

### Description of Requirements

Context of the Requirement	<p>The objective of hiring an International Company is to enhance Montenegro's capacity to track progress and implementation status of its Nationally Determined Contribution (NDC) under the Paris Agreement in a systematic and institutionalized manner. The company will be responsible for delivering assessment of the implementation of the current NDC and for providing a proposal for the NDC tracking system which will reflect national circumstances as well as international best practices in this domain. Additionally, the Company will be responsible for designing and delivering a training programme on NDC tracking for each of the NDC relevant sectors.</p>
Brief Description of the Required Services	<p>Selected vendor for NDC tracking will have the following specific responsibilities during the period from 01<sup>st</sup> July to 30<sup>th</sup> November 2024 (with possibility of extension):</p> <p>The Ministry of Tourism, Ecology, Sustainable Development and Northern Region Development is in the process of preparing the Fourth National Communication (NC4) and the First Transparent Report (1BTR) on Montenegro's progress and actions related to climate change. The aim of this initiative is to provide a comprehensive and transparent assessment of the country's efforts in addressing climate change, as well as to ensure the integration of gender perspectives throughout the reports and fulfil its obligations to the Convention as per decisions 1/CP.16 ,2/CP.17 and 18/CMA.1. As a signatory to the UNFCCC, Montenegro has been obliged to regularly report towards UNFCCC Secretariat on, among other information: GHG Inventory, mitigation and adaptation climate actions, tracking the implementation and achievement of its NDC under the Paris Agreement. Under Outcome 3.3. System for NDC tracking concept for NDC tracking will be adopted and presented as part of the Mitigation Chapter of the Report.</p> <p>Under the direct supervision of the project manager, the Company will be responsible for the following:</p> <ol style="list-style-type: none"> <li>1. The analysis of the status of implementation of policies and measures included in the current Nationally Determined Contribution under Paris Agreement (NDC 2) to reduce GHG emissions by sector, including their gender-impact dimension; Preparation of the Mitigation Chapter for the NDC tracking section.</li> <li>2. Develop guidance for periodic tracking of the progress, evaluation and update of the NDC (NDC tracking system) which will include relevant methodologies for tracking of the GHG emission reduction and climate change adaptation activities, indicators to be used for NDC tracking and detail description of institutional roles and responsibilities, information flow, key data and data sources, parameters, assumptions, definitions, IT and modeling tools to be used.</li> <li>3. Ensure coordination with and input for design of the national monitoring, reporting, verification, and evaluation MRV-E system to be developed.</li> </ol>

	<p>4. Develop and implement a training programme to relevant stakeholders, including government officials and practitioners based on previously developed guidance document on NDC tracking in each of the NDC relevant sectors.</p> <p>5. Participate in regular coordination meetings and provide progress updates to the project team and relevant stakeholders.</p>
List and Description of Expected Outputs to be Delivered	<p>Based on the enclosed Terms of Reference (Annex 4), vendor shall be responsible for the following deliverables:</p> <ul style="list-style-type: none"> <li>• Analysis of the status of implementation of policies and measures included in the current Nationally Determined Contribution under Paris Agreement (NDC 2) to reduce GHG emissions by sector, including their gender-impact dimension.</li> <li>• Guidance for periodic tracking of the progress, evaluation and update of the NDC (NDC tracking system) which will include relevant methodologies for tracking the GHG emission reduction and climate change adaptation activities; Preparation of the Mitigation Chapter for the NDC tracking section.</li> <li>• Training materials and reports from capacity-building activities conducted on NDC tracking in each of the NDC relevant sectors.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	All deliverables must be quality reviewed and approved/accepted by the Project Manager.
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location and as defined in the ToR
Expected duration of work	<b>During 4 months and 20 days in period from 10<sup>th</sup> July to 30<sup>th</sup> November 2024</b>
Target start date	<b>10<sup>th</sup> July 2024</b>
Latest completion date	<b>30<sup>th</sup> November 2024</b>
Travels Expected	Yes, as needed and in agreement with the project team
Pre-bid conference	N/A
Special Security Requirements	N/A.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

