



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: July 1, 2022
	REFERENCE: RFP/UNDP/RWA/2022/025

Dear Sir / Madam:

We kindly request you to submit your Proposal for **developing Rwanda's Carbon Emission trading and readiness Framework under the Article 6 of Paris Agreement**

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

Proposals may be submitted on or before **Monday, July 18, 2022** and via email, courier mail or fax to the address below:

United Nations Development Program
KN 67 Street No 4
P.O Box 445 Kigali, Rwanda, 12 Avenue de l'Armée, Kigali, Rwanda
Attn: Head of Procurement Unit
Email: offers.rw@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

While 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 the requirements, meets all the evaluation criteria, and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (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 because 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 did not award a Purchase Order or Contract in a competitive procurement process. If 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 proscribed 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/un_scc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely
yours,

Shelagh D.K Rwitare
Operations Manager

Description of Requirements

Context of the Requirement	<p>In 2011, Rwanda adopted the Green Growth and Climate Resilience Strategy revised in 2021. Rwanda’s Green Growth and Climate Resilience Strategy positions Rwanda to be a developed, climate-resilient, and low carbon economy by 2050.</p> <p>In May 2020, Rwanda submitted its updated Nationally Determined Contribution (NDC) under the Paris Agreement which set revised targets of reducing greenhouse gas emissions (GHGs) and enhancing resilience to climate change effects. Updated Nationally Determined Contribution (NDC) features a 38% reduction of GHGs compared to business as usual by 2030, equivalent to an estimated mitigation of 4.6 million tCO₂e against the business-as-usual emissions with an estimated investment of 11 billion dollars.</p> <p>Rwanda updated NDC clearly states that the Country intends to meet its conditional contribution using climate finance and international market mechanisms where appropriate, building upon the experience of the Clean Development Mechanism (CDM) and other existing market mechanisms the potential involvement in international cooperative approaches under Article 6 of the Paris Agreement.</p> <p>At 26th Conference of the Parties (COP26), Nations reached new agreements for market mechanisms, essentially supporting the transfer of emission reductions between countries while also incentivizing the private sector to invest in climate-friendly solutions. Both cooperative approaches and the United Nations Framework Convention on Climate Change (UNFCCC) mechanism incentivize the private sector to implement mitigation activities across the world which allow for the development of carbon credits that can be transferred internationally and used in other countries towards meeting the aims of NDCs or other compliance uses.</p> <p>In this regard, UNDP Rwanda is seeking for an experienced international consultancy firm to support Rwanda’s Designated National Authority under the mandate of Rwanda Environment Management Authority (REMA) to elaborate the modalities, guidelines, and procedures for the implementation of Article 6 of Paris Agreement in Rwanda and setting all necessary requirements to maximize carbon market mechanism opportunities under Paris Agreement.</p>
Implementing Partner of UNDP	Rwanda Environment Management Authority
Brief Description of the Required Services ¹	Develop Rwanda’s Emission Carbon trading and readiness Framework under the Article 6 of Paris agreement

List and Description of Expected Outputs to be Delivered	<p>1-Carbon stocks/potential of Rwanda from Key selected sectors. 2-Review of Policy, institutional, legal, and regulatory frameworks for carbon markets in Rwanda, 3-Manual of procedures for Carbon Market under article 6 of Paris Agreement in Rwanda 4-Governance structure of carbon markets under article 6 of Paris Agreement in Rwanda 5-Centralized accounting and reporting platform and an Operational Online Carbon registry 6-Training modules and training reports 7-Policy briefs for policy makers</p>											
Person to Supervise the Work/Performance of the Service Provider	<p>Rwanda environment Management Authority will supervise the technical work of the consultancy firm, provide overall coordination, and will set a technical team of experts from various sectors to review/validate each report/ deliverable. REMA will certify and recommend each payment after a report of satisfaction of the quality of the deliverable shared by the consultant. REMA will introduce the consultancy firm and will facilitate the consultant firm to collect primary data.</p> <p>A technical working group will be appointed by REMA to assess/review, provide inputs, and validate the quality of each deliverable. This working group should be composed of the key staff from REMA, Ministry of Finance and Economic Planning, Ministry of environment, Rwanda's Green Fund (FONERWA), Rwanda Forestry Authority, Ministry of Infrastructure (MININFRA), Rwanda Energy Group (REG), Rwanda's Development Bank (BRD), Rwanda Development Board (RDB), RTDA, UNDP and Kigali Investment Finance center (KIFC) and any other staff deemed important to be part of this process. The technical working group will be formed to guide the process and review and approve the outputs.</p>											
Frequency of Reporting	As per the TORs											
Progress Reporting Requirements	As per TORs											
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location											
Expected duration of work	The duration of the consultancy will be for 90 days											
Target start date	July 21, 2022											
Latest completion date	Jan, 2023											
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s				
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
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"/> N/A
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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input 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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
	Refer to the TORs

