved report on: Verification of GHG inventory in coal-fired powerplant at respective target one (1) project	30%	
3.	Approved report on: Validation and verification report of CO2 emission reduction renewable energy powerplant at respective target three (3) projects	30%	
4.	Approved report on: a) Training report covering pre and post competency test analysis, training materials, recommendation of capacity building program needed to increase knowledge and skill of the participants b) Report of lesson learned and recommendation for validation or verification (1 report in pdf and word format and 1 PPT)	30%	
	<b>Total</b>	<b>100%</b>	

## Lot #2

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1.	Detailed Workplan (including the final report outline, data requirement, and timeline)	20%	
2.	Approved report on: Validation and verification report of CO2 emission reduction renewable energy powerplant at respective target six (6) projects	40%	
3.	Approved report on: c) Training report covering pre and post competency test analysis, training materials, recommendation of capacity building program needed to increase knowledge and skill of the participants d) Report of lesson learned and recommendation for validation and verification (1 report in pdf and word format and 1 PPT)	40%	
	<b>Total</b>	<b>100%</b>	

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

**E. Cost Breakdown by Cost Component** *[This is only an Example]:*

## Lot #1

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement (day)</b>	<b>No. of Personnel/Unit</b>	<b>Total Rate (IDR)</b>
<b>I. Personnel Services</b>				
1. Team leader				
2. Validator & verification expert				
3. Independent reviewer				
4. .... (if any, please specify)		..	..	
<b>II. Out of Pocket Expenses (Please provide in detail)</b>				
1. Local transport				
2. Report production				

3. Others (if any, please provide in detail)		..	..	
<b>III. Other Related Costs (if any, please provide in detail)</b>				

Lot #2

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement (day)</b>	<b>No. of Personnel/Unit</b>	<b>Total Rate (IDR)</b>
<b>I. Personnel Services</b>				
1. Team leader				
2. Validator & verification expert				
3. Independent reviewer				
4. .... (if any, please specify)		..	..	
<b>II. Out of Pocket Expenses (Please provide in detail)</b>				
1. Local transport				
2. Report production				
3. Others (if any, please provide in detail)		..	..	
<b>III. Other Related Costs (if any, please provide in detail)</b>				

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

*[Designation]*

*[Date]*

**Annex 3**

**Terms of Reference (TOR)**  
**Pilot Validation and Verification for GHG Inventory and Emission Reduction on Energy Sector**

**A. General Information**

Title	: Pilot Validation and Verification for GHG Inventory and Emission Reduction in Energy Sector
Report to	: National Project Coordinator – UNDP-JSB Climate Promise Project & National Project Manager – MTRE3 Project
Location	: Homebased
Expected Place of Travel	: Jakarta
Duration of Contract	: The expected duration of the contract is four (4) months calculated based on the contract starting date

**B. Background Information**

Indonesia is among the world's top 10 GHG emitters. Indonesia with its large rainforests and a power sector that is still highly dependent on coal is often under spotlight at UN Climate Change conferences, while immediate actions by Indonesia will create major impact on the achievement of the Paris Agreement. Non-Party stakeholders' (NPS) participation and investment need to be mobilized urgently. This is the expected role of Carbon Pricing Instrument (CPI) implementation in Indonesia, whereby putting a price on carbon can help scale up climate change mitigation in a cost-effective manner. CPI is also the widely anticipated source of funding to incentivize future increase in mitigation ambition.

In 2021 Indonesia made significant progress in developing domestic carbon pricing policies. The Presidential Regulation No. 98 of 2021 on the 'Implementation of Carbon Economic Value to Achieve Nationally Determined Contribution Targets and Control over Greenhouse Gas Emissions in Relation to National Development' also recommended Carbon Tax, Emission Trading System (ETS) and results-based payment as potential options. Relevant ministries are also preparing ministerial-level policies and guidelines for ETS, as mandated in the Presidential Regulation. UNDP's support to the government through the Climate Promise Project will focus on the development of Emission Trading System (ETS) and greenhouse gas (GHG) Crediting Instrument (Domestic Offset Program).

