



23 July 2025

Request for quotation (RFQ) – UK PACT Expert Deployment

RFQ title	Malaysia - Gap Analysis on Forest Carbon Offset
RFQ issue date	23 July 2025
Project title	Gap Analysis on Forest Carbon Offset
Close date and time	14 August 2025 09:00 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. If you have any questions, please do not hesitate to expertdeployments@ukpact.co.uk

Schedule 1 - Terms of Reference

1.1. Overview of requirements

Name of project	Gap analysis on Forest Carbon Offset
Country/region	Malaysia
Proposed start date	02/09/2025
Proposed end date	02/03/2026

1.2 Context and scope of work

Background

The UK PACT (Partnering for Accelerated Climate Transitions), funded by the UK Government through its International Climate Finance (ICF) portfolio, partners with Official Development Assistance (ODA) eligible countries that have significant emissions reduction potential. The programme supports low-carbon development and clean growth transitions by responding to identified demands from partner governments and providing grants for capacity-building projects in priority areas, managed by selected implementing partners.

The programme is committed to advancing Malaysia's efforts in areas of green finance (financing green and financing energy) and carbon pricing and aims to support the Government of Malaysia by focusing on addressing climate mitigation financing challenges at the macro level. With a new multi-year funding allocation, Malaysia-UK PACT will continue to work closely with government and stakeholders to support these key sectors and contribute to the country's sustainable development goals.

Problem Statement

Malaysia is pursuing sustainable financing to support forest conservation and restoration, whilst facilitating the delivery of national agendas related to forestry, biodiversity, and climate. As part of this, the Malaysia Forest Fund (MFF) is seeking to operationalise the Forest Carbon Offset (FCO); a market mechanism that allows the transfer of emissions reduction from forests to buyers in the form of carbon offsets.

For the FCO to enjoy broad adoption, it must be compatible with global standards and avoid duplication with existing mechanisms that operationalise carbon sequestration through an offset system.

Objectives of the Gap Analysis on Forest Carbon Offset:

This project aims to conduct a comprehensive gap review and compliance assessment of the Forest Carbon Offset (FCO) mechanism and align it with internationally recognised carbon crediting standards while avoiding duplication with trading platforms like Bursa Carbon Exchange (which is a marketplace to buy and sell carbon credits, rather than produce and certify credits).

Outline of the Intervention

The project will consist of several key activities:

Conduct benchmarking and gap assessment, draft standard-compliant document

- Arrange and attend in person workshop with MFF to finalise scope and expectations for delivery
- Review current Forest Carbon Offset (FCO) documentation against requirements of CORSIA and ICVCM.
- Map gaps related to additionality, permanence, MRV, baselining, co-benefits and contributions to SDGs, and leakage management, safeguards, and negative impacts on gender, social, economic and environment.
- Conduct peer review and consultations, and preparation of necessary documentation for the application with CORSIA and ICVCM.

Provide technical support to MFF in harmonisation and accreditation

- Provide hands-on technical support to MFF in managing their applications to accrediting bodies, with the first application planned for February 2026.
- Support on due diligence and methodological improvements. The expert will assist with interpretation of international laws, commitments and standards, advise on revisions to FCO instruments, and contribute to institutional learning.
- Development of a toolkit which will bear in mind lessons learned and be a practical guide for MFF use in future applications.
- Provide ongoing technical advice to support MFF in the harmonisation of the FCO.
- Participation in fund-wide communities of practice for results and lessons sharing, including provision of input for possible case studies.
- Participate in any additional promotional activities encouraging the usage of the FCO in Malaysia's carbon markets as requested by MFF and UK PACT.

1.3 Outputs and timelines

Output	Description	Deliverable due	Acceptance criteria/sign-off
Arrange and attend workshop with MFF	Arrange and attend a kick off workshop with MFF to finalise scope and expectations for delivery for project start. Workshop should be conducted in-person.	Oct 2025	Attendance sheet Sign-off PACT Team
Review current Forest Carbon Offset (FCO) documentation against requirements of CORSIA and ICVCM.	Conduct a benchmarking and gap assessment of existing Forest Carbon Offset (FCO) documentation against the eligibility and quality requirements of major international carbon market standards, including CORSIA and ICVCM Core Carbon Principles. The analysis will focus on key elements such as additionality, permanence, MRV systems, baselining, co-benefits, leakage management, safeguards (including independent grievance mechanism), and negative impacts on gender, social, economic and environment. This includes identification of areas of alignment, potential deficiencies, and implications for eligibility and credit integrity under international carbon market regimes.	Oct 2025	Comprehensive gap analysis report, sign off by PACT Team
Technical and legal recommendations to harmonise FCO with	Development of detailed recommendations to align FCO methodologies, MRV systems, and	Nov 2025	Recommendations submitted as a clear structured

