**Terms of Reference**

**REQUEST FOR PROPOSAL (RFP)**

**Support for UNDP Climate and Forests Programme’s**

**“Paris Agreement LULUCF Assessment & NDC Tool” – PLANT**

**BPPS/NCE Climate and Forests**

**United Nations Development Programme**

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| **Background** |
| UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP’s policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.    Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan.  BPPS’s staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government, and civil society dialogues, and engages in UN inter-agency coordination in specific thematic areas.  BPPS works closely with UNDP’s Crisis Bureau (CB) to support emergency and crisis response.  BPPS ensures that issues of risk are fully integrated into UNDP’s development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working.  BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.    Climate change mitigation – or reducing greenhouse gas emissions - is essential to fulfilling commitments to the Paris Agreement and limiting the global mean temperature increase to 1.5° C above pre-industrial levels. UNDP, with more than 280 climate change mitigation projects and programs in over 110 countries, is a key actor supporting countries in their emission reduction plans, contributing to ambitious Nationally Determined Contributions. Activities in energy, as well as forests and agriculture, will be critical to meeting global mitigation objectives.    UNDP’s approach to forestry aligns with the SDG 15 and contributes to UNDP's 'signature solution' on environment and nature-based solutions for development. Deforestation and forest degradation accounts for more than 10 percent of global greenhouse gas emissions and the stabilization of global temperatures cannot be achieved without reducing emissions from the forest sector. UNDP's Climate and Forests team supports countries to conserve and sustainably manage forests and ensure sustainable and equitable development paths that lead towards carbon neutrality. More information here: [www.climateandforests-undp.org](http://www.climateandforests-undp.org/).  **Nature, Climate, and Energy Team**  UNDP’s 2018-2021 Strategic Plan emphasizes the critical links between environmental sustainability, climate change mitigation and adaptation, and broader efforts to achieve the goals of the 2030 Agenda and Paris Agreement. As part of the Global Policy Network in the Bureau for Policy and Programme Support, UNDP’s Nature, Climate Change, and Energy (NCE) Team promotes and scales up integrated whole-of-governance approaches and nature-based solutions that reduce poverty and inequalities, strengthen livelihoods and inclusive growth, mitigate conflict, forced migration and displacement, and promote more resilient governance systems that advance linked peace and security agendas.  The NCE Team works with governments, civil society, and private sector partners to integrate natural capital, environment and climate concerns into national and sector planning and inclusive growth policies; support country obligations under Multilateral Environmental Agreements; and implement the UN’s largest portfolio of in-country programming on environment, climate change, and energy. This multi-billion dollar portfolio encompasses: Biodiversity and Ecosystem Services including forests; Sustainable Land Management and Desertification including food and commodity systems; Water and Ocean Governance including SIDS; Climate Change Mitigation and Adaptation; Renewable and Modern Energy; Extractive Industries; Chemicals and Waste Management; Environmental Governance and Green/Circular Economy and SCP approaches. This work advances crosscutting themes on innovative finance, digital transformation, capacity development, human rights, gender equality, health, technology, and South-South learning. UNDP's Nature, Climate and Energy practice spans 137 countries, with a portfolio directly benefiting 86 million people. Our support to Governments focusses on enabling an inclusive, resilient, green recovery by: building competency to accelerate access to sustainable energy and climate and nature-positive policies and finance; scaling capacity to ensure No One is Left Behind; catalysing SDG and Paris-aligned investments (public and private); delivering client-focused solutions that respond to countries' immediate, mid- and long-term recovery and socio-economic development priorities; and leveraging our on-the-ground presence and networks to unlock bottom-up solutions that deliver lasting impacts at country level.    