

14/10/2024

Request for quotation (RFQ) – UK PACT Expert Deployment

RFQ title	Support for ASEAN evidence-based NDC updates and development of long-term climate strategies
RFQ issue date	14/10/2024
Project title	Support for ASEAN evidence-based NDC updates and development of long-term climate strategies
Close date and time	28/10/2024 14:00 GMT
Details for submission	Expertdeployments@ukpact.co.uk

Palladium as the delivery partner for the Foreign, Commonwealth and Development Office (FCDO) funded UK Partnering for Accelerate Climate Transitions (UK PACT) programme invites you to submit a quotation for the services detailed in this RFQ.

Please forward your quote in accordance with the Details for Submission above by the Close Date and Time. This RFQ includes the following materials:

Schedule 1 – Terms of Reference

Schedule 2 – Instructions for submission

Schedule 3 – Terms and Conditions

Annex I – RFQ Response Form

Annex II – Budget and workplan template

We look forward to your response.

Schedule 1 - Terms of Reference

1.1. Overview of requirements

Name of project	Support for ASEAN evidence-based NDC updates and development of long-term climate strategies
Country/region	ASEAN Working Group on Climate Change and Environment Division, ASEAN Secretariat
Proposed start date	15/11/2024
Proposed end date	31/03/2025

1.2 Context and scope of work

Background

While ASEAN Member States (AMS) have announced their net zero ambitions, there remains a need to build readiness, capacity, and resources in member countries to facilitate transition to their respective targets. The ASEAN-UK Green Transition Fund (GTF) aims to accelerate ASEAN's transition to a clean and climate-resilient economy by reducing emissions in key sectors, supporting green economic growth and improving the lives and livelihoods of vulnerable people in ASEAN.

Objectives

As part of the update of AMS Nationally Determined Contributions (NDCs) for 2025, the GTF is committed to provide support to enhance climate ambition in the region and accelerate implementation of NDCs in the region based on robust evidence and with a sound resource mobilisation plan.

The target outcomes of this support are:

1. Improved understanding of needs and gaps on the topic of climate policy planning, financing and implementation in ASEAN
2. Enhancing ambition and accelerating implementation of NDCs in the region
3. Strengthening Greenhouse Gas (GHG) accounting and transparency in the region
4. Improved peer to peer learning and international best practice on climate target modelling
5. Accelerating cooperation on regional low carbon projects
6. Accelerating and mobilising climate finance flow for mitigation

As part of this effort, this RFQ seeks to identify a supplier to support engagement with the ASEAN Working Group on Climate Change (AWGCC), Environment Division and ASEAN Secretariat. The supplier will design, facilitate and deliver a series of capacity building and experience sharing workshops for AWGCC national focal points and Timor Leste. The supplier will lead on the design and delivery of:

- One in-person workshop in the Philippines to initiate the engagement with the national focal points of the AWGCC which will aim to introduce the programme and intention of the activity. The workshop will include a survey to capture the baseline of skills and knowledge which will inform the learning exchanges. This baseline will also inform wider inclusive climate policy planning for the ASEAN Secretariat and AWGCC and for future Green Transition Fund capacity building support.
- Two in-person learning exchanges with the same stakeholders to build capacity in targeted areas of interest, in line with the priorities detailed in this RFQ. They will facilitate the sharing of experiences from the UK, as well as peer to peer learning from the Philippines on their experience in using the 2050 Pathway Calculator and other policy tools. The first exchanges take place together with the first workshop in the Philippines, the second at a location to be defined.

Learnings collected throughout the workshop and training covering the above topics will be used to develop learning products which will inform future climate support to ASEAN member states. Gender Equality, Disability and Social Inclusion (GEDSI) should be mainstreamed throughout this project in line with UK PACT's [programme commitments](#).

Approach

The supplier must develop a training methodology by developing a simple module to guide the learning exchanges. This should consider other available NDC training modules such as those developed by the NDC Partnership. It should consist of minimum but not limited to:

1. Training sessions delivery plan
2. Key learning objective of each session and key delivery point of each session
3. Methodology of training delivery for each session
4. Moderation plan/detailed agenda for each session

The workshop and two learning exchanges are intended to gather information from each AMS on their NDC ambitions that will need to be further analysed into clusters of countries and their relevant longer term support needs on climate policy. The supplier will be responsible for the technical design and delivery of the events, monitoring and reporting, inclusion and accessibility, as well as the logistics (event booking, travel, finance, administration).

