

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	Regional Pacific Nationally Determined Contributions Hub
Nature of the services	<p>Development of national MRV systems for the Federated States of Micronesia and Kiribati:</p> <ul style="list-style-type: none"> • LOT 1: Building on the existing MRV system for marine, land-based transport and electricity sectors for Kiribati • LOT 2: Development of a national MRV system for the Federated States of Micronesia
Location:	Kiribati and Federated States of Micronesia (FSM)
Date of issue:	16/04/2025
Closing Date:	14/05/2025
SPC Reference:	25-7915

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the Agreement Establishing the South Pacific Commission (the Canberra Agreement).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int.

1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in EURO. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP25-7915**.

Your proposal must be received no later than **14/05/2025 by 11:45pm New Caledonia time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP25-7915**. The deadline for submission of clarifications is **7/05/2025 by 11:45pm New Caledonia time**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission. In the absence of requests for changes, the General Conditions of Contract and the terms of the PSA contract shall be deemed to be known, understood, and accepted by the bidder.

The award of the contract will be made by contract signed and dated by both parties.

2.6 Key dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFP advertised	16/04/2025

Deadline for seeking clarification	7/05/2025
RFP Closing Date	14/05/2025
Award of Contract	9/06/2025
Commencement of Contract	16/06/2025
Conclusion of Contract	30/04/2026

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of proposals: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in EURO and must be net of any direct or indirect taxes and duties and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to

deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFP process.

2.8 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: Terms of Reference

Background

The Regional Pacific Nationally Determined Contributions (NDC) Hub

The Regional Pacific NDC Hub (NDC Hub) was formulated as a response to calls from Pacific Island Countries (PICs) for a regional platform to support them in implementing, enhancing and financing their NDCs. Through its core outputs, the NDC Hub delivers support to requests from PICs under the following categories:

- 1) **NDCs reviewed and updated.**
- 2) **Roadmaps and investment plans developed** to support NDC implementation.
- 3) **Finance leveraged** to support NDC implementation through improved regional coordination.
- 4) **Guidance and technical assistance provided**, and tools produced to streamline and integrate NDCs into national and regional plans and processes
- 5) **NDC-related information and knowledge, learning and partnership mechanisms enhanced** to support NDC enhancement, implementation, and monitoring

The NDC Hub also works to enhance regional cooperation and coordination between governments and other agencies working on NDC implementation in PICs, strengthening existing regional frameworks such as the Regional Technical Support Mechanism and the Framework for Resilient Development in the Pacific (FRDP).

The Government of Kiribati, and the Government of FSM have requested support from NDC Hub to enhance the existing MRV systems for marine and land-based transport, as well as electricity in Kiribati; and to develop a national MRV system for FSM. These initiatives will be supported by the Pacific Community (SPC) through the Regional Pacific NDC Hub.

The two pieces of work will be carried out as separate lots, potentially implemented at the same time. Specifications for each lot are detailed hereafter.

LOT 1 - Kiribati's MRV systems

Monitoring activities in the electricity, land and marine transport is crucial since these sectors are the highest emitters of greenhouse gases (GHGs) in Kiribati. The MRV system plays a vital role in tracking activities, assessing progress, and monitoring emissions within these sectors. Relevant stakeholders will be responsible for continuing MRV efforts, with Office of the President (OB) acting as the coordinating body. OB will also work to secure ongoing support to ensure the sustainability of these systems.

The overall objective is to establish and operationalize MRV system in Kiribati that supports reporting requirements and monitors the implementation of NDC activities and programs within the marine and land-based transport, and electricity sectors.

LOT 2 - FSM's MRV System

Monitoring activities in energy, agriculture and waste crucial since these sectors are the highest emitters of greenhouse gases (GHGs) in FSM. The MRV system plays a vital role in tracking activities, assessing progress, and monitoring emissions within these sectors. Relevant stakeholders will be responsible for continuing MRV efforts, with the Department of Environment, Climate Change, and Emergency Management (DECCEM) as the coordinating entity. DECCEM will also work to secure ongoing support to ensure the sustainability of these systems.