In addition to UNDP’s bilateral partnerships on nature climate and energy, UNDP is an accredited multilateral implementing agency of the Green Climate Fund (GCF), the Multilateral Fund (MLF), and the Global Environment Facility (GEF) which includes the Global Environment Facility Trust Fund (GEF Trust Fund); the Nagoya Protocol Implementation Fund (NPIF); the Least Developed Countries Fund (LDCF); and the Special Climate Change Fund (SCCF). As part of UNDP’s partnership with these vertical funds, UNDP provides countries specialized integrated technical services for eligibility assessment, programme formulation, capacity development, policy advice, technical assistance, training and technology transfer, mobilization of co-financing, implementation oversight, results management and evaluation, performance-based payments and knowledge management services. The Nature, Climate and Energy Team focuses on managing the oversight of climate and environmental financial resources from global trust funds to catalyze and unlock other types of public and private financing for sustainable development. This includes oversight of the design as well as implementation phase of projects (together with Country Offices and Regional Bureaus), as well as portfolio level oversight and management.  **Climate Change Mitigation Programme**  To avoid an irreversible climate crisis, we need to halve global emissions by 2030, and have carbon-neutral economies by 2050. Reducing greenhouse gas emissions – or climate change mitigation - is essential to fulfilling commitments to the Paris Agreement and limiting global mean temperature increase to 1.5° C above pre-industrial levels. All sectors, including energy, transportation, industry, forests, and land-use/agriculture must make a meaningful contribution towards achieving carbon neutrality. UNDP, as the largest implementer of climate change support within the UN system, plays a critical role by supporting countries in their emission reduction plans. With a commitment to providing long-term development support, our mitigation portfolio currently comprises of over 280 projects and programmes in over 110 countries. Together with our partners, UNDP supports countries to take ambitious climate action, advance Nationally Determined Contributions (NDCs), and use a wide range of strategies and approaches across energy, forestry, and land-use/agriculture sectors.   1. **Climate and Forests Programme**   Forests support the livelihoods of over 1 billion people and host the largest share of the world’s biodiversity. UNDP provides expertise in stakeholder engagement, social and environmental safeguards, governance, institutional coordination, strategic planning, implementation of policies and measures to address drivers of deforestation, access to innovative finance and accessing results-based payments. UNDP also facilitates the necessary partnerships to address the complex elements of the REDD+ process.  UNDP Climate and Forests Programme’s “**Paris Agreement LULUCF Assessment & NDC Tool” – PLANT**, was created in 2020, in the context of the Climate Promise. The objective was to develop a database with country data to enable the assessment of various key elements for the implementation of the Paris Agreement from the perspective of the land use, land use change and forestry (LULUCF) sector: Article 4 – NDCs, Article 5 – REDD+, Article 6 – Cooperative approaches / carbon markets, Article 9 – Finance, Article 13 – Transparency.  PLANT coalesces and interconnects all the reports submitted by countries to the UNFCCC: Forest Reference Emission Level/ Forest Reference Level (FREL/ FRL), Summary of Information on Safeguards (SoI)/ safeguards (but other safeguards data will be progressively included), REDD+ Technical Annex, National Communication (NC) to the UNFCCC, Biennial Update Reports (BUR), Greenhouse Gas Inventory (GHGI) reports, Nationally Determined Contribution (NDC) to the Paris Agreement, etc.  PLANT is a live tool, to be constantly updated and improved overtime. PLANT is an internal tool, managed by UNDP and used to: (i) assist governments understand and assess their climate change mitigation potential for the forest sector as part of their NDC and gaps for accessing REDD+ performance-based finance; (ii) produce technical reports, policy briefs and/or feasibility assessments on specific thematic areas, such as carbon market readiness. |
| 1. **Objectives**   UNDP is seeking a consultancy firm that will expand and further develop the scope and functionality of the **“Paris Agreement LULUCF Assessment & NDC Tool” – PLANT**. This consultancy firm will also populate the tool with additional REDD+ countries that have submitted FREL/ FRL[[1]](#footnote-2) to the UNFCCC, review and update existing information and facilitate knowledge building and knowledge sharing as required.   1. **Duties and Responsibilities** |
