



PoA Mapping and Reporting (PMR)

Berlin, 30 April 2022

General

The Foundation *Future of the Carbon Market* (“The Foundation”) was established in 2011 by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) and KfW Bankengruppe (KfW) as an activity under the International Climate Initiative (IKI). Its main objectives include the reduction of greenhouse gas emissions in developing countries through the promotion and dissemination of programmatic carbon market approaches. Kommunalkredit Public Consulting GmbH (KPC) is the designated operational manager of the Foundation.

In line with its Procurement Guidelines¹, the Foundation wishes to contract a firm or a consortium of firms (“the Consultant”) to carry out tasks under the assignment titled “PoA mapping and reporting”.

Tender Information and Contact Details

The Foundation is the tendering entity. Interested bidders shall submit questions related to the tender and the assignment through sending an email to both of the below listed persons latest by 10 May 2022:

- Mr. Wolfgang Diernhofer; w.diernhofer@kommunalkredit.at
- Mr. Thomas Forth; Thomas.Forth.Extern@bmuv.bund.de

These questions will be answered by the Foundation within 4 business days and posted on the Foundation’s website.²

Submission of Bids

The deadline for the submission of complete bids, including both the technical and the financial offer and meeting all formal requirements, is 21 days after publication, i.e., **24 May 2022**. The offer submitted under the tender shall contain a technical proposal and a password-protected financial proposal as separate documents. The signed bid must be submitted to above mentioned email addresses.

The bidder must guarantee a bid validity of 90 days.

¹ See [Procurement-Guidelines Stiftung FINAL.doc \(carbonmarket-foundation.org\)](#)

² See [Funding - Stiftung Zukunft des Kohlenstoffmarktes \(carbonmarket-foundation.org\)](#)



No remuneration is granted for the preparation of the offer. Documents, samples, etc. attached to the offer become the property of the contracting authority without entitlement to remuneration. The tender documents are provided free of charge.

Maximum budget

The maximum budget for conducting the assignment as per the ToR shall be **190,000 Euros**, excluding taxes.

Consortia

The creation of diverse teams and/or consortia is encouraged. In their bids, consortia of bidders must name the members and one of their members as authorized representatives for the conclusion and implementation of the contract. Each member must include a declaration of joint and several liability with the joint offer with regard to the liabilities arising in connection with the contract. In addition, all represented members have to declare the authorization of the representative member. If the above-mentioned explanations and descriptions are missing in the offer, these must be submitted before the award of the contract at the latest.

Tender format and requirements

The technical proposal by the Consultant shall contain:

- a) A critical analysis of the required tasks as per the Terms of Reference (“the ToRs”) including their feasibility for implementation under the required circumstances, in particular the specified time frame,
- b) An implementation concept, specifying the methodology, instruments, tools and resources the Consultant will apply to carry out the required tasks. The concept shall also contain information on (i) how the work will be organized over the time frame (GANNT chart) indicating milestones such as the submission of the single deliverables and (ii) quality management.
- c) A detailed staffing plan listing the personnel which will carry out the key tasks. The CVs shall be limited to max. 5 pages each and contain details on the individual’s qualification required to conduct the tasks. Note that later changes to the staff listed in the technical proposal will require approval by the Foundation and is subject to evidencing similar qualifications by the replaced staff.



- d) The Consultant shall specify its qualifications. In particular, international expertise in the field of carbon markets including project-based mechanism and the programmatic approach (PoA), as well as know-how with regards to the status of climate negotiations under the Paris Agreement (Art 6 Rule Book) is a must. Extensive experience in interview techniques, facilitation and moderation of groups, as well as the elaboration of concise and structured reports is highly desired.
- e) If the Consultant is a group of firms (consortium), the overall consortium structure shall be explained through a suitable image. The consortium shall nominate a lead partner responsible for overall team coordination, communication with the Foundation, planning, full integration and timely submission of deliverables. The consortium lead will be the sole contractual counterpart to the Foundation and will sub-contract the single consortium members. The consortium lead shall designate a focal point for communication with the Foundation.
- f) Prior working relationships of the Consultant's key personnel with several country representatives in charge of Art 6 negotiations are considered a particular asset, facilitating the contacting and interviews in the assignment period.
- g) The overall project manager shall have at least 10 years of experience in managing and implementing complex carbon market assignments. The project manager shall be supported by team leads, each team lead responsible for a country region. The team leads must have strong international carbon market experience and extensive regional contacts relevant to the purpose of the PMR.

The technical proposal shall be limited to a maximum of **15 pages** excluding annexes. References shall be presented on one page per reference.

The financial proposal shall be submitted as password-protected file. KPC will request the bidder to share the password details to open the financial proposal once the technical evaluation has been conducted, provided the technical minimum scores have been reached (see section below).

The financial proposal shall specify the number of required man days per task and sub-task in accordance with the ToRs including the respective daily fee rate in Euros. The total cost to meet the required tasks shall be stated in EUR, with VAT and other applicable taxes stated separately.

Bid evaluation

The following weights are assigned to the technical proposal and the financial proposal for determining the overall number of points:

- Technical proposal: 70%
- Financial proposal: 30%

The following criteria apply for the evaluation of the technical proposal:

Criteria	Points	
1. Concept and methodology		40
1.1. Clarity and completeness of the bid	4	
1.2. Critical analysis of the objective of the project and the ToRs	12	
1.3. Proposed concept and method, with the programme of work, the staffing schedule and monitoring and coordination mechanisms	24	
2. Qualifications of definitely assigned personnel		60
2.1. Qualifications of the Consultant (including, where applicable, consortium lead and partner firms)	24	
2.2. Qualifications of key personnel to be employed on the project, in particular the project manager, including professional relations with partner country representatives and/or alliances	36	

The minimum score for (1) *Concept and methodology* is 25; the minimum score for (2) *Qualifications of definitely assigned personnel* is 40. Bidders failing any of them will be excluded from bid evaluation.

Price

The price receives a weighting of 30%. Prices are set in relation to one another by converting them into point values. The "Price" criterion is evaluated using the following method: The bid with the lowest bid price (P_{MIN}) receives the maximum price score (30). The price score N of the other offers is the product of the maximum price score (30) and the lowest offer price (P_{MIN}) in relation to the offer price P according to the formula $N(p) = 30 \cdot P_{MIN} / P$.

Total Score

The points achieved for the individual criteria are added up. The bid with the highest total number of points will be awarded the contract.

Annex: Terms of Reference.