The workshop will consist of, but not be limited to:

- Facilitate the programme introduction to the national focal points of AWGCC while collecting knowledge needs and topic of interests, individually by country particularly as well as jointly by ASEAN, with regard to accelerating an inclusive climate transition and achieving climate ambition. The results will be integrated into the ASEAN Green Transition Fund strategy for future activities.

The learning exchanges will consist of, but not be limited to:

I. Climate governance: International, regional and national context

Review existing public commitments made by ASEAN Member States as well as ASEAN Joint Statement on Climate Change towards the recent UNFCCC COP 29. Once finished, translate the public commitment into NDC updates at country level in all ASEAN Member States, and identifying possible improvement that could be made in theory.

The work, in combination with the outcome of UNFCCC COP 29, will become the baseline of the assumption in developing the debriefing session on UNFCCC COP 29 and its relevance to ASEAN, as well as learning exchange materials on national vision setting and monitoring.

The exchange should include scene-setting into UK climate governance with the following elements:

- Experience sharing from the UK's climate governance context and how the UK plans, implements, monitors climate targets, as well as engages in international climate negotiations. This element will include facilitating involvement of UK Climate Change Committee, DESNZ & NDC Partnership in knowledge-sharing sessions.
- Peer to peer learning from the Philippines, especially on how they plan to improve their NDC commitment following the 2050 Pathway Calculator.

II. Evidence base policy making using various policy tools.

Learning materials and activities under this content should cover policy tools to enable AMS for updating their long-term climate strategies. One of the introduced tools is the 2050 Pathway Calculator toolkit.

The supplier will review 2050 Pathway Calculator toolkit and develop a case-study of its use in the Philippines to be used in the learning exchanges. Other relevant policy tools should be compared in this review. The climate modelling and/or policy tools as well as the result application to the Philippines and one other ASEAN Member State will become key references in the training on evidence-based policy making including but not limited to:

1. Provide refresher & familiarisation sessions for AMS & relevant ASEAN bodies on using the tool, including where relevant building capacity to understand requirements to contextualise the tool.
2. How to set a baseline for NDC target setting and how to adjust with existing data availability to meet UNFCCC requirement; including refresher & familiarisation sessions for AMS & relevant ASEAN bodies on using existing framework & tools to update NDC (i.e. NDC Navigator 3.0)
3. How to develop NDC long term strategy target after key NDC target is developed by each ASEAN Member Countries.
4. How to monitor NDC target achievement including reporting schemes to the UNFCCC.

III. Resource mobilisation for Long-Term Strategies (LTS)/ Net Zero Targets

Most ASEAN Member States have developed their LTS/ Net Zero Targets. A crucial part of achieving the targets is a clearly defined resource mobilisation strategy that combines local and international climate financing, both from the public and private sector. The capacity building activities on resource mobilisation should cover the following:

1. Suggest what is clear unconditional target how ASEAN Member States commit to use the unconditional resource to meet their target, (by providing a mock case or other country example)
2. Suggest what is clear conditional target how ASEAN Member States clearly state their intention to call for international climate finance to meet their unconditional target, (by providing a mock case or other country example)
3. Map international climate financing that ASEAN Member States could tap. Develop a strategy on how to best tap international climate financing for the conditional target.
4. Map, synthesise & provide introductory sessions for AMS & relevant ASEAN bodies on existing low carbon projects in ASEAN & their models.
5. Provide refresher & familiarisation sessions for AMS & relevant ASEAN bodies on climate financing typologies, applicability in the region & requirements.
6. Explore Paris Agreement international cooperation scheme (e.g., Article 5 or Article 6) and strategy to tap that cooperation scheme.
7. How to develop a resource mobilisation strategy

IV. LTS Pipeline Building Exercise

In selected pilot countries – for a selected agreed sector – identify a pipeline of programmes, projects, and investments for public budgeting, international bilateral and multilateral funding, blended public-private partnerships, and private sector investments. The supplier is expected to take a GEDSI responsive approach to this work, considering the barriers faced by marginalised groups and the opportunities to promote a just transition.