| Under the supervision and leadership of the Principal Technical Advisor (PTA) of the Climate and Forest team or his/her designated mandated representative(s), the prospective consultancy firm will provide technical support to the UNDP Climate & Forests Programme on:  **UNDP Climate and Forests Programme’s “Paris Agreement LULUCF Assessment & NDC Tool” - PLANT)**: Expand and further develop the tool’s scope and functionality, specifically:   1. Further development of PLANT:   Perform specific adjustments to the structure, connectivity, and applicability of PLANT, specifically:   * 1. Integration of Version 2.0 of “The REDD+ Environmental Excellence Standard” (TREES) into the PLANT template;   2. Integration of Version 4 of Verra’s “Jurisdictional and Nested REDD+ Framework” (JNR) into the PLANT template;   3. Integrate automated information from projects and initiatives of the voluntary carbon markets (VCS and Plan Vivo);   4. Structural support for improvement of the PowerBI connection with individual PLANT excel files;   5. Improve accessibility and format for the different types of users of PLANT:      + 1. Propose solutions for accessibility of different users;        2. Properly share Excel files and Power BI with internal and external users whenever requested;   6. Incorporation of other relevant developments and updates, as requested:      + 1. Maintain interconnectivity among the software used (SharePoint, Excel, PBI, Microsoft Forms);        2. Refresh Power BI automatically when adding info to each PLANT Excel and Global;        3. Add new features to the tool without compromising existing ones.  1. Expanding PLANT database:   Provide technical support in the process of populating PLANT focusing on the following results:   * 1. Include country information[[2]](#footnote-3) into PLANT related to: REDD+ submissions to the UNFCCC, details of the NDC, data and information contained in the greenhouse gas inventories (GHGI) reported to the UNFCCC in countries’ National Communication and Biennial Update Reports (BUR), information related to the enhanced transparency framework (ETF) as contained in the Modalities, Procedures and Guidelines for the ETF (UNFCCC decision 10/CMA.1), etc.;   2. Undertake Verra/JNR v.4 and TREES v.2 assessments regarding national and subnational eligibility and performance in terms of emission reductions (ERs), and removals (where applicable) and establish and/or revise, as relevant, ER estimates accordingly for all REDD+ countries and subnational jurisdictions in Brazil and Mexico;   3. Include information on ER distribution sheet, including relevant information related to voluntary forest carbon projects and other performance-based finance payments received by the country/ jurisdiction;   4. Cross check, verify and update existing information on 12 countries and subnational jurisdictions in Brazil and Mexico already included in PLANT.  1. Analysis and knowledge building: Facilitate knowledge building and knowledge sharing as required focusing on the following results:    1. Identification and synthesis of the best practices and lessons learned;    2. Prepare automated templates for technical briefs, comparative assessments, simulations and emission reduction scenarios, presentations, technical reports, etc. using the data and information from Power BI PLANT    3. Develop and apply outreach materials for PLANT, including:       * 1. Update the user manual for PLANT         2. Develop tutorials for the use of PLANT         3. Develop and conduct webinars for users of PLANT    4. Submissions supported by the Climate & Forests Programme under results-based payments programmes and voluntary carbon markets initiatives, with particular focus on members states of the Governors` Climate and Forests Task Force (GCFTF), including the Lowering Emissions by Accelerating Forest Finance (LEAF) Coalition’s 2021 Call for Proposals as well as ART / TREES compliance, entailing, as requested:       * 1. Capacity building and technical assistance to national and subnational partners of the C&F Programme on forest and carbon data and information management         2. Support in the development of project preparatory documents, particularly focusing on emission reduction estimates and compliance with forest carbon standards    5. GCFTF Window B: Support the implementation of the GCFTF Window B Innovation Fund of States in Brazil’s Legal Amazon region by reviewing project documents on MRV as well as ART / TREES eligibility and pathways towards compliance. 