The overall objective is to establish and operationalize an MRV system in FSM that supports reporting requirements and monitors the implementation of NDC activities and programs within the energy, agriculture and waste sectors.

The NDC Hub is seeking consultancy services to support Kiribati and FSM in setting up and developing MRV systems for their priority sectors.

LOT 1: KIRIBATI

Objectives

The objectives of the consultancy are to:

- 1) Conduct a desktop analysis, policy review and assess the institutional framework for MRV, including defining clear roles and responsibilities among government agencies, stakeholders and partners.
- 2) Conduct bilateral with key sectors (Public Utilities Board (PUB), Maritime Division, Energy Unit of Ministry of Infrastructure Sustainable Energy (MISE), Kiribati Oil Company (KOIL) and Kiribati Land Transport Authority (KLTA) to kindly draw boundaries in roles and responsibilities.
- 3) Engage the Technical Advisor(s) in the development, testing and establishing MRV system for the marine, land-based transport, and electricity sectors.
- 4) Capacity building in field monitoring and assessment of percentage of GHG in Kiribati to key sectors
- 5) Enhance the existing database to include GHG information and data, including data agreements and MoUs between agencies.
- 6) Enhance the reporting system in these sectors to be able to produce a report to the Mitigation Group and Secretary of the Office of Te Beretitenti (OB) for update
- 7) Facilitate management meetings, review meetings, learning visits by Mitigation Group Members.
- 8) Analyze and monitor data.
- 9) Implement a piloting and testing phase for the rollout of the MRV system.

1. Expected Outcomes

The Consultancy will contribute to achieving the following expected outcomes:

1. Clear roles and responsibilities for each sector involved in MRV, including sharing agreements, memorandum of understandings (MoUs), Standard Operating Procedures (SOP)
2. Development of tools for monitoring and evaluation to measure the level of GHGs in the air from marine, land-based transport and electricity in Kiribati.
3. Capacity building for sectors involved in the MRV systems, with more than 20 individuals trained on the MRV system/tool, with plans to expand training to all Kiribati National Expert Group on Climate Change and Disaster Risk Management (KNEG) members.
4. An updated centralized database on GHG emissions levels, which involves designing a manual or Standard Operating Procedures (SOP)
5. Ongoing improvement of MRV system, including a report with recommendations, improvement plans, piloting and testing phases, and communication tools to raise awareness and engage stakeholders (e.g. briefing papers, information notes or short explainer videos for training and capacity building).

2. Scope of Service

The consultant is responsible for achieving the objectives of the assignment and will be guided by the Scope of Service outlined below.

The consultant will report to the Senior Climate Change Officer with briefing prepared to update Secretary and His Excellency, Office of the President (OB), Kiribati, and will work in collaboration with relevant government stakeholders. Where necessary, the consultant will also liaise with the Regional Pacific NDC Hub team at SPC.

In working with the government, the consultant shall engage and coordinate with key state and non-state actors, which is essential for the successful completion of the objectives.

The Scope of Service includes:

