

30 June 2025

Request for quotation (RFQ) – UK PACT Expert Deployment

RFQ title	Updating of Bolivia's Nationally Determined Contributions, Focusing on the Agricultural Sector Ahead of the 30 th Conference of Parties
RFQ issue date	30 June 2025
Terms of reference	The services to be delivered are detailed in the attached Schedule.
Project title	UK PACT - Updating of Bolivia's Nationally Determined Contributions, Focusing on the Agricultural Sector Ahead of the 30 th Conference of Parties
Amended close date and time	21 July 2025 (17:00 BST)
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	Updating of Bolivia's Nationally Determined Contributions, Focusing on the Agricultural Sector Ahead of the 30 th Conference of Parties
Country/region	Bolivia
Proposed start date	11 August 2025
Proposed end date	28 November 2025

1.2 Context and scope of work

Background

The British Embassy in La Paz (BEP) has previously supported the Ministry of Environment and Water (MMAyA) in strengthening key enabling conditions for forest carbon initiatives. This includes the development of the national forest Monitoring, Reporting and Verification (MRV) system and a national safeguards framework. Through the Nationally Determined Contribution (NDC) Partnership, the UK has also supported the Plurinational Authority of Mother Earth. In 2024, the UK and the Government of Bolivia (GoB) formalised their collaboration on climate action through a Memorandum of Understanding.

The GoB is currently preparing its third NDC, with efforts focused on setting quantifiable targets for four priority sectors: energy, forestry, water, and agriculture. As part of this process, the MMAyA has requested technical support to establish baselines and conduct modelling exercises for agriculture targets using the Ex-Ante Carbon-balance Tool (EX-ACT). Developed by the Food and Agriculture Organization (FAO), EX-ACT provides forward-looking estimates of the carbon impact of agriculture and forestry policies, programs, and projects. The BEP has held a series of meetings with the MMAyA, and as a result, the Environment Ministry has officially requested the UK's support in contributing to the revision and update of Bolivia's NDC.

While other development partners are assisting with target-setting in additional sectors, this UK-supported work would address a critical gap in the GoB's NDC development by focusing on the agriculture sector. This intervention also presents an opportunity to pilot a GEDSI-responsive approach to carbon target setting and reporting, by identifying context-specific measures that respond to the differentiated vulnerabilities, capacities, and contributions of underrepresented groups in Bolivian agriculture. In doing so, it will strengthen the robustness of the NDC by making visible the contributions to national mitigation efforts by women, Indigenous peoples, youth, persons with disabilities, and other context-specific social groups.

Objectives

The MMAyA has stated the need to strengthen Bolivia's NDC plan in its carbon target setting for a variety of sectors. Through its engagement with MMAyA, the BEP has identified gaps in target-setting capacity related to the agriculture sector. In this sense, this request for technical assistance seeks to enhance Bolivia's NDC plan by providing expert technical guidance on the use of the Ex-Ante Carbon-balance Tool (EX-ACT) to establish baselines and conduct modelling exercises for carbon targets in the agriculture sector. This project will also aim to strengthen

the consideration of gender and social inclusion variables in both the baseline and modelling processes.

Desired outcomes and intermediate outcomes

The expected intermediate outcomes of this project include:

- New or enhanced policies, practices, tools or technologies with a projected emissions reduction or climate change mitigation impact. The proposed outputs will directly enhance Bolivia's NDC plan, which is an essential climate change mitigation policy document. Where relevant, these should incorporate GEDSI-sensitive indicators and modelling approaches that reflect the realities of diverse agricultural actors.
- Organisational or institutional change in capacities. The proposed outputs will provide technical models and solutions that directly enhance MMAyA's capacity to lead the design and implementation of a technically sound NDC plan. This includes developing institutional capacities for GEDSI mainstreaming in the agriculture-climate interface, specifically in emission baseline-setting and modelling processes.

The expected outcomes of this project include

Finance mobilised in support of emissions reductions. A robust NDC plan that includes technically sound carbon targets in the agriculture sector would set the foundation for effective and accurate emission reduction targets as Bolivia implements its updated NDC. These updated NDC targets will in turn be better positioned to attract inclusive climate finance.

Approach

The supplier will be responsible for delivering on the following activities:

- Kick off meeting with technical stakeholders in La Paz, Bolivia, including efforts to ensure diverse representation of women and context-relevant marginalized groups relevant to the agriculture sector.
- Review of current draft versions of the updated NDC, including analysis of how gender, inclusion and equity considerations have been integrated (or omitted) in agriculture-related components.
- Key Informant Interviews (KIIs) with technical staff and, where feasible, with representatives from GEDSI-related government units working at the intersection of agriculture, climate, and inclusion or climate and inclusion.

Output 1: Assessment delivered on gaps in the carbon target setting process specific to the agriculture sector and policies mapping to support scenarios modelling under output 2.

- o Based on available NDC documentation and KIIs
- o Overview of gaps in the carbon target setting process specific to the agriculture sector, including barriers to inclusion of small-scale and marginalised producers in data, modelling, and policy planning.
- o Identification of policies to be used in the modelling phase of output 2.