Ministry of Energy and Mineral Resources (*Kementerian ESDM*) will issue emission allowance for coal-fired powerplant. The calculation of emission allowance will be based on GHG inventory that reported by powerplant operator/management unit to online reporting system APPLE-Gatrik (*Aplikasi Penghitungan dan Pelaporan Emisi Ketenagalistrikan*). Third party verification body/institution will verify GHG emission/inventory reported by powerplants. The Presidential Decree states that emissions trading between power plants is carried out in the National Registry System (SRN). In addition to emissions allowance trading, SRN also manages offset emission trading in the form of Certificate Emission Reduction from various types of mitigation actions, including renewable energy powerplants. Prior to issuing the certificate, the third party verification body/institution will validate the project design document of the mitigation action and verify the emission reduction. The Ministry of Environment and Forestry has established a methodology for the calculation of emission reduction for various sectors including renewable energy powerplants. Indonesia adopts international standard ISO 14064-3:2009 "specification

with guidance for the verification and validation of greenhouse gas statements” to become national standard.

UNDP Climate Promise project and UNDP MTRE3 Project supports the government to conduct pilot validation and verification of GHG emission report as well as the emission reduction report submitted to government. This support will be policy and technical input for government to enhance the regulation related to the issuance for emission allowance and Certified Emission Reduction (CER).

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

The assignment objective is to conduct verification of the emission profile (GHG inventory) at coal-fired powerplant and conduct validation & verification the GHG emission reduction outcome of the subjected mitigation action in renewable energy powerplant.

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

The service provider is expected to address the following:

#### Scope of activities

#### **1. Conduct verification of coal powerplants’ GHG Inventory (only for Lot #1)**

The contractor is required to conduct GHG inventory verification of 1 (one) coal-based powerplants, using the standard determined by ISO 14064-3 and implement the principal of independence, ethical conduct, fair presentation, and due professional care. The consultant will have access to the data and the location of 1 (one) coal-based powerplants, provided by Ministry of Energy and Mineral Resources through UNDP – Climate Promise - JSB.

The verification will be performed by comparing the GHG Statement against the GHG performance of the powerplant using a set of performance criteria, including the objectives, scope and quality-related criteria as well as other requirements of the Ministry of Energy and Mineral Resources (MEMR)’s GHG monitoring and reporting guidelines for power plants<sup>1</sup>. The quality of evidence collected during verification must reflect the actual performance depending on data received by the powerplant management unit and must be supported by complete, coherent, accurate and transparent GHG information.

#### **2. Validation and Verification of GHG Emission Reduction Project (for Lot #1 & Lot #2)**

The contractor will require to conduct validation and verification for 3 (three) projects of Renewable Energy Powerplant for Lot #1 and 6 (six) projects of Renewable Energy Powerplant for Lot #2. The consultant will have access to the data and the location of 9 (nine) renewable energy powerplants, provided by Ministry of Environment and Forestry through UNDP – Climate Promise - JSB and/or MTRE3 Project:

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<sup>1</sup> Available at [https://gatrik.esdm.go.id/assets/uploads/download\\_index/files/414cf-1.-pedoman-penghitungan-dan-pelaporan-inventarisasi-grk.pdf](https://gatrik.esdm.go.id/assets/uploads/download_index/files/414cf-1.-pedoman-penghitungan-dan-pelaporan-inventarisasi-grk.pdf)

**Validation.** The contractor will require to conduct validation of the GHG Emission Reduction Project, to evaluate the project document and project compliance based on criteria determined in the ISO 14064 – 3 or, if applicable, national crediting mechanism (SPEI mechanism)<sup>1</sup>. The validation activities must identify any areas that need further elaboration or rectification, the nature of the responses provided by the organisation, the means of validation of such responses, clear reference to any resulting changes in the project document or supporting annexes, and express an opinion as to whether the project is valid to claim emission reductions under the applied validation criteria. The activities is conducted including the following:

- a) Conduct desk review on related documents, including the Project Design Document (or *Dokumen Rancangan Aksi Mitigasi*)/Project Document;
- b) Develop or assess Emission Reductions (ERs) calculation spreadsheet;
- c) Provide related information/documents to strengthen the information of the activity or project implementation by the proponent