- a) **Coordinate all activities:** Coordinate all activities related to the finalization of the MRV system for marine, land-based and electricity sectors for Kiribati in close collaboration Senior Climate Change Officer, Office of the President (OB), Kiribati and relevant government agencies. Conduct an inception meeting to with all relevant stakeholders and compile an inception report inclusive of a workplan.
- b) **Desktop Review:** Conduct a desktop review to:
 - a. Stocktake, review and report on the existing MRV systems in Kiribati including matrices, indicators and scope of existing MRV systems.
 - b. Document current MoUs, data sharing agreement, data and information collection templates/framework, institutional arrangements, identify stakeholders, and partners.
 - c. Document relevant national climate change policies, sectoral plans, legislations that reference GHG information and data collection.
- c) **Engagement with stakeholders:**
 - a. Identify relevant stakeholders (focusing on marine, land-based and electricity sectors) and map their current GHG-related information and data collection processes, frameworks.
 - b. Conduct a national consultation workshop and share findings from desk-based findings.
 - c. Seeking guidance from stakeholders on future MRV systems in respective sectors.
- d) **Development of MRV systems for marine, land-based, and electricity sectors.** This will include
 - a. Designing and developing MRV systems with appropriate indicators to track information on emissions and activities.
 - b. Designing and developing data collection tools to collect relevant data and information.
 - c. Providing recommendations (documented) on appropriate technologies to operationalize the tools.
 - d. Drafting roles and responsibilities for respective stakeholders.
 - e. Drafting reporting processes for relevant stakeholders including the scope of reporting, procedures and responsibilities.
 - f. Drafting verification procedures with accuracy check criteria, record keeping and verification check-list tools.
 - g. Design national mechanism that could enhance OB role in regular meetings to discuss the MRV update and where improvement is needed.
- e) **Testing designed MRV systems and data collection tools.** With engaging with relevant stakeholders perform the hands-on exercise on
 - a. Collecting sample data from relevant sectors using the designed data collection tools.
 - b. Analyze the data collected to assess performance of proposed indicators.
 - c. Perform verification to check accuracy of data.
- f) **Awareness building and training.** This will include:
 - a. Organizing, leading and conducting awareness-building activities on stakeholders' roles and responsibilities, as well as use of data and information collection tools.

- b. Organizing, leading and conduct training workshops to communicate the results to KNEG.
 - c. Documenting feedback from users and stakeholders for continuous improvement of the MRV systems and relevant tools.
- g) **Perform any additional tasks** as required to deliver on proposed outputs.
- h) **Collate and provide** necessary inputs for NDC Hub Monitoring, Evaluation, and Learning (MEL) (MEL templates will be provided) as part of project implementation.

3. Deliverables, Activities and Timing

Indicative Timing	Activity
17 th July 2025	An Inception Report should include the Methodology, Resourcing Needs, and Implementation Schedule for the MRV systems within two weeks of contract signing. and project pre-evaluation matrix ¹ (8) completed.
15 th August 2025	A technical report (1) completing desk review under 2(a), 2 (b) and 2 (c) and findings.
16 th October 2025	A final stakeholder engagement report covering activities conducted under 3 (a), 3 (b) and 3 (c) with findings and including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures, if applicable.
19 th January 2026	A MRV systems and tools covering 4 (a) and 4 (b) and a technical report (2) report covering 4 (c), 4 (d), 4 (e) and 4 (f)
1 st March 2026	A final MRV design report covering 5 (a), 5 (b) and 5 (c) A final MRV training report covering awareness building and training under 6 with training materials, including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures if applicable.
1 st April 2026	A project completion report including main findings recommendations and next steps; and project post evaluation matrix completed (8).

The consultant will have bi-monthly meetings with the Senior Climate Change Officer, Office of the President (OB), Kiribati and SPC NDC Hub.

LOT 2: FEDERATED STATES OF MICRONESIA (FSM)

Objectives

The objectives of the consultancy are to:

- a) Conduct a desktop analysis, policy review and assess the institutional framework for MRV, including defining clear roles and responsibilities among government agencies, stakeholders and partners.
- b) Engage the Technical Advisor(s) in the development, testing and establishment of an MRV system for the energy, agriculture and waste sectors.

¹ Templates for reports and pre-post evaluations will be provided by the NDC Hub to the selected consultant firm.

- c) Capacity building in field monitoring and assessment of percentage of GHG in FSM.
- d) Develop a database to include GHG information and data, including data agreements and MoUs between agencies.
- e) Facilitate management meetings, review meetings, learning visits by Mitigation Group Members.
- f) Analyze and monitor data.
- g) Implement a piloting and testing phase for the rollout of the MRV system.

4. Expected Outcomes

The Consultancy will contribute to achieving the following expected outcomes:

- a) Clear roles and responsibilities for each sector involved in MRV, including sharing agreements, memorandum of understandings (MoUs) and Standard Operating Procedures (SOP).
- b) Development of tools for monitoring and evaluation to measure the level of GHGs in the air from (which sectors you would like to cover) in FSM.
- c) Capacity building for sectors involved in the MRV systems, with a minimum of 10 individuals trained on the MRV system/tool, with plans to expand training to all relevant DECEM staff in the climate change office.
- d) An updated centralized database on GHG emissions levels, which involves designing a manual or SOP.
- e) Ongoing improvement of MRV system, including a report with recommendations, improvement plans, piloting and testing phases, and communication tools to raise awareness and engage stakeholders (e.g. briefing papers, information notes or short explainer videos for training and capacity building).