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

Payment Terms ³	<table border="1"> <thead> <tr> <th data-bbox="496 226 678 296">Outputs</th> <th data-bbox="678 226 889 296">Percentage</th> <th data-bbox="889 226 1068 296">Timing</th> <th data-bbox="1068 226 1365 296">Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td data-bbox="1068 296 1365 709" rowspan="5"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release				Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the quality of the outputs; and b) Receipt of invoice from the Service Provider.												
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>A technical working group will be appointed by REMA composed of the key staff from REMA, Ministry of Finance and Economic Planning, Ministry of environment, Rwanda's Green Fund (FONERWA), Rwanda Forestry Authority, Ministry of Infrastructure (MININFRA), Rwanda Energy Group (REG), Rwanda's Development Bank (BRD), Rwanda Development Board (RDB), RTDA, UNDP and Kigali Investment Finance center (KIFC)</p>																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of 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.																				
	<p>Technical Proposal (70%) (Refer to the TORs)</p>																				

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.

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 \$200,000.00.

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Expertise of the Firm -20% <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 – 50% Financial Proposal (30%) 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:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 <input type="checkbox"/> Others ⁷
Contact Person for Inquiries (Written inquiries only) ⁸	Qamer Uddin Jatoi at gamer.jatoi@undp.org and Nadine Umuhire at nadine.umuhire@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	

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)

United Nations Development Program
KN 67 Street No 4
P.O Box 445 Kigali, Rwanda,
12 Avenue de l'Armée, Kigali, Rwanda
July 4, 2022

To: Mbasa Rugigana, Head of the Procurement Unit

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 its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- e) *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*

	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 (TORs)

International firm to develop Rwanda’s Carbon Emission trading and readiness Framework under the Article 6 of Paris Agreement.

Application Type:	External vacancy
Project title:	International firm to develop Rwanda’s Carbon Emission trading and readiness Framework under the Article 6 of Paris agreement
Category:	Environment, Resilience and Climate Change
Application Deadline:	TBC
Type of contract:	International firm’s Contract for Professional Services
Expected starting date:	Immediately after signing contract
Duration of assignment:	5 calendar months

1. Background

In 2011, Rwanda adopted the Green Growth and Climate Resilience Strategy revised in 2021. Rwanda’s Green Growth and Climate Resilience Strategy positions Rwanda to be a developed, climate-resilient, and low carbon economy by 2050. To achieve this vision, social protection, improved health, and disaster risk reduction that reduces vulnerability to climate change impacts constitute three key strategic objectives of the strategy. Rwanda’s commitment to green growth and climate action has been demonstrated through both bold policy and investments that take care of environment and climate change adaptation and mitigation.

In May 2020, Rwanda submitted its updated Nationally Determined Contribution (NDC) under the Paris Agreement which set revised targets of reducing greenhouse gas emissions (GHGs) and enhancing resilience to climate change effects. Updated Nationally Determined Contribution (NDC) features a 38% reduction of GHGs compared to business as usual by 2030, equivalent to an estimated mitigation of 4.6 million tCO₂e against the business-as-usual emissions with an estimated investment of 11 billion dollars.

In common with many other developing countries, Rwanda’s mitigation contribution included in the NDC comprises unconditional measures which will be implemented through domestic efforts and conditional measures which could be implemented upon the availability of international support.

Rwanda updated NDC clearly states that the Country intends to meet its conditional contribution using climate finance and international market mechanisms where appropriate, building upon the experience of the Clean Development Mechanism (CDM) and other existing market mechanisms the potential involvement in international cooperative approaches under Article 6 of the Paris Agreement.

At 26th Conference of the Parties (COP26), Nations reached new agreements for market mechanisms, essentially supporting the transfer of emission reductions between countries while also incentivizing the

private sector to invest in climate-friendly solutions. Both cooperative approaches and the United Nations Framework Convention on Climate Change (UNFCCC) mechanism incentivize the private sector to implement mitigation activities across the world which allow for the development of carbon credits that can be transferred internationally and used in other countries towards meeting the aims of NDCs or other compliance uses.