**Verification.** The contractor will require to conduct verification of the GHG Emission Reduction Project, to evaluate the ex post determination of the monitored reductions in GHG emissions which resulted from the realization of a project, in a given period. The contractor will require to conduct verification based on criteria determined in the ISO 14064 – 3 or, if applicable, national crediting mechanism (SPEI mechanism). The activities will include, but not limited to:

- Assess the project consistency to the Project Design Document (or *Dokumen Rancangan Aksi Mitigasi*)/Project Document and to ensure the project asset inventory (technology, project equipment and monitoring and metering equipment) are in place;
- Ensures that the monitoring report and other supporting documents are complete, verifiable and in accordance with applicable requirements;
- Assess the project monitoring systems and procedures compliance with the monitoring systems and procedures as determined in the Project Design Document (or *Dokumen Rancangan Aksi Mitigasi*)/Project Document ;
- Assess the data management and system whether the data is documented and stored as per the monitoring methodology; and
- Provide a statement on how much emission reductions is verified as the projects' mitigation outcome.

### 3. **Facilitate capacity building trainings** for government counterparts.

**Lot #1.** Training on the process of validation and verification of emission inventory at coal powerplant (2 time) and emission reduction project in renewable powerplant (3 times).

**Lot #2.** Training on the process of validation and verification emission reduction project in renewable powerplant (3 times) for Lot #2.

The contractor will only be responsible as a facilitator/resource person and training material development.

### 4. **Attend and contribute to stakeholder engagement event(s), such as Focus Group Discussions**

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<sup>1</sup> Relevant documents available at <http://ditjenppi.menlhk.go.id/icer.html>

**(FGDs), organized by UNDP** and to prepare presentations and briefings as needed for information sharing and consultation purposes. Key stakeholder concerns and interests must be adequately captured and addressed in developing strategies listed above.

### **Expected outputs**

Under this assignment, the firm is expected to deliver the following outputs:

1. Verification reports of three coal-fired powerplants' GHG Inventory
2. Validation reports of six Project Design Document (*Dokumen Rancangan Aksi Mitigasi*) from renewable energy powerplant
3. Verification report of emissions reduction of six renewable energy projects
4. Training reports of validation and verification process for government counterparts

All reports must be presented first to the National Project Coordinator of JSB Carbon Pricing project and/or National Project Manager MTRE3 Project who will provide inputs and comments within 10 working days. These comments must be incorporated in the report prior to approval. The final reports, in soft copy of editable version and hard copy, must be in Indonesian and English, contain an executive summary, and be supplemented by Power Point presentations. All presentations, photos and videos, calculation/simulation models, and all related data obtained during the implementation of the project shall be submitted to UNDP/Project as the property of UNDP.

NOTE: Bidders should not propose any purchase of equipment in performing the service

### **E. Risk Management**

The assignment will involve both desk study and field activity such as data collection, stakeholder engagement, and provide training to key stakeholders (including but not limited to the Ministry of Environment and Forestry and Ministry of Energy and Mineral Resources). Thus, the contractor should anticipate any risks that can potentially delay the deliverables such as conflicting schedule of key stakeholders, longer time for any correspondences and coordination with relevant stakeholders, and others unpredictable occasions. The firm is recommended to identify the risks prior to implementation and develop countermeasures.

Undertaking data collection at the facility-level presents several challenges: rejection or resistance from related stakeholders; insufficient or invalid data; dealing with confidential data; longer administration process; slow coordination between government agencies and the relevant key-partners which require additional acceleration support which may delay the consultancy. Whenever possible, data collection can be done through virtual meetings which will be facilitated by UNDP-JSB Carbon Pricing and/or UNDP-MTRE3 Project. Robust time management procedures should also be in place.

Stakeholder engagement and training may involve in-person/offline meetings. In this case, the consultant shall ensure its compliance with the applicable Covid-19 health protocols in Indonesia.