1.3 Key outputs and timeline

No	Description	Latest submission	Acceptance criteria/sign-off
1	Learning module and materials that considers the feedback on survey/questionnaire from the ASEAN Member States on the topic of interests in the training plan.	20 December 2024	<ul style="list-style-type: none"> Satisfactory engagement plan and learning module of the first exchange (initial engagement and evidence-based climate policy planning) Baseline capacity survey data

			<ul style="list-style-type: none"> Initial draft of the second learning modules (climate finance mobilisation)
2	Summary of case studies in two ASEAN Member States (including the Philippines) using different climate policy tools (including PEPC)	10 January 2025	<ul style="list-style-type: none"> Concise summary as part of the learning materials
3	Delivery of the workshop followed by the first learning exchange	31 January 2025	<ul style="list-style-type: none"> Satisfactory event documentation of the first learning exchange Summary of the feedback to inform the ASEAN GTF Sector Case Learning evaluation from the first learning exchange Satisfactory learning module of the second exchange (climate finance mobilisation)
4	Delivering of the second learning exchange	28 February 2025	<ul style="list-style-type: none"> Satisfactory event documentation of the second

				learning exchange <ul style="list-style-type: none"> • Learning evaluation from the second learning exchange
5	<ul style="list-style-type: none"> • Final learning modules (used in the two learning exchanges) for future use in the region. • Final post-activity survey compared against baseline. • Final policy/technical papers on net zero and climate LTS based on two case studies in selected countries (including the Philippines) • Project Completion Report 	31 March 2025		<ul style="list-style-type: none"> • Final learning modules of sufficient quality for future use by ASEAN and its Member States and publication on the online platform • Satisfactory policy/technical papers on net zero and climate LTS • Project Completion Report recieved

1.4 Required expert qualifications and experience

A team of technical experts and project management support should be suggested in proposals, with CVs provided (max two-pages per CV). It is estimated that up to five experts will be required to deliver the requirements. Bidders are welcome to propose alternate structures, but the proposed team should cover at minimum the following criteria.

Principal expert (est. 1) should demonstrate expertise and experience of minimum 15 years in the following aspects:

- Deep understanding on international climate law, including UNFCCC requirement for NDC submission and reporting.
- Deep understanding on the political economy of ASEAN and ASEAN Member States
- Familiarity on climate finance needs, mobilisation channels and its connection with national developing plans in ASEAN
- Understanding on country level GHG modelling and sensitivity analysis
- Understanding on country level MRV on the national GHG reduction target
- Experience in moderating and delivering courses/trainings for public officials on climate policy planning and financing.
- Experience in mainstreaming GEDSI in their work
- Proven professional experience of working with Southeast Asia context is mandatory.

The senior experts (est. 2) should demonstrate expertise and experience of minimum 10 years (each) in the following aspects:

- An understanding on international climate law, including UNFCCC requirement for NDC submission and reporting.
- Deep understanding on country level GHG modelling and sensitivity analysis.
- Deep understanding on country level MRV on the national GHG reduction target
- Deep understanding on climate finance needs, mobilisation channels and its connection with national developing plans in ASEAN
- Experience in advising on the development of NDC for one of the ASEAN Member States
- Familiarity with 2050 Pathway Calculator initiated by the UK as one of climate policy toolkits.
- Experience in mainstreaming GEDSI in their work
- Experience in facilitating and delivering courses/trainings for public officials on climate policy planning and financing.

The assistant expert (est. 1) should demonstrate the expertise and experience in the following areas:

- Familiarity on recent discussions of international climate policies and its relevance to ASEAN and ASEAN Member States
 - Experience in facilitating courses/trainings for public officials on climate policy planning and financing, including.
 - Assisting in agenda development of technical dialogues
 - Developing events documentations
 - Assisting event logistics, finance and administration
 - Preparing survey and questionnaire to support some preparations of discussions
 - Proven professional experience of working with Southeast Asia context is mandatory.
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1.5 Reporting requirements

The supplier will be required to align with UK PACT monitoring and reporting governance which includes:

- Monthly progress reporting on outputs
- Project completion report

Project-specific reporting includes:

- Submission of event documentations following the timeline in 1.3.
- Besides the event documentation, there are learning modules per covered topic that need to be submitted for further dissemination via ASEAN Secretariat and re-use in the region.
- Baseline and endline capacity assessments of event attendees
- Final policy/technical papers on net zero and climate LTS based on two selected countries (including the Philippines) by 31 March 2025.

1.6 Budget and contracting

The maximum budget is GBP 250,000 which must include personnel and expenses.