In this regard, UNDP Rwanda is seeking for an experienced international consultancy firm to support Rwanda's Designated National Authority under the mandate of Rwanda Environment Management Authority (REMA) to elaborate the modalities, guidelines and procedures for the implementation of Article 6 of Paris Agreement in Rwanda and setting all necessary requirements to maximize carbon market mechanism opportunities under Paris Agreement.

2. Objective and scope of service

The overall objective of this consultancy is to develop Rwanda's Emission Carbon trading and readiness Framework under the Article 6 of Paris agreement.

Specifically, the assessment will provide a report on the potential of Rwandan for carbon market and implementation of the Article 6. A report of potential of Rwanda for carbon market and carbon stock from selected sectors, policy and institutional assessment report, legal and regulatory frameworks for carbon emission trading report, the governance structure for carbon trading in Rwanda, the modalities, guidelines on carbon market, and procedures for the implementation of Article 6 of Paris Agreement in Rwanda.

The consultancy firm will also advise on an online inventory system for carbon stocks in Rwanda and will develop training modules and build capacity of key stakeholders on new market and non-market approaches under Article six of Paris Agreement based on the guidelines provided by Paris Rulebook for the implementation of Paris Agreement while at the same time indicating the roles and responsibilities of each stakeholder in the entire process.

Specifically, the consulting firm will perform the following tasks:

The consultancy firm will be required to identify key sectors for carbon market and will assess their potential for carbon storage. It will also identify sectors and project types that would be suitable for carbon market (including Carbon Offsetting and Reduction Scheme for International Aviation known as CORSIA as well as voluntary market transactions that request corresponding adjustments. The outcome from this analysis will be a strategic document (report) which will guide the Government of Rwanda on how to maximize available opportunities from Carbon Market without compromising the achievement of the revised Rwandan NDC targets.

The consultancy firm will propose governance arrangements of the carbon trading in Rwanda, analyse Article 6 of the Paris Agreement. It will also assess the legal and regulatory frameworks for carbon market in Rwanda and will development guidelines for the implementation of article 6 of Paris Agreement in Rwanda.

- The firm will be required to assess the existing governance structures which served for CDM and Pilot Standardised Crediting Framework (SCF) and propose adequate governance arrangements which will cater for each of the 3 mechanisms adopted including cooperative approaches under 6.2, sustainable development mechanism under 6.4 and non-market mechanism under 6.8 based on the guidelines provided by Paris Agreement and Rwanda's current climate change governance structures. This will also

include the roles and responsibilities of institutions to be involved, Terms and conditions of Carbon emission reduction approving committees, secretariat to administer the process, Carbon project validators and emission reduction verifiers.

- The firm will be required to assess the existing legal and regulatory framework related to carbon market in Rwanda and propose a comprehensive framework which can effectively govern carbon Market in Rwanda in compliance with Paris agreement requirements.
- The firm will take stock of existing CDM projects and programs of Activities (PoAs) and propose the criteria, requirements, and procedures for their transitions to the new mechanisms established by Article 6.2 of Paris Agreement. It will also develop the criteria, requirements and procedures for approval and authorization for transfer of Internationally Transferred Mitigation Outcomes (ITMOs) under Article 6 of Paris Agreement in Rwanda as well as the criteria, requirements, and procedures for issuing the corresponding adjustments to voluntary carbon market projects which may request them.

The firm will develop and propose options for registry and national carbon accounting framework.

The firm will assess the requirements related registry to be kept by Host Country and review the existing international/national carbon registries and propose and develop a national registry for Rwanda. The developed registry should be linked with other relevant registries to facilitate the information and transparency and it should cater for cooperative approaches under 6.2, mechanism under 6.4 and non-market mechanism under 6.8 of the Paris Agreement to avoid the double counting of carbon emission reductions.

The Firm will develop a training manual and capacity building plan on carbon market under Paris Agreement for all key stakeholders in Rwanda.

The firm will conduct a stakeholder mapping, develop a training manual and capacity building plan related to the carbon market under Paris Agreement regime and deliver the training to the personnel of the institution in charge of administration of carbon market and other key stakeholders including potential carbon credits sellers, buyers, and other key players in the financing sector.