international laws, commitments and standards while maintaining national relevance/context	governance processes with international laws, commitments and standards while preserving contextual relevance to Malaysia's legal and policy environment. These recommendations, which will incorporate insights from peer review and consultations, will be designed to prepare FCO for successful pre-submission technical due diligence facilitating eventual application to international market mechanisms.		document, sign-off by PACT Team
Toolkit to guide future applications	Technical advisory note and a lessons-learned report documenting challenges, successes, and clear guidance on how to manage future applications.	March 2026	Sign-off PACT Team
Arrange and attend final workshop	Arrange and attend a results presentation on lessons learned, best practices, and strategic recommendations at project conclusion.	March 2026	Attendance sheet Sign-off PACT Team

1.4 Required expert qualifications and experience

An individual or a team of technical experts and project management support should be suggested in the proposal, with CVs provided (max two-pages per CV). Bidders are welcome to propose the structure, but it should cover at minimum the following criteria.

1. Technical Expertise and Knowledge
 - Demonstrated experience in designing, reviewing, or implementing forest carbon offset methodologies (e.g. baselining, additionality, leakage, permanence).
 - Relevant university degree (Engineering, Natural Sciences, Economics)
 - Ability to write high-quality technical reports and communicate complex topics clearly to diverse stakeholders.
 - Familiarity with both compliance and voluntary carbon markets, including standards like VCS/Verra and Gold Standard. Understanding of nature-based solutions, REDD+, and forestry MRV systems.
 - Experience with gap analyses and preparing documentation for standard accreditation or submission.
2. Project Leadership and Programme Management
 - Ability to oversee project pipelines, ensure strategic alignment, and coordinate with diverse partners
 - Familiarity with managing programmes in complex political and technical environments, preferably with FCDO or donor-funded projects.
 - Capacity to provide hands-on embedded technical assistance while aligning with institutional strategies and national climate plans.
3. Monitoring, Evaluation, and Learning (MEL) Expertise

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- Ability to design and apply MEL frameworks to carbon offset or nature-based projects.
 - Familiarity with indicators relevant to emissions reductions, co-benefits, and permanence.
 - Ability to track project performance, assess impact (including social, economic and environmental impacts), and adapt strategies for continuous improvement
 - Experience in peer review, facilitating stakeholder engagement, and synthesising multi-source feedback into actionable recommendations.

4. Technical and Financial Acumen

- Understanding of the financial dimensions of carbon credits, including pricing, credit issuance, and the impact of due diligence outcomes.
- Ability to assess legal and institutional frameworks relevant to carbon crediting mechanisms.
- Experience advising on long-term sustainability of offset programmes.

They will also possess strong interpersonal skills to build trust with host institutions, conduct peer consultations, and encourage uptake of reforms.

In line with the UK PACT's GEDSI strategy, all expert deployments are expected to complete a GEDSI training and develop a GEDSI Action Plan with the support of the Fund's GEDSI expert, Progress reports should include updates on progress towards the GEDSI Action Plan.

1.5 Reporting

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

- Monthly progress reporting on outputs
- A full project completion report, summarising project achievements, any lessons learned through delivery, and any recommendations for future action.

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 and disability where feasible.

1.5 Budget and contracting

The maximum budget is GBP 135,000 which must include personnel and expenses and be inclusive of all applicable taxes.

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

Expenses should cover workshop and conference logistics, venue, any interpretation & translation services, travel & accommodations of delivery team, as well as participants.



Please note that the selected supplier will also be responsible for arranging and organising the travel and accommodation, venues and packages for all workshops and stakeholder engagement sessions. Managing these logistical aspects is a component of the service expected.

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	23/07/2025
2. Date for confirmation of intention to bid	01/08/2025
3. Deadline for receipt of clarification questions	04/08/2025
4. Deadline for submission of applications	14/08/2025
5. Applicants notified of project selection	20/08/2025
6. Due diligence complete	29/08/2025
7. Agreement signature	02/09/2025

Applicant guidance

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

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

Please note the following key dates:

- **Confirm intention to bid:** 01/08/2025 via email to expertdeployments@ukpact.co.uk
- **Deadline for Queries:** 04/08/2025 (23:59 GMT)
- **Submission Deadline:** 14/08/2025 (14:00 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
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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 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.