### **F. Institutional Arrangement**

The selected contractor will work closely and under supervision of UNDP-JSB Carbon Pricing Project and/or MTRE3 Project. The project will facilitate any requires communication/correspondences, discussion, travel expenses, and meeting with the relevant key-stakeholders.

## G. Duration of work

The assignment's duration is approximately 100 working days over four (4) months from October 2022 to January 2023.

## H. Location of Work

The selected consultant may be required to attend meetings in Greater Jakarta (Jabodetabek) area. Due to covid-19 situation, during the data collection in the field, the selected contractor should provide and execute a health protocol standard that comply with the Government of Indonesia. Any coordination meeting, discussions or consultations are encouraged to be conducted through virtual.

Note: if during the service contract period there is a need for meeting or travel, UNDP will borne the travel expenses, cost of accommodation and living allowance to attend meetings.

## I. Company Qualification Requirements

### Institutional Qualification:

- Valid registration certificate
- Accredited as international ISO 14065 accreditation body or Accredited by a national accreditation body that is a member of the International Accreditation Forum based on ISO 14064-1 and ISO 14064-2 in the scope of energy.
- A company under *Komite Akreditasi Nasional* (KAN) verification process can bid as well providing the validation/verification activities will be witnessed by KAN.
- At least two relevant projects within the last ten years in conducting validation, verification, or technical audits in energy sector or GHG emission, in accordance with national or international standards.

### Key Personnel Qualification:

#### 1. Team Leader

- Minimum Master's degree or higher in science and technology, or related fields, from an accredited college or university.
- Minimum 10 years of work experience for Master's degree on climate issues
- Experience working in validation or verification of GHG emission
- Experience in managing project
- Experience in working with government and/or international institutions.

#### 2. Validator and verification expert:

- Minimum Bachelor's Degree or higher in science and technology or related fields, from an accredited college or university.
- Minimum 8 years of work experience for Master's degree and 10 years for Bachelor's degree related to climate change issues
- Experience working on validation and verification of GHG emission
- Experience in working with government and/or international institutions is preferable.



### 3. Independent reviewer:

- Minimum Bachelor's Degree or higher in science and technology or related fields, from an accredited college or university.
- Minimum 8 years of work experience for Master's degree and 10 years for Bachelor's degree related to climate change issues
- Experience in working on validation and verification of GHG emission
- Experience in working with government and/or international institutions is preferable.

### General competencies and skill requirements:

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

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

### J. List of required deliverable and Payment schedule

#### Lot #1

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Payment Amount</b>	<b>Payment Schedule</b>
1	Detailed Workplan (including the final report outline, data requirement, and timeline)	10%	September 2022
2	Approved report on: Verification of GHG inventory in Coal-fired powerplant at respective target one (1) projects	30%	November 2022
3	Approved report on: Validation and verification report of CO2 emission reduction in renewable energy powerplant at respective target three (3) projects	30%	December 2022
4	Approved report on: a) Training report covering pre and post competency test analysis, training materials, recommendation of capacity building program needed to increase knowledge and skill of the participants b) Report of lesson learned and recommendation for validation or verification (1 report in pdf and word format and 1 PPT)	30%	January 2023
	<b>Total</b>	<b>100%</b>	

## Lot #2

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Payment Amount</b>	<b>Payment Schedule</b>
1	Detailed Workplan (including the final report outline, data requirement, and timeline)	20%	September 2022
2	Approved report on: Validation and verification report of CO2 emission reduction in renewable energy powerplant at respective target six (6) projects	40%	December 2022
3	Approved report on: a) Training report covering pre and post competency test analysis, training materials, recommendation of capacity building program needed to increase knowledge and skill of the participants b) Report of lesson learned and recommendation for validation or verification (1 report in pdf and word format and 1 PPT)	40%	January 2023
	Total	100%	

The above timetable has considered lead time needed by UNDP-JSB Carbon Pricing Project to review outputs, provide feedback and certify on the outputs/works completed. The selected contractor must submit the report three weeks prior to the deliverable due dates. Delay on the completion of the work might affect total budget approved unless it is due to reasons beyond the selected organization's control thus close coordination with the supervisor from UNDP and written notification should always be used to anticipate any delay