3. Outputs/Expected deliverables

In addition to inception and Policy brief for decision markers, the firm will produce 6 main deliverables as follow:

- 1- Carbon stocks/potential of Rwanda from Key selected sectors.
- 2- Review of Policy, institutional, legal and regulatory frameworks for carbon markets in Rwanda,
- 3- Manual of procedures for Carbon Market under article 6 of Paris Agreement in Rwanda
- 4- Governance structure of carbon markets under article 6 of Paris Agreement in Rwanda
- 5- Centralized accounting and reporting platform and an Operational Online Carbon registry
- 6- Training modules and training reports
- 7- Policy briefs for policy makers

The table below illustrates deliverable and provided timeline for each as well as the approval modalities.

Expected deliverables and outputs with the indicative timeline are provided below:

Deliverable/Output	Estimated Duration	Expected Due date	Review and Approvals required
1st Deliverable: Inception report which includes the understanding of the task and ToRs, detailed work schedule, methodology and outlines of final deliverables	1 week	30 July 2022	REMA and all stakeholders in carbon market.
2nd Deliverable: Draft report on Policy, institutional, legal and regulatory frameworks for carbon markets in Rwanda	2 weeks	22 August 2022	REMA and all stakeholders in carbon market.
3rd Deliverable: 1 st Draft of the Carbon stocks/potential of Rwanda from Key selected sectors through an assessment report of carbon market potential for Rwanda. 2. Final Draft of Policy and institutional framework 3. Final draft report of Legal and regulatory framework 4. 1 st draft of detailed Manual of procedures for Carbon Market in Rwanda under Paris Agreement regime. 5. 1 st Draft of Governance of Carbon trading in Rwanda. 6. Draft training manuals and training plan	2 Months	30 September 2022	REMA and all stakeholders in carbon market.)
4th Deliverable: Final report after incorporation of inputs and comments from validation Workshop of stakeholders on: 1. Carbon stocks of Rwanda from Key selected sectors through an assessment report of carbon market potential for Rwanda. 2. Policy and institutional framework 3. Legal and regulatory framework 4. Final detailed Manual of procedures for Carbon Market in Rwanda under Paris Agreement regime with inputs from validation workshop well incorporated. 5. Governance of Carbon trading in Rwanda. 6. Final training manuals and training plan	1 week	30 th September 2022	REMA and all stakeholders in carbon market.
Centralized accounting and reporting platform Inventory and MRV system	1 month	28 th October 2022	REMA and all stakeholders in carbon market

and an Operational Online Carbon registry and Infographic report of carbon readiness			
Conducting training of all stakeholders on Carbon Market under Paris Agreement regime	2 weeks	11 th November 2022	REMA and all stakeholders in carbon market
Training report and Policy brief for policy makers	2 weeks	25 th November 2022	REMA and all stakeholders in carbon market.

4. Duration of the contract

The assignment is expected to take 6 months after signing the contract with indicative person weeks per expert.

Expert	Person-week
Climate change Expert (International) and Team Leader	7
National Environment and climate change Policy and institutional Frameworks expert	5
National legal expert (legal and regulatory framework expert)	5
	5
Carbon Market/Carbon accounting Expert: (1National & 1International)	14
MRV expert (international)	5
IT Expert	7
Total estimated duration	48

5. Institutional arrangement and reporting obligation

UNDP will (i) contract a competent international firm through open competition process to undertake the assignment as described in these Terms of References (ii) UNDP will also process all payments related to this consultancy based on the technical reports already approved by Rwanda Environment Management Authority.

Rwanda environment Management Authority will supervise the technical work of the consultancy firm, provide overall coordination, and will set a technical team of experts from various sectors to review/validate each report/ deliverable.

REMA will certify and recommend each payment after a report of satisfaction of the quality of the deliverable shared by the consultant. REMA will introduce the consultancy firm and will facilitate the consultant firm to collect primary data.

A technical working group will be appointed by REMA to assess/review, provide inputs, and validate the quality of each deliverable. This working group should be composed of the key staff from REMA, Ministry of Finance and Economic Planning, Ministry of environment, Rwanda's Green Fund (FONERWA), Rwanda Forestry Authority, Ministry of Infrastructure (MININFRA), Rwanda Energy Group (REG), Rwanda's Development Bank (BRD), Rwanda Development Board (RDB), RTDA, UNDP and Kigali Investment Finance center (KIFC) and any other staff deemed important to be part of this process. The technical working group will be formed to guide the process and review and approve the outputs.

