



REQUEST FOR PROPOSAL

GREENHOUSE GAS EMISSIONS SCREENING AND CARBON REDUCTION PLANNING CONSULTANCY

To: Bidder

From: ARK Group DMCC (ARK)

Subject: Request for Proposal (RFP) No. RFP-23-ARKAE1024

RFP Issue Date: 21 June 2023

RFP Closing Date: 2 July 2023

RFP Closing Time: 18:00 hrs (UK)

Proposals for the services specified will be received by ARK's Corporate Services Department until the time and date cited. Late or incomplete proposals will not be considered. Additional instructions for preparing a proposal are provided herein.

1. Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified consultants or consultancy firms for the implementation of a system to ensure compliance with the requirements outlined in the UK Government's 'Procurement Policy Note – Taking Account of Carbon Reduction Plans in the procurement of major government contracts' (PPN 06/21). Further details are in the Statement of Work (SoW) in Annex 1.

2. Description of Entity

ARK Group DMCC is a social enterprise specializing in stabilisation, development, peacebuilding, displacement, irregular migration, and Preventing and Countering Violent Extremism (P/CVE) primarily in Fragile and Conflict Affected States (FCAS). Founded in 2014, ARK has a strong focus on reconciling the human security needs of local communities with the concerns of predominantly governmental clients and international organizations. ARK's core activities encompass Research and Analysis, Monitoring & Evaluation, Capacity Building, and Programme & Project Design and Management. ARK currently employs a dedicated team of 140 staff members and consultants, working across eight countries and maintaining four country offices.

3. Procedures for Submitting Proposals and Awarding Contract

- a. Interested, and qualified firms or consultants may submit their proposal via email to procurement@arkgroupdmcc.com.
- b. Proposals will be received until **2 July 2023 at 18:00 hrs (UK)**. Proposals may not be accepted after the deadline.



- c. Discussions may be held to clarify proposals. If any such discussions are held, bidders will be notified that a best and final offer may be submitted by a revised deadline. The best and final offer provides the opportunity for bidders to revise their proposals based on additional information gathered during discussions. If a best and final offer is not submitted, the previous offer will be considered as the best and final offer.
- d. Questions regarding this RFP can be emailed to procurement@arkgroupdmcc.com. The RFP number should be quoted in all correspondence.
- e. ARK reserves the right to reject any and all proposals submitted and to request additional information from all bidders.

4. Proposal Format

Technical & Price Proposal:

Provide a written response for each of the following criteria. Ensure each response is concise and to the point. Tables, diagrams and images can be used and further guidance on how to achieve points is provided in the scoring guide.

- a. **Company or Professional background (10 points).** Provide a brief background of the company or professional background for consultants (approximately 200 words) and a company website link or URL.
- b. **Qualifications and experience (20 points).** Provide details of the consultant(s) who will carry out the tasks described in the Statement of Work (SoW) including their qualifications and experience.
- c. **Portfolio (15 points).** Describe three cases that align closely with the current project's requirements, describe the clients for whom these projects were developed. Please include web links or URLs where possible for reference.
- d. **Method Statement (25 points).** Please describe how you will carry out the work and deliverables described in the SoW.
- e. **Price (30 points).** In accordance with the following milestones and deliverables, please provide your quote for a fixed lumpsum amount in GBP currency.

Milestone 1: Methodology Development

Description: Develop a methodology for calculating and tracking ARK Group DMCC's Scope 1 and 2 emissions, following the GHGP Guidance.

Due Date: [To be determined]

Milestone 2: Scope 3 Screening

Description: Conduct a Scope 3 screening of ARK Group DMCC's Scope 3 emissions.

Due Date: [To be determined]

Milestone 3: Emissions Reduction Targets

Description: Advise ARK Group DMCC on appropriate Emissions Reduction Targets based on PPN 06/21 requirements, alignment with SBTi target-setting standards, and the nature of our business.

Due Date: [To be determined]



Milestone 4: Carbon Reduction Plan

Description: Produce a comprehensive Carbon Reduction Plan for ARK Group DMCC, following the guidance specified in PPN 06/21.