5. Scope of Service

The consultant is responsible for achieving the objectives of the assignment and will be guided by the Scope of Service outlined below.

The consultant will report to the Deputy Assistant Secretary of DECEM and will work in collaboration with relevant government stakeholders. Where necessary, the consultant will also liaise with the Regional Pacific NDC Hub team at SPC.

In working with the government, the consultant shall engage and coordinate with key state and non-state actors, which is essential for the successful completion of the objectives.

The Scope of Service includes:

- a) **Coordinate all activities:** Coordinate all activities related to the finalization of the MRV system for (which sectors you would like to cover) for FSM in close collaboration with the Deputy Assistant Secretary of DECEM and relevant government agencies.
- b) **Desktop Review:** Conduct a desktop review to:
 - a. Stocktake, review and report on the existing MRV work and systems in FSM including matrices, indicators and scope of existing MRV systems.
 - b. Document current MoUs, data sharing agreement, data and information collection templates/framework, institutional arrangements, identify stakeholders, and partners.
 - c. Document relevant national climate change policies, sectoral plans, legislations that reference GHG information and data collection.
- c) **Engagement with stakeholders:**
 - a. Identify relevant stakeholders in the energy, agriculture and waste sectors and map their current GHG-related information and data collection processes, frameworks.
 - b. Conduct a national consultation workshop and share findings from desk-based findings.
 - c. Seeking guidance from stakeholders on future MRV systems in respective sectors.
- d) **Development of MRV systems for the energy, agriculture and waste sectors.** This will include

- a. Designing and developing MRV systems with appropriate indicators to track information on emissions and activities.
 - b. Designing and developing data collection tools to collect relevant data and information.
 - c. Providing recommendations (documented) on appropriate technologies to operationalize the tools.
 - d. Drafting roles and responsibilities for respective stakeholders.
 - e. Drafting reporting processes for relevant stakeholders including the scope of reporting, procedures and responsibilities.
 - f. Drafting verification procedures with accuracy check criteria, record keeping and verification check-list tools.
- e) **Testing designed MRV systems and data collection tools.** With engaging with relevant stakeholders perform the hands-on exercise on
- a. Collecting sample data from relevant sectors using the designed data collection tools.
 - b. Analyze the data collected to assess performance of proposed indicators.
 - c. Perform verification to check accuracy of data.
- f) **Awareness building and training.** This will include:
- a. Organizing, leading and conducting awareness-building activities on stakeholders’ roles and responsibilities, as well as use of data and information collection tools.
 - b. Organizing, leading and conduct training workshops to communicate the results to KNEG.
 - c. Documenting feedback from users and stakeholders for continuous improvement of the MRV systems and relevant tools.
- g) **Perform any additional tasks** as required to deliver on proposed outputs.
- h) **Collate and provide** necessary inputs for NDC Hub MEL as part of project implementation.

6. Deliverables, Activities and Timing

Indicative Timing	Activity
27 th July, 2025	An Inception Report should include the Methodology, Resourcing Needs, and Implementation Schedule for the MRV systems within two weeks of contract signing. and project pre-evaluation matrix ² (8) completed.
22 nd August 2025	A technical report (1) completing desk review under 2(a), 2 (b) and 2 (c) and findings.
3 rd October 2025	A final stakeholder engagement report covering activities conducted under 3 (a), 3 (b) and 3 (c) with findings and including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures, if applicable.

² Templates for reports and pre-post evaluations will be provided by the NDC Hub to the selected consultant firm.

19 th January 2026	A MRV systems and tools covering 4 (a) and 4 (b) and a technical report (2) covering 4 (c), 4 (d), 4 (e) and 4 (f)
13 th March 2026	A final MRV design report covering 5 (a), 5 (b) and 5 (c) A final MRV training report covering awareness building and training under 6 with training materials, including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures if applicable.
17 th April 2026	A project completion report including main findings recommendations and next steps; and project post evaluation matrix completed (8) .