The consultancy firm will deliver all deliverables as per these terms of reference. Each deliverable should be submitted electronically by the Team Leader of consultancy firm to the focal point of the assignment that will be nominated by REMA.

The contract will be performance-based, spanning a period of 6 months. Terms and conditions of service linked to the type of proposed contract will apply. The Contractor will report on progress monthly with solid outputs listed in this ToR. All costs of goods and services that the contractor will require shall be included in their quotations/financial proposals.

5. Duty station

The assignment is both field and home-based. The consultancy firm can develop the inception report, address the final comments, proofread the report while at their respective places (remotely). However, the consultancy firm should be at the duty station of the work in Kigali/Rwanda to collect primary data and make presentation of the key findings, as well as facilitating training/workshops.

The consultant firm might be required to travel in various districts for data collections and consultation meetings/interview.

6. Required expertise, qualification and skills

Interested consultancy firm shall be legally registered and shall demonstrate sufficient capacities to implement the required activity in a satisfactory manner.

The contractor can be an international firm, or a joint venture/consortium of national and international consultants. In the case of a joint venture/consortium, the partnership agreement shall be attached to the submission and a designated lead entity identified.

Prospective bidders may propose additional members who have thematic expertise that complement the thematic expertise of compulsory team members and experts listed in these terms of reference.

Important to Note: Staff Time Allocation

Provide a spreadsheet to show the activities of each staff member and the time allocated, *i.e.* number of days, for his/her involvement. This must include number of expert days being provided in total as well as number of expert days in country and broken down by personnel.

These ToRs provides required qualifications and deliverables so that bidders can plan either to have them onboard or to sub-contract them. In case any of the proposed experts is not included in the team or sub-contracted, the technical proposal must include a way forward or solid arrangement on how the contractor will deliver on the work as described under the ToRs of each expert.

Note: This spreadsheet is crucial, and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable, it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP and REMA. No increase in costs will be considered as a result of any substitution.)

The Contractor shall propose the following key technical personnel and other personnel as deemed appropriate to implement the tasks described below. The deliverables are listed in the ToRs of each expert as below, but all experts must provide inputs to the overall assignment.

KEY PERSONNEL

1) Climate change (mitigation and adaptation) expert and Team Leader

Scope of tasks: The Team leader is the overall coordinator of all activities of the firm (other experts) related to the assignment. He / She will prepare the methodology and detailed work plan to deliver on the assignment as detailed by the Terms of Reference and he/she will supervise the work of other experts to ensure the quality of the deliverables. He /she will facilitate the communication between the client (REMA and UNDP) and the consulting firm. The Team Leader will moderate the workshops and meetings where the firm will present the reports to seek inputs from stakeholders and for validation and will facilitate the training of the stakeholders on carbon market. This should be an expert in climate change (mitigation and adaptation) or expert in carbon market.

Education: Advanced university degree (at least MSc. or equivalent) climate change, Climate finance, environment management or any other relevant disciplines.

Qualifications:

- Minimum 10 years of demonstrable experience in carbon market and climate finance and excellent knowledge international carbon market, climate change adaptation and mitigation
- Proven track record of undertaking similar consultancies.
- Proven experience in writing reports on carbon market and climate financing
- Fluent in English with excellent technical writing skills.

2) Climate change mitigation and adaptation expert

Scope of tasks

Closely working with the Team Leader (his/her under guidance and supervision) and other consultants, the specialist will be responsible for the outputs listed as below. The specialist is expected to conduct a deep analysis of Rwanda NDC and produce a strategic report guiding the GoR on how to maximize carbon market opportunities without compromising the achievement of NDC targets and commitments. Specifically, the expert will conduct an analysis of Rwanda's NDC conditional and unconditional actions and their potential investment costs and identify the sectors and project types that

would be suitable for selling emission reductions (including Carbon Offsetting and Reduction Scheme for International Aviation known as CORSIA as well as voluntary market transactions that request corresponding adjustments). Given that the emission reductions are not generated at the same cost, the analysis should indicate strategic sectors where the GoR should invest to generate emission reductions which can help the government to achieve NDC targets at low cost and sectors which requires big investments. Provide strategic orientation on how to avoid overselling of emission reductions which may have the impact on meeting NDC commitments and propose the alternative strategies to address overselling risk considering the ongoing CDM and Voluntary Carbon Market Projects which will need to transit to the new mechanisms and get corresponding adjustments. During this analysis consultation with key sectors involved is paramount to ensure accurate analysis is conducted.