Output 2: Baseline and modelling scenarios report

- o Fully executed report that includes baselines on carbon emissions in the agriculture sector and modelling scenarios developed using FAO's EX-ACT tool.
 - o Models based on policies and actions identified in Output 1, with modelling parameters and scenarios that reflect the diversity of agricultural actors.
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Output 3: Capacity building session on EX-ACT delivered to technical staff at MMAyA

- o Session to be held with technical staff at MMAyA involved in the NDC drafting and modelling process.
 - o Objective is to develop installed capacity at MMAyA for effective use of EX-ACT, including consideration of GEDSI-relevant variables in scenario design and interpretation.
 - o The session will include a pre and post learning assessment for evaluation purposes.
 - o Report on capacity building session on EX-ACT. Report will detail the number of participants, the contents of the capacity building session, and insights from the pre and post learning assessment. It will also note efforts to ensure balanced gender and institutional representation among participants.
- Presentation of all the deliverables/outputs to stakeholders in La Paz, Bolivia, followed by feedback incorporation
 - Final report submission, including a brief reflection on GEDSI considerations.

Furthermore, it is recommended to include relevant local stakeholders and representatives of surrounding communities (including women's organisations, Indigenous groups, and organisations of persons with disabilities) throughout the process, to ensure inclusivity, transparency, and contextual relevance.

1.3 Outputs and timelines

Output	Description	Deliverable due	Acceptance criteria/sign-off
Output 1: Assessment delivered on gaps in the carbon target setting process specific to the agriculture sector and policies mapping to support scenarios modelling under output 2.	<p>The assessment will be based on available NDC documentation and KIIs with relevant staff at MMAyA. It will</p> <ul style="list-style-type: none"> – Provide an overview of gaps in the carbon target setting process specific to the agriculture sector, including those affecting underrepresented or marginalized producers – Identify policies to be used in the modelling phase of output 2. 	Assessment report: 1 st month, 22 August 2025.	Report is reviewed and approved by the evaluation team.
Output 2: Baseline and modelling scenarios report	<p>The report will provide a baseline of carbon emissions in Bolivia's agriculture sector and present scenarios for emission reduction targets using EX-ACT, based on the policies identified in output 1.</p> <ul style="list-style-type: none"> – Where relevant, modelling parameters should reflect the 	Report including baselines and models: 2 nd month, 22 September 2025.	Report is reviewing and approved by the evaluation team.

	<div>diversity of agricultural systems and actors.</div> <div>– The report may identify needs for improved GEDSI-disaggregated data or assumptions for future use</div>		
Output 3: Capacity building and skills enhanced to technical staff at MMayA on EX-ACT	<div>The report will describe the contents, participants and outcomes of the Capacity building session on EX-ACT delivered by the expert to technical staff in MMayA. It should include:</div> <div> <ul style="list-style-type: none"> - List of participants and roles within MMayA - Summary of session contents - Insights on pre and post learning assessment - Reflection on how inclusion and gender sensitivity were addressed in the session's design and delivery. </div>	Report including insights from pre and post learning assessment: 3 rd month, 30 October 2025.	Report is reviewed and approved by the evaluation team.

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 at least 2-3 experts will be required to deliver the requirements. Bidders should propose a team which covers the technical areas required to deliver the outputs as detailed above and manage the overall delivery. A summary of the technical requirements is provided below

- Expertise in low carbon agriculture and climate policy, including specific knowledge and experience with developing NDCs
- Extensive experience with agricultural data analysis and GHG modelling, including specific experience with the Ex-ACT tool
- Experience with the design of climate policies/projects for the agricultural sector
- Demonstrated capacity to apply GEDSI principles in climate-related issues, particularly in the agriculture and land-use sectors
- Capacity to conduct or incorporate participatory processes and/or using GEDSI-disaggregated data in modelling or policy design.
- Experience in training/capacity building (ability to deliver training in Spanish)
- Knowledge of the Bolivian regulatory framework for the agricultural sector

1.5 Reporting

Alongside the project specific reporting outlined in the output section, the supplier will also be required to align with the UK PACT programme monitoring and reporting governance framework which includes:

- Monthly progress reporting on outputs, both through the submission of monthly progress reports and monthly check-ins with Palladium and post
- A full project completion report, summarising project achievements, any lessons learned through delivery, including progress and learnings on GEDSI, and any recommendations for future action.
- Where relevant, participation in fund-wide communities of practice for results and lessons sharing, including provision of input for possible case studies.

To report against standard UK PACT indicators, the supplier will also need to collect, and report disaggregated data on the organisations and individuals participating in workshops and trainings. Disaggregation should cover gender as a minimum and include age, disability, geography, and other social characteristics where feasible. As applicable, the supplier may also be asked to accomplish indicator-specific baseline and reporting tools such as for assessing institutional capacity.

1.5 Budget and contracting

The maximum budget is GBP £60,000 which must include personnel and expenses and be inclusive of all local applicable taxes.

The supplier must provide a breakdown of budgeted personnel and expenses using Annex II.

Expenses should cover all workshop and stakeholder engagement sessions, venue, travel & accommodations of delivery team. It is also expected for the experts to perform at least two trips to the country, to attend the workshops, meet and interview key stakeholders and raise awareness among key officers.

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 exact milestone and payment 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	30 June 2025
2. Deadline for receipt of clarification questions	16 July 2025
3. Deadline for submission of applications	21 July 2025
4. Applicants notified of project selection	28 July 2025
5. Due diligence complete	4 August 2025
6. Agreement signature	11 August 2025

Applicant guidance

Interested suppliers should complete and submit the below documents to expertdeployments@ukpact.co.uk with the subject line: **RFQ Submission – [Supplier name] Updating Bolivia’s Nationally Determined Contributions, Focusing on the Ag Sector**

- **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:** 16 July 2025 (23:59 BST)
- **Submission Deadline:** 21 July 2025 (17:00 BST)

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.



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 may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.
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.

If your quote is successful, you will be required to enter into the Company's standard contract 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.