The consultant will have bi-monthly meetings with the Deputy Assistant Secretary, Department of Environment, Climate Change and Emergency Management, FSM and SPC NDC Hub.

COMMON REQUIREMENTS:

The following requirements are common to the service and must be included in the financial and technical proposals:

7. Qualification and Experience³

- a) **Post-Graduate degree** in Science, Environmental Sciences, Engineering or relevant fields of study. A solid understanding of climate change mitigation, MRV systems and relevant aspects on national climate reporting.
- b) **A minimum of 5 years** of relevant work experience and knowledge of climate change, GHG emissions accounting and analysis, and reporting requirements under the Paris Agreement.
- c) **Country experience** and understanding of knowledge of the national plans, strategies and policies related to climate change in Kiribati and FSM.
- d) **Proven experience** working with various stakeholders, including local communities, government, and NGOs on matters concerning climate change policy, institutional settings considering national circumstances.
- e) **Previous experience** in designing MRV systems and data collection tools, as well as delivering training to professionals and hands-on experience in data collection in relevant sectors.
- f) **Demonstrable work experience** in the North Pacific, and in particular in Kiribati and FSM, including engagement with government officials and local stakeholders.

For consultant/s based outside the two countries, it is recommended that a local counterpart be engaged in each country and included in the resourcing plan of the proposal.

8. Timeframe & Location of Assignment

The work for both Lots will be carried out from 1 July 2025 to 30 April 2026.

9. Payment Schedule

The bid should provide a breakdown of the total cost including professional fees, travel costs, per diems and

³ The criteria will be required for each team member (if applicable).

any other costs associated with producing the deliverables to the requisite standard.

- Payments will be made based on the milestones and estimated due dates provided below.
- Consultants are invited to submit their terms and conditions.
- Please note that SPC does not generally contract when 100% advance payment is required.
- Terms of payment shall be in accordance with the provisions of Article 10 of the General Conditions.
- The quote should confirm the acceptance of the payment terms stated below or an alternative proposal

Indicative Timing	Related Lot	Activity	Milestone	% Payment
17 th July 2025	Lot 1 - KIRIBATI	An Inception Report should include the Methodology, Resourcing Needs, and Implementation Schedule for the MRV systems within two weeks of contract signing. and project pre-evaluation matrix ⁴ (8) completed.	Lot 1 – M1	5%
27 th July 2025	Lot 2 - FSM	An Inception Report should include the Methodology, Resourcing Needs, and Implementation Schedule for the MRV systems within two weeks of contract signing. and project pre-evaluation matrix ⁵ (8) completed.	Lot 2 – M1	5%
15 th August 2025	Lot 1 - KIRIBATI	A technical report (1) completing desk review under 2(a), 2 (b) and 2 (c) as per related ToR section and including findings.	Lot 1 – M2	5%
22 nd August 2025	Lot 2 - FSM	A technical report (1) completing desk review under 2(a), 2 (b) and 2 (c) and findings.	Lot 2 – M2	5%
16 th October 2025	Lot 1 - KIRIBATI	A final stakeholder engagement report covering activities conducted under 3 (a), 3 (b) and 3 (c), as per related ToR section, with findings and including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures, if applicable.	Lot 1 – M3	5%
3 rd October 2025	Lot 2 - FSM	A final stakeholder engagement report covering activities conducted under 3 (a), 3 (b) and 3 (c), as per related ToR section, with findings and including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures, if applicable.	Lot 2 – M3	5%
19 th January 2026	Lot 1 - KIRIBATI	A MRV systems and tools covering 4 (a) and 4 (b) and a technical report (2) report covering 4 (c), 4 (d), 4 (e) and 4 (f) as per related ToR section	Lot 1 – M4	10%