Education: Postgraduate or other advanced university degree (at least MSc. or equivalent) in climate sciences, climate change, Climate finance, environmental sciences or any other relevant disciplines to climate change or environmental sciences with proven knowledge in climate change both adaptation and mitigation.

Qualifications

- Minimum 10 years of demonstrable experience in and excellent knowledge on Carbon market and climate finance.
- Proven track record of undertaking similar consultancies which should show analytical and report drafting skills of high quality and strong technical writing skills, ability to work with minimal supervision, in teams and to meet tight deadlines.
- International and national knowledge of carbon market processes
- Proven experience in writing good quality report or other publications on carbon market
- Fluent in English with excellent technical writing skills.

3) Carbon market /Carbon accounting Expert

Scope of tasks

Can be a team leader or closely work with the Team Leader (his/her under guidance and supervision) and other experts, the specialist is responsible for the following outputs:

- (i) Conduct an assessment of the existing governance structure which served for CDM and Pilot Standardised Crediting Framework (SCF) and propose adequate governance arrangements which will cater for each of the 3 mechanisms adopted including cooperative approaches under 6.2, sustainable development mechanism under 6.4 and non-market mechanism under 6.8 based on the guidelines provided by Paris Agreement.

- (ii) Develop the guidelines (roles and responsibilities/terms of reference) of bodies/ committees which will govern carbon market in Rwanda.
- (iii) Develop the terms of reference of administrator (secretariat) of carbon market process in Rwanda.
- (iv) Develop the guidelines for project validators and emission reductions verifiers.
- (v) Develop the criteria, requirements, and procedures for the transition of CDM Projects/Programmes to the new mechanisms under article 6.4 of Paris Agreement in Rwanda with reference to the guidance from COP decision.
- (vi) Develop criteria, requirements and procedures for authorization, approval and transfer of Internationally Transferred Mitigation Outcomes (ITMOs) under Article 6 of Paris Agreement in Rwanda
- (vii) Develop the criteria, requirements, and procedures for issuance the corresponding adjustments to voluntary carbon market projects in Rwanda.

Education

Advanced university degree (at least MSc. or equivalent) climate change, Climate finance or any other relevant disciplines.

Qualifications

- Minimum 10 years of demonstrable experience in carbon market and climate finance and excellent knowledge international carbon market.
- Proven track record of undertaking similar consultancies especially in Africa or other developing countries
- Proven experience in conducting analysis related to climate financing, carbon market or carbon trading.
- Fluent in English with excellent technical writing skills

4) MRV expert (international) expert

Scope of tasks

Closely working with the Team Leader (his/her under guidance and supervision), IT expert and other experts, the specialist will be responsible for the following outputs related to the development of Rwanda National registry to avoid double accounting of emission reduction:

- (i) The expert will assess the requirements of Paris Agreement for the Host Country related to transparency and reporting (centralized national accounting and reporting platform) and review existing international/national carbon registries.
- (ii) Design the prototype of Centralized carbon accounting registry for Rwanda meeting international standards of carbon registries carbon and which will.

- (iii) Based on prototype developed, the MRV or (Centralized accounting and reporting platform)expert will guide IT expert to develop and operationalize the registry.

The registry to be developed should cater for cooperative approaches under 6.2, regulated mechanism under 6.4 and non-market mechanism under 6.8 of the Paris Agreement to avoid the double counting of carbon emission reductions and facilitate carbon credits exchange and recording. It should also be linked with other relevant international registries.

Education: Advanced university degree (at least MSc. Or equivalent) in in environmental science, engineering, or closely related disciplines.

Qualifications

- Minimum 10 years of demonstrable experience in development of MRV systems and excellent knowledge of carbon emissions trading systems.
- Demonstrable experience of undertaking similar assignments
- Fluent in English with excellent technical writing skills

5) IT Expert (International)

Scope of work

Working closely with the Team Leader (his/her under guidance and supervision), MRV expert (international) and other experts, IT expert is required to develop Rwanda registry for carbon Market meeting the international standards of carbon registry. The registry to be developed should cater for cooperative approaches under 6.2, regulated mechanism under 6.4 and non-market mechanism under 6.8 of the Paris Agreement to avoid the double counting of carbon emission reductions and facilitate carbon credits exchange and recording. It should also be linked with other relevant international registries.