Due Date: [To be determined]

- f. **References.** We will request references before forming an agreement and may request other details as part of our selection and due diligence process.

The proposal should contain a title page that identifies the RFP number and subject and provides the bidder's name, address, email, telephone number and the name and title of a contact person.

5. Evaluation Criteria

A points formula will be used during the review process to score proposals. Proposals will be evaluated and scored for both technical and price with a **maximum score of 100**. The ratio of points is 70 for technical and 30 for price.

Evaluation takes place over two rounds. In the first round potential consultancy firms or consultants must meet the mandatory criteria and will be scored on their qualifications, experience, references, and portfolio. All firms who meet the mandatory criteria and the threshold score of 52 (75%) will proceed to have their price offers evaluated.

The evaluation criteria are as follows:

1. Mandatory Criteria

The following requirements and qualifications must be fulfilled by the bidding consultants. Any offers that do not meet these criteria will be eliminated.

- Demonstrated expertise in calculating and tracking emissions, particularly Scope 1, 2, and 3 emissions, using the GHGP Guidance.
- Experience in conducting Scope 3 screenings and providing recommendations based on emissions reduction targets.
- Familiarity with the requirements of PPN 06/21 and the ability to align carbon reduction plans accordingly.
- Knowledge and understanding of SBTI target-setting standards.
- Suitable expertise and experience in the field of carbon emissions reduction and sustainable business practices.
- The service provider commits to uphold and apply the principles of the UN Global Compact throughout the term of the agreement.

2. Technical Scoring (maximum 70 points): All technical proposals will use the scoring methodology illustrated in the table below.



Scoring Table		
Points	Definition	Interpretation
Very High 8-10	Excellent	Meets and exceeds: Demonstration by Potential Provider with evidence of its ability to deliver a solution over and above Ark's minimum requirement. Response demonstrates factors that will offer potential added value.
High 6-7	Good	Meets: Demonstration by Potential Provider with evidence of its ability to deliver a solution for Ark's requirement.
Medium 4-5	Minor Reservations	Almost meets or minor reservations only: Some minor reservations and/or limited evidence of Potential Provider's ability to deliver a solution for ARK's requirement.
Low 1-3	Serious Reservations / Potentially Non-Compliant	Serious Reservations: Serious reservations and/or lack of evidence of Potential Provider's ability to deliver a solution for ARK's requirement. ARK reserves the right to consider bidders scoring this rating as being non-compliant.
Zero	Unacceptable/ Non-Compliant	Unacceptable: No demonstration and/or no evidence of Potential Provider's ability to deliver a solution for ARK's requirement. ARK reserves the right to consider bidders scoring this rating as being non-compliant.
Points are multiplied or divided according to the highest possible score e.g., when the category has 25-points the scores in the table are multiplied by 2.5.		

3. Price Scoring (maximum 30 points): The maximum points of 30 will be awarded to the lowest price offer for each milestone. Points will be awarded proportionally for all other offers. For example, if supplier A offers the lowest price they will score 30 points. If supplier B offers the services at twice the price as supplier A, they will receive half the points i.e., 15 points.

It should be noted that bidders failing to meet the minimum threshold of 52 points in the Technical Evaluation will not be taken forward to the Price Evaluation phase.

6. Award of Contract

On completion of all scoring, the consultancy firm or consultant with the most advantageous proposal, based on the highest combined scores of the technical and price offers, will be offered the award of contract based on the SoW in annex 1. All entities that submit a proposal will be notified of their result with a brief description on why they were not selected.



ANNEX 1 STATEMENT OF WORK

GREENHOUSE GAS EMISSIONS SCREENING AND CARBON REDUCTION PLANNING CONSULTANCY

1. Background

ARK Group DMCC is seeking consultancy services to implement a system that ensures compliance with the requirements outlined in the UK Government's 'Procurement Policy Note – Taking Account of Carbon Reduction Plans in the procurement of major government contracts' (PPN 06/21)¹.