19 th January 2026	Lot 2 - FSM	A MRV systems and tools covering 4 (a) and 4 (b) and a technical report (2) covering 4 (c), 4 (d), 4 (e) and 4 (f) as per related ToR section	Lot 2 – M4	10%
1 st March 2026	Lot 1 - KIRIBATI	A final MRV design report covering 5 (a), 5 (b) and 5 (c) as per related ToR section A final MRV training report covering awareness building and training under 6 with training materials, including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures if applicable.	Lot 1 – M5	5%
13 th March 2026	Lot 2 - FSM	A final MRV design report covering 5 (a), 5 (b) and 5 (c) as per related ToR section A final MRV training report covering awareness building and training under 6 with training materials, including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures if applicable.	Lot 2 – M5	5%
1 st April 2026	Lot 1 - KIRIBATI	A project completion report including main findings recommendations and next steps; and project post evaluation matrix completed (8).	Lot 1 – M6	10%
17 th April 2026	Lot 2 - FSM	A project completion report including main findings recommendations and next steps; and project post evaluation matrix completed (8).	Lot 2 – M6	30%
Grand Total				100%

10. Reporting

LOT 1 - KIRIBATI:

The consultant(s) will report to the Senior Climate Change Officer (SCCO), Office of the President (OB), Kiribati. The SCCO will clear every update with Sec for HE information, update and awareness. The consultant will submit the deliverables to the Senior Climate Change Officer, Office of the President (OB), Kiribati and the SPC-NDC Hub team. Administrative queries will be addressed at the SPC-NDC Hub team.

LOT 2 - FEDERATED STATES OF MICRONESIA:

The consultant(s) will report to the Director, the Department of Environment, Climate Change & Emergency Management (DECEM), FSM. The consultant will submit the deliverables to the Director, Department of Environment, Climate Change & Emergency Management (DECEM), FSM and the SPC-NDC Hub team. Administrative queries will be addressed at the SPC-NDC Hub team.

11. Travel

Any travel requirements for both countries' travels, including associated costs (airfares, visa, subsistence, accommodation, meals, transport, consultation (workshop etc.) cost etc.) for the assignment must be included in the financial proposal should be separate and distinct (for each country) in the final offer.

12. Feedback

As part of reviewing the NDC Hub's processes and assuring the quality of the Hub's work, the consultant

will cooperate in an ex-post evaluation of applying for each lot⁶ and undertaking this consultancy, according to the NDC Hub templates.

13. Gender and Social Inclusion

The consultancy activities, when feasible, will document Gender Disability and Social Inclusion (GEDSI) in the following ways:

- a. provides an overview of all stakeholders engaged in the consultations for each country (disaggregated by gender, people with disabilities and youth), if applicable
- b. uses gender-neutral language in the reports.

This Terms of Reference (ToR) outlines the scope, objectives, and deliverables for building on the existing MRV system for the priority sectors for Kiribati and the Federated States of Micronesia. The consultant will work closely with Kiribati's Office of the President (OB), the Department of Environment, Climate Change, and Emergency Management (DECCEM) in FSM, and the SPC team at the Regional Pacific NDC Hub to ensure the successful completion of the activities.

⁶ 1 pre-evaluation and post evaluation for the FSM MRV & 1 pre-evaluation and post evaluation for the KIRIBATI MRV which correspond to 4 evaluations in total.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
1) Declaration of Conflict of Interest 2) A bid / proposal comprising: <ul style="list-style-type: none"> • A cover letter • A description of the proposed service, approach and methodology • <i>Evidence of prior work of a similar nature</i> • A CV or professional profile 3) Financial quote in EURO based on the schedule provided in Section F		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
1.Educational Background		
Post-Graduate degree in Science, Environmental Sciences, Engineering or relevant fields of study. A solid understanding of climate change mitigation, MRV systems and relevant aspects on national climate reporting.	10%	70
2.Work Experience		
A minimum of 5 years of relevant work experience and knowledge of climate change, GHG emissions accounting and analysis, and reporting requirements under the Paris Agreement.	20%	140
3.Policy Knowledge		
Proven experience and understanding of knowledge of the national plans, strategies and policies related to climate change in Kiribati and FSM	10%	70
4.Stakeholder Engagement Experience		
Proven experience working with various stakeholders, including local communities, government, and NGOs on matters concerning climate change policy, institutional settings considering national circumstances.	10%	70