Education

- Advanced university degree (at least MSc. or equivalent) in Computer Science, Information Technology, or /and related fields

Qualifications

- Minimum 8 years of demonstrable experience in development of MRV systems.
- Proven track record of undertaking similar consultancies
- In depth understanding of emission trading registries.
- Fluent in English with excellent technical writing skills.

National Environment and climate change Policy and Institutional Framework expert

Scope of tasks

Working closely with the Team Leader (his/her under guidance and supervision) and other experts to conduct a comprehensive policy and institutional frameworks in Rwanda and their readiness to carbon

market and carbon trading. He/she will provide guidance on areas of improvement to ensure smooth implementation of the Article 6 of the Paris agreement in Rwanda.

He/she will work with the team leader and proposed the Governance structure of carbon trading for implementation of the Article 6 of the Paris agreement in Rwanda.

Education: Advanced university degree (at least MSc. or equivalent) Environmental Law, environmental Management, International relations or climate change diplomacy, Governance, Political science and other related fields.

Qualifications:

- At least 8 years working or conducting analysis on political and institutional frameworks,
- At least 5 years’ experience in environment and natural resources management.
- Demonstrable experience of undertaking similar assignments.
- Proven writing skills
- Fluent in English with excellent technical writing skills.

National Legal expert: Legal and Regulatory framework expert

Scope of tasks

Working closely with the Team Leader (his/her under guidance and supervision) and other experts to develop a comprehensive manual of procedures for Carbon Market in Rwanda under Paris Agreement regime.

Education: Advanced university degree (at least MSc. Or equivalent) Law, environmental law and / related fields of Law.

Qualifications:

- At least 8 years’ experience in environment and natural resources management.
- Demonstrable experience of undertaking similar assignments.
- Proven writing skills
- Fluent in English with excellent technical writing skills.

7. Payment modalities

The contract price is a fixed output-based price regardless of the extension of the herein specified duration. The firm should include all costs of services that will be required in their quotations/financial proposals, *i.e.*, professional fees, travel costs, living allowances, taxes, etc.

Payment shall be by the lump sum modality in the following 4 instalments and made after submission of each deliverable as below and its approval and acceptance by the technical working group.

Deliverable/Output	Estimated Duration	Payment modalities
<p><u>1st</u> Deliverable: Inception report which includes the understanding of the task and ToRs, detailed work schedule, methodology and outlines of final deliverables</p>	1 week	10%

<u>2nd Deliverable:</u> Draft report on Policy, institutional, legal and regulatory frameworks for carbon markets in Rwanda	2 weeks	10%
<u>3rd Deliverable:</u> 1. 1 st Draft of the Carbon stocks/potential of Rwanda from Key selected sectors through an assessment report of carbon market potential for Rwanda. 2. Final Draft of Policy and institutional framework 3. Final draft report of Legal and regulatory framework 4. 1 st draft of detailed Manual of procedures for Carbon Market in Rwanda under Paris Agreement regime. 5. 1 st Draft of Governance of Carbon trading in Rwanda.	2 Months	20%
<u>4th Deliverable:</u> Final report after incorporation of inputs and comments from validation Workshop of stakeholders on: 1. Carbon stocks of Rwanda from Key selected sectors through an assessment report of carbon market potential for Rwanda. 2. Policy and institutional framework Legal and regulatory framework 3. Final detailed Manual of procedures for Carbon Market in Rwanda under Paris Agreement regime with inputs from validation workshop well incorporated. 4. Governance of Carbon Facility in Rwanda.	1 week	20%
Centralized accounting and reporting platform Inventory, MRV system and an Operational Online Carbon registry and Infographic report of carbon readiness	1 month	20%
Conducting training of all stakeholders on Carbon Market under Paris Agreement regime	2 weeks	10%
Training report and Policy brief for policy makers	2 weeks	10%

3. Language

The language of the assignment shall be English. All deliverables shall be in English language. Therefore, excellent English communication skills (oral, written and presentation) are essential.