Expenses should cover logistics, venue, interpretation & translation services, travel & accommodations of delivery team, as well as training participants.

It is estimated that 25-30% of the budget will be for these expenses. The supplier must provide a breakdown of budgeted personnel and expenses using Annex II.

The successful supplier having passed the requisite due diligence checks will enter into a subcontractor agreement with Palladium for the delivery of these services on a time and materials basis. The agreement will include a milestone payment structure with 30% of personnel fees withheld against agreed deliverables. The exact milestone structure will be agreed between both parties during contract mobilisation.

The supplier will submit a monthly invoice, forecast and progress update.

Schedule 2 – Instructions for submission

2.1 Submission process

Timeline

Stage	Date
1. Terms of Reference (ToR) and application process launched	14/10/2024
2. Deadline for receipt of clarification questions	18/10/2024
3. Deadline for submission of applications	28/10/2024
4. Applicants notified of project selection	01/11/2024
5. Due diligence complete	14/11/2024
6. Agreement signature	15/11/2024

Applicant guidance

Interested suppliers should complete and submit the below documents to expertdeployments@ukpact.co.uk with the subject line: **RFQ Submission – [Supplier name] ASEAN GTF**

- **RFQ Response form**
- **Budget and Workplan Template**
- **CVs of key experts or personnel** (max two pages per CV)

Please note the following key dates:

- **Deadline for Queries:** 18/10/2024 (23:59 GMT)
- **Submission Deadline:** 28/10/2024 (12:00 GMT)

2.2 Evaluation criteria

Criteria	Category	Weighting
Technical	Approach and methodology	30%
	Personnel	50%
Commercial	Competitiveness of the supplier's personnel cost	20%
Total		100%

2.2.1 Technical evaluation

The technical criteria will be evaluated by the procurement panel using the scale detailed below:

Score	Description
5 (Excellent)	Demonstrates an expert understanding of the project and proposes excellent and accurate solutions which address all requirements, and which are innovative where appropriate. Responses are excellently tailored to the context in all aspects. The level of detail and quality of information provides the highest degree of confidence in the ability to deliver.
4 (Very Good)	Demonstrates a very good understanding of the topic relating to delivery of the project. Responses are relevantly tailored to the context in the majority of aspects. There is sufficient detail and quality of information to give a strong level of confidence that they will deliver.
3 (Good)	Demonstrates a good understanding of the topic relating to the delivery of the project. Responses are reasonably tailored to the context for many of the aspects. There is a good level of detail and quality to give a good level of confidence that they will deliver.
2 (Satisfactory)	Demonstrates a satisfactory understanding of the topic relating to delivery of the project. Some appetite to tailor to context where required. Provides a limited level of detail and the quality of information provided gives only some level of confidence that they will be able to deliver satisfactorily.
1 (Unsatisfactory)	Demonstrates a poor understanding of the topic relating to delivery of the project. Poor tailoring to the context where this is required. Generally, an unsatisfactory and a low level of quality information and detail, leading to a low level of confidence that they will deliver.
0 (Fail)	Failure to address the material requirements of the project. No tailoring of responses to meet the context. No quality responses providing no confidence that they will deliver.

2.2.2 Commercial evaluation

The commercial evaluation will be conducted using the total personnel cost quoted in the Schedule III - Budget and Workplan (Cell W15 of "Budget Summary" sheet).

Supplier scores will be calculated relative to the lowest price supplier using the formula below:

$$((\text{Personnel cost of lowest price supplier} / \text{personnel cost of supplier}) * \text{price weighting } 20\%)$$

Where required, a Best And Final Offer process may be used to differentiate between suppliers of equal scoring.

Schedule 3 - Terms and Conditions

1. Quote conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in GBP.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company will evaluate submissions in line with the criteria provided in the RFQ to confirm compliance with this RFQ and to determine the best quote in the circumstances. The Company reserves the right to reject incomplete or abnormally low quotations.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers

6. Amendments and Queries

The Company may amend or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties. Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote. The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price. The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for Services.

12. Financial Information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Services over the term of any agreement. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions.
- (b) the first page of this RFQ; and
- (c) the Schedule so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process. Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration. Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute. The place of arbitration shall be the headquarters location of Company at the time the claim is filed, and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

18. Compliance

If your quote is successful, you will be required to enter into the Company's standard subcontractor agreement for the types of services being provided. In the provision of the Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ. If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.