5.Pacific Experience		
Demonstrable work experience in the Pacific, and in particular in Kiribati and FSM, including engagement with government officials and local stakeholders.	20%	140
6.Specific Technical Experience		
Previous experience in designing MRV systems and data collection tools, as well as delivering training to professionals and hands-on experience in data collection in relevant sectors.	20%	140
7.Local Expertise		
Local counterpart engaged and included in the resourcing plan of the proposal.	10%	70
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 25-7915** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Please provide information related to your entity.				
Company name	[Enter company name]		Address	[Enter address]
Director/CEO	[Enter name of the executive person]		Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
Status of the entity:				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
3. How many employees does your company and its subsidiaries have?			[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
5. Are you up to date with your tax and social security payment obligations?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
6. Is your entity regulated by a national authority?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
7. Is your entity a publicly held company?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your entity have a publicly available annual report?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
9. Does your entity have foreign branches and/or subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
15.Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
Does your Policy or Process cover the followings?					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Technical Requirements		
Evaluation criteria	Response by Bidder	
Experience and specified personnel/sub-contractors		
Experience: Relevant experience in assignments of the proposed nature: Data systems, data sharing or system interoperability	Experience:	
	<i>[insert details of relevant experience]</i>	
	Details for three references:	
	1. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract (if applicable):	<i>[insert value of contract]</i>
	2. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract (if applicable):	<i>[insert value of contract]</i>
	3. Organisation name:	
	Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>	
Value contract (if applicable):	<i>[insert value of contract]</i>	
Academic requirement:		
Post-Graduate degree in Science, Environmental Sciences, Engineering or relevant fields of study. A solid understanding of climate change mitigation, MRV systems and relevant aspects on national climate reporting. Excellent English communication skills (oral and written)	<i>[Bidder's answer]</i>	
Technical requirement 1:		
Demonstrated at least 5 years' experience in similar assignments of the proposed nature. <ul style="list-style-type: none"> - climate change, GHG emissions accounting and analysis, and reporting requirements under the Paris Agreement. - working with various stakeholders, including local communities, government, and NGOs on matters concerning climate change policy, institutional settings considering national circumstances. 	<i>[Bidder's answer]</i>	
Technical requirement 2:		
<ul style="list-style-type: none"> - Demonstrable work experience in the Pacific, including engagement with government officials and local stakeholders. - designing MRV systems and data collection tools, as well as delivering training to 	<i>[Bidder's answer]</i>	

professionals and hands-on experience in data collection in relevant sectors.	
Technical requirement 3:	
Demonstrated project and time management skills and the ability to meet deadlines.	<i>[Bidder's answer]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

Services description	Unit Price	Unit (Professional Fees: Hourly/Daily/Mon thly RATE – SPECIFY)	Total quantity (Hours/We eks/Months)	Total Amount EURO (includin g taxes)
Submission of Inception Report should include the Methodology, Resourcing Needs, and Implementation Schedule for the MRV systems within two weeks of contract signing. and project pre-evaluation matrix (8) completed for Kiribati and FSM	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
Technical report (1) for Kiribati and FSM.	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
A final stakeholder engagement report covering activities conducted under 3 (a), 3 (b) and 3 (c), as per related ToR section, with findings and including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures, if applicable for Kiribati and FSM.	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
A MRV systems and tools covering 4 (a) and 4 (b) and a technical report (2) report covering 4 (c), 4 (d), 4 (e) and 4 (f) as per related ToR section for Kiribati and FSM.	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>
<p>A final MRV design report covering 5 (a), 5 (b) and 5 (c) as per related ToR section</p> <p>A final MRV training report covering awareness building and training under 6 with training materials, including agenda, signed participants/workshop registration lists and GEDSI requirements, pictures if</p>	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[quantity]</i>	<i>[total amount]</i>

applicable for Kiribati and FSM.				
A project completion report including main findings recommendations and next steps; and project post evaluation matrix completed (8).	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>Lumpsum</i>	<i>[total amount]</i>
Total				<i>[Total]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*