10. Application procedure

Qualified and interested firms are hereby requested to submit bids. The bid should strictly follow and contain the items listed in the Instructions to Proposers (DATA SHEET) of the RFP which will include some key document as below:

- Duly filled Proposal Submission Form

- Documents Establishing the Eligibility and Qualifications of the Proposer
- Duly filled Technical Proposal Form including the proposed methodology to undertake the assignment
- Duly filled Financial Proposal Form
- Registration certificate issued by RDB (for Rwandan firms only)

10. Evaluation criteria

The firm will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	20%	200
2.	Proposed Methodology, Approach and Implementation/work Plan	30%	300
3.	Management Structure and Key Personnel	50%	500
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	40
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support - project financing capacity - project management controls 	40
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedures, warranty	25
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge (See above proposed experts) - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes 	80
Total Part 1		200

Technical Proposal Evaluation- Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the bidder understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	20
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Does the total amount of working days outlined in the technical proposals reflect the expected deliverables and will an appropriate amount of the working days (of the international consultants) be spent in Rwanda?	50
2.5	Is the composition of the consortium well balanced between international and qualified local consultants?	50
2.6	Is there an efficient coordination mechanism guiding the cooperation between international and local consultants in place?	50
2.7	Is the scope of task well defined and does it correspond to the TOR?	100
2.8	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	80
Total Part 2		300

Technical Proposal Evaluation- Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Climate change mitigation and adaptation expert and team leader	
	Advanced university degree (at least MSc. Or equivalent) in climate change, Climate finance or any other relevant disciplines.	20
	Minimum 10 years of demonstrable experience in and excellent knowledge on Carbon market and climate finance	20
	Proven track record of undertaking similar consultancies which should show analytical and report drafting skills of high quality and strong technical writing skills, ability to work with minimal supervision, in teams and to meet tight deadlines	20
	Proven record of understanding of global, regional, and national context and knowledge	20
	Proven experience in leading teams, especially team of consultants	20
	Points Obtainable – Climate change mitigation and adaptation expert	100
3.2	Carbon market /Carbon accounting Expert	

	Advanced university degree (at least MSc. Or equivalent) climate change, Climate finance or any other relevant disciplines.		20
	Minimum 10 years of demonstrable experience in carbon market and climate finance and excellent knowledge international carbon market.		30
	Demonstrable experience of undertaking similar assignments, proving analytical and report drafting skills of high quality and strong technical writing skills, working easily in a team, with minimal supervision, and delivering effectively within tight deadlines		30
	Proven experience in writing reports		20
	Points Obtainable – Carbon market /Carbon accounting Expert		100
3.3	MRV expert- International		
	Advanced university degree (at least MSc. Or equivalent) in environmental science, engineering, or closely related discipline		20
	Minimum 10 years of demonstrable experience in development of MRV (Centralized accounting and reporting platform) systems and excellent knowledge of carbon emissions trading systems.		30
	Demonstrable experience of undertaking similar assignments		20
	Proven experience in developing online systems		20
	Fluent in English with excellent technical writing skills		10
	Points Obtainable – MRV expert		100
3.4	IT Expert		
	Advanced university degree (at least MSc. Or equivalent) in Computer Science, Information Technology, or /and related fields		20
	Minimum 8 years of demonstrable experience in development of MRV systems and, online Carbon trading Facilities, or online systems		20
	Proven track record of undertaking of emission trading registries		20
	Fluent in English		10
	Points Obtainable – IT Expert		70
3.5	National Environment and Climate change Policy and Institutional Framework expert		
	Advanced university degree (at least MSc. or equivalent) Law, environmental international relations, Governance, Political science and other related fields.		10
	At least 8 years working or conducting analysis on political and institutional frameworks,		20
	At least 5 years' experience in environment and natural resources management.		20
	Proven report writing skills on Policy and/or institutional frameworks		10
	Points Obtainable – Policy and Institutional framework expert		70
3.6	Legal national expert		
	Advanced university degree (at least MSc. or equivalent) Law, environmental law and / related field.		10
	At least 8 years' experience in environment and natural resources management.		20

	Demonstrable experience of undertaking similar assignments		20
	Fluent in English and in Kinyarwanda		10
	Points obtained-Legal National Expert		60
Total Part 3			500

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.

No	Action	Names	Position
1	Prepared by	Sabiti Fred	Technical Advisor/MINECOFIN
		Hakuzimana Herman	Climate change Programme Manager/ REMA
2	Reviewed by	Uzayisaba Bernardin	Head of Sustainable Growth/ UNDP
3	Approved by	Varsha Redkar-Palepu	Deputy Resident Representative/ UNDP