ARK Group DMCC is a social enterprise specializing in stabilisation, development, peacebuilding, displacement, irregular migration, and Preventing and Countering Violent Extremism (P/CVE) primarily in Fragile and Conflict Affected States (FCAS). Founded in 2014, ARK has a strong focus on reconciling the human security needs of local communities with the concerns of predominantly governmental clients and international organizations. ARK's core activities encompass Research and Analysis, Monitoring & Evaluation, Capacity Building, and Programme & Project Design and Management. ARK currently employs a dedicated team of 140 staff members and consultants, working across eight countries and maintaining four country offices.

2. Purpose

The purpose of this procurement activity is to engage a consultant or consultancy to assist ARK Group DMCC in achieving compliance with PPN 06/21 by implementing a system that effectively addresses carbon reduction plans in the procurement of major government contracts.

3. Description of Services Required

The selected consultant or consultancy will be responsible for the following tasks:

- Develop a methodology for calculating and tracking ARK Group DMCC's Scope 1 and 2 emissions, following the GHGP (Greenhouse Gas Protocol) Guidance.
- Conduct a Scope 3 screening of ARK Group DMCC's Scope 3 emissions.
- Advise ARK Group DMCC on appropriate Emissions Reduction Targets based on the requirements of PPN 06/21, alignment with SBTi (Science Based Targets Initiative) target-setting standards, and considering the nature of our business.
- Produce a comprehensive Carbon Reduction Plan for ARK Group DMCC, following the guidance specified in PPN 06/21.

Travel requirements: No travel is expected for this consultancy.

4. Deliverables

The expected outputs and deliverables for this consultancy are as follows:

¹ [Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/procurement-policy-notes/2021/06/06-21-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts)



- Development of a methodology for calculating and tracking ARK Group DMCC's Scope 1 and 2 emissions, documented in a report.
- Completion of a Scope 3 screening of ARK Group DMCC's Scope 3 emissions, along with a report detailing the findings.
- Provision of advice to ARK Group DMCC on appropriate Emissions Reduction Targets, including a written recommendation report.
- Production of a comprehensive Carbon Reduction Plan for ARK Group DMCC, based on the guidance outlined in PPN 06/21.

Note: The acceptance criteria for these deliverables will be based on the alignment of the contractor's work with the specified requirements and standards, as defined in the documents provided.

5. Milestones and Payment Schedule

The milestones and payment schedule will be determined based on the consultant's bid submission, including the proposed day rate and estimated number of days required to complete the project. The following general structure can be used as a placeholder until the bid is received:

Milestone 1: Methodology Development

Description: Develop a methodology for calculating and tracking ARK Group DMCC's Scope 1 and 2 emissions, following the GHGP Guidance.

Due Date: [To be determined]

Milestone 2: Scope 3 Screening

Description: Conduct a Scope 3 screening of ARK Group DMCC's Scope 3 emissions.

Due Date: [To be determined]

Milestone 3: Emissions Reduction Targets

Description: Advise ARK Group DMCC on appropriate Emissions Reduction Targets based on PPN 06/21 requirements, alignment with SBTi target-setting standards, and the nature of our business.

Due Date: [To be determined]

Milestone 4: Carbon Reduction Plan

Description: Produce a comprehensive Carbon Reduction Plan for ARK Group DMCC, following the guidance specified in PPN 06/21.

Due Date: [To be determined]

The specific due dates and payment amounts for each milestone will be finalized upon review of the consultant's bid, which will include the proposed day rate and estimated number of days necessary to complete the project.

6. Requirements and Qualifications

The following requirements and qualifications must be fulfilled by the bidding consultants:

- Demonstrated expertise in calculating and tracking emissions, particularly Scope 1, 2, and 3 emissions, using the GHGP Guidance.
- Experience in conducting Scope 3 screenings and providing recommendations based on emissions reduction targets.
- Familiarity with the requirements of PPN 06/21 and the ability to align carbon reduction plans accordingly.



- Knowledge and understanding of SBTI target-setting standards.
- Suitable expertise and experience in the field of carbon emissions reduction and sustainable business practices.
- The service provider commits to uphold and apply the principles of the UN Global Compact throughout the term of the agreement.

ARK welcomes bids from consultancy firms and individual consultants for this contract. Bidders are required to submit their quotations based on a day rate and provide an estimate of the number of days required to complete the specified deliverables.