2. **Expected Outputs, Deliverables and Payments**      | **Deliverables / Outputs** | **% of payment** | **Expected Delivery Date[[3]](#footnote-4)** | **Condition for Payment Release** | | --- | --- | --- | --- | | 1. Further development of PLANT:    1. Integration of Version 2.0 of ART / TREES into PLANT template    2. Integration of Version 4 of the Verra JNR into the PLANT template    3. Improved connectivity with projects and initiatives of the voluntary carbon markets    4. Structural support for improvement of the Power BI connection with PLANT excels    5. Improve accessibility and format for the different types of users of PLANT    6. Incorporation of other relevant developments and updates | **15%** | 15 July 2021 | For approval by Principal Technical Advisor (PTA) of the Climate and Forest team or his/her designated mandated representative(s) | | 1. Expanding PLANT database:    1. Include country information[[4]](#footnote-5) into PLANT related to: REDD+ submissions to the UNFCCC, NDC, information related to the GHGI contained in countries National Communication to the UNFCCC and the BUR, information related to the transparency framework, etc.    2. Undertake JNR/ Verra v.4 and ART/ TREES v.2 assessments regarding national and subnational eligibility and emission reduction performance and establish and/or revise, as relevant, ER estimates accordingly for all countries.    3. Include information on ER distribution sheet, including relevant information related to voluntary forest carbon projects and other performance-based finance payments received by the country/ jurisdiction.    4. Cross check, verify and update all the existing information on 12 countries and subnational jurisdictions in Brazil and Mexico already inserted into PLANT, in particular, the information related to JNR v.4 and TREES v.2. | 55% | 30 Sept. 2021 | For approval by Principal Technical Advisor (PTA) of the Climate and Forest team or his/her designated mandated representative(s) | | 1. Analysis and knowledge building    1. Generate and synthetize best practices and lessons learned    2. Prepare technical analysis templates from Power BI for PLANT    3. Develop outreach materials for PLANT    4. Support to C&F Programme partners, including GCFTF members states, in development and technical assistance on results-based and voluntary carbon markets initiatives (including LEAF Coalition’s Call for Proposals)    5. GCFTF Window B technical assistance to Brazilian states | 30% | 31 Dec. 2021 | For approval by Principal Technical Advisor (PTA) of the Climate and Forest team or his/her designated mandated representative(s) | | Deliverables   1. Final PLANT Tool – Excel and Power BI 2. Outreach materials developed (webinars, user manual, tutorials) 3. Template reports, presentation, communication material generated through Power BI 4. LEAF submissions for selected GCFTF jurisdictions |  |  | For approval by Principal Technical Advisor (PTA) of the Climate and Forest team or his/her designated mandated representative(s) | | **Total** | **100%** | **31.01.2022** |  |      1. **Institutional Arrangement**   This assignment will be home-based. The consulting firm will be supervised by and report directly to the Principal Policy and Technical Advisor, REDD+, Climate and Forests Programme, BPPS, or his/her designated mandated representative(s).  The consulting firm will be expected to provide monthly updates. In addition, they will be expected to liaise and collaborate with the GCFTF Programme Officer and UNDP Climate & Forests Technical Advisors.     1. **Duration of the Work**   The assignment will be for a duration of 8 months, commencing as soon as possible. |
| 1. **Required Qualifications and Experience of the Company** |
| The team assembled should demonstrate:   * Understanding of carbon accounting methodologies, climate mitigation rules and policies under the UNFCCC * Experience in data management and with the development of tools through Power BI. * Ten years of work experience in forest carbon market methodologies in general and proven previous experience in tasks specifically related to the position (e.g. assessments of national or subnational programmes for accessing REDD+ payments for emissions reductions). * Six years of experience working on REDD+ standards or programmes, such as ART/ TREES, FCPF or VCS, * Previous experience working on national or subnational REDD+ mechanisms in Brazil and/ or Mexico. * Previous experience working with UNDP or other international organizations/ institutions  1. **Language:**  * Operational fluency in English, Portuguese and Spanish languages and working knowledge of the other language is required.      |  | | --- | | 1. **Skills/Competencies**   **Professional skills:** | | * Knowledge of REDD+ processes and requirements under UNFCCC (MRV systems, FREL/ FRL, safeguards, GHGI, NC and BUR) and emerging forest carbon standards (e.g. ART/TREES, Verra JNR) * Ability to manage workload with minimum supervision * Ability to work under pressure and tight deadlines * Ability to accommodate additional demands on short notice   **Interpersonal and communication skills:**   * Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities, and age groups * Excellent English, Spanish and Portuguese written communication skills, with analytic capacity and ability to synthesize relevant findings for the preparation of quality project reports |  1. **Evaluation of applications**   Consultancies will be evaluated based on a cumulative analysis taking into consideration the combination of the applicant's qualifications and financial proposal as follows:  Technical Criteria weight: 70%  Financial Criteria weight: 30%  **Technical Evaluation:**  The award of the contract shall be made to the consultancy entity whose offer has been evaluated and determined as:  Responsive/compliant/acceptable; and  Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.  *Note: only the highest ranked candidates who have obtained a minimum of 49 points (70%) on the technical evaluation will be considered for the financial evaluation.*  **Financial Evaluation:** 30% of total evaluation (maximum 30 points).  Please submit an all-inclusive lump sum based on the deliverables.  Financial proposals must be all inclusive. The term “all inclusive” implies that all costs (professional fees, communications, utilities, consumables, insurance) that could possibly be incurred by the Contractor are already factored into the fee.  In the case of unforeseeable mission travel, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between UNDP and Consultancy Entity, prior to travel and will be reimbursed. In general, UNDP will not accept travel costs exceeding those of an economy class ticket. Should the company wish to travel on a higher class he/she should do so using their own resources.    **Criteria for Selection of the Best Offer**  Combined Scoring method – where the technical qualifications will be weighted a maximum of 70% and combined with the price (financial) offer which will be weighted a max of 30%. Only RFPs obtaining a minimum of 70 points would be considered for the financial criteria.  Interested companies must apply and complete the UNDP Request for Proposal (RFP) template and submit to: [bpps.procurement@undp.org](mailto:bpps.procurement@undp.org). **Please follow instructions provided in the RFP template.** |

1. Specifically those 54 countries that have submitted Forest Reference Emission Levels / Forest Reference Levels (FREL / FRL), available at: <https://redd.unfccc.int/submissions.html?topic=6> [↑](#footnote-ref-2)
2. Argentina, Bangladesh, Belize, Bhutan, Brazil, Burkina Faso, Cambodia, Chile, Colombia, Congo, Costa Rica, Côte d'Ivoire, Democratic Republic of the Congo, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Ethiopia, Gabon, Ghana, Guinea-Bissau, Guyana, Honduras, India, Indonesia, Kenya, Lao People's Democratic Republic, Liberia, Madagascar, Malawi, Malaysia, Mexico, Mongolia, Mozambique, Myanmar, Nepal, Nicaragua, Nigeria, Pakistan, Panama, Papua New Guinea, Paraguay, Peru, Saint Lucia, Solomon Islands, Sri Lanka, Sudan, Suriname, Thailand, Togo, Uganda, United Republic of Tanzania, Viet Nam, Zambia. This work will also include subnational jurisdictions in Brazil and Mexico. [↑](#footnote-ref-3)
3. Please note these timelines are tentative, the workplan will be finalized upon agreement of the successful bidder/vendor and UNDP after signing of the contract. [↑](#footnote-ref-4)
4. Argentina, Bangladesh, Belize, Bhutan, Brazil, Burkina Faso, Cambodia, Chile, Colombia, Congo, Costa Rica, Côte d'Ivoire, Democratic Republic of the Congo, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Ethiopia, Gabon, Ghana, Guinea-Bissau, Guyana, Honduras, India, Indonesia, Kenya, Lao People's Democratic Republic, Liberia, Madagascar, Malawi, Malaysia, Mexico, Mongolia, Mozambique, Myanmar, Nepal, Nicaragua, Nigeria, Pakistan, Panama, Papua New Guinea, Paraguay, Peru, Saint Lucia, Solomon Islands, Sri Lanka, Sudan, Suriname, Thailand, Togo, Uganda, United Republic of Tanzania, Viet Nam, Zambia. This work will also include subnational jurisdictions in Brazil and Mexico [↑](#footnote-ref-5)