involved in completing the services and proposed team's structure with indicated names and functions (i.e. Team Leader, etc.)	Important Remark: In case a sub-contracting is envisaged, the majority of the required/ proposed team members (key personnel) must be the Bidder's (legal entity's) employees, including the Team Leader. Bids containing the majority of the proposed team members that are a sub-contractor's personnel shall be rejected.
Proposal Submission Address	e-mail: <a href="mailto:andrijana.cukovic@mepg.gov.me">andrijana.cukovic@mepg.gov.me</a> and <a href="mailto:andrijanacukovic@gmail.com">andrijanacukovic@gmail.com</a>
Deadline for Submission of Proposal	<b>05<sup>th</sup> July 2024 at 14:00h</b> All e-mail correspondence to be clearly marked with the <b>tender number</b> (see the "REFERENCE" field from the 1 <sup>st</sup> page above).  Offers received by Ministry after the above-mentioned date and time will be rejected and returned to sender unopened.
No. of copies of Proposal that must be submitted via e-mail	Original: <b>1 electronic copy of technical proposal and 1 electronic copy of financial proposal in</b> separate files, duly marked as Technical Proposal and Financial Proposal, with indicated tender "REFERENCE" number of tender (please see the 1 <sup>st</sup> page above).  Remark: Technical proposals and financial proposals must be submitted in separate emails. The technical proposal should not be password protected. In the eventuality, files containing the technical proposals exceed the 15MB permitted file size for attachments, should be broken down to several files and sent sequentially. Each file should be named as follows: <proposer name–technical proposal file no. N> (N=1, 2, 3, etc). The <b>financial proposals</b> should be sent in PDF format and <b>password protected</b> so that they cannot be opened otherwise. Password for the financial proposal must not be provided to the Ministry until it is formally requested by the Ministry procurement focal point.
All documentations submitted in this proposal, including catalogs, instructions and operating manuals, shall be in english or local language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> local language Remark: the original documents and copies of original documents submitted by local companies, such as Company Registration Certificate, Tax Payment Certificate, etc. can be in local language.
Documents to be submitted	<b>X Duly Accomplished, Signed and Stamped Form as provided in the Annex 2</b> , and in accordance with the list of requirements in Annex 1:

(Technical Proposal envelope)

- one copy without populating proposed pricing information in the Technical Proposal file, and
- other copy with the proposed pricing information in the **Financial Proposal file (password protected)**;

**X Documents Establishing Offeror’s Eligibility & Qualifications:**

- **Company Profile**, which should include a short description of the company and other relevant information concerning the requirements indicated in this document - it should not exceed three (3) pages.
- **Certificate of Registration (potvrda o registraciji)** of the business in Montenegro, including Articles of Incorporation (akt o osnivanju), or equivalent document if the Bidder is not a corporation.
- **Income Statement and Balance Sheet (bilans uspjeha i bilans stanja) for 2022 and 2023**; Required minimum turnover for a bidder or joint venture is 100.000,00 EUR per each of the above-mentioned years.
- **Latest Internal Revenue Certificate / Tax Clearance (potvrda poreske uprave o nepostojanju dugovanja)**, not older than 6 months, confirming that all taxes by the bidder have been paid. Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and Ministry reserves the right to request submission of this Certificate during the bids evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request;
- **Relevant experience in providing similar services** – The Company implemented at least two projects of a similar nature in the last five (5) years, with contracts over 50.000,00 EUR. The bidder must possess and demonstrate previous experience in capacity building training program design and delivery for NDC, develop guidance for periodic tracking of the progress, evaluation and update of the NDC (NDC tracking system) which will relevant methodologies for tracking of the GHG emission reduction and climate change adaptation activities, indicators to be used for NDC tracking and detail description of institutional roles and responsibilities.

Client*	Assignment description	Duration (from-to; Month-Year)	Value
1.			
2.			

*Please insert more rows, if applicable*

**\*Reference details must contain: name of client, name of client’s responsible person and his/her phone no. and e-mail address.**

- **Documents establishing Qualifications of proposed team members: Copies of Diplomas and CVs for each proposed team member**, specifying the exact number of years and nature of experience working in the relevant fields. CVs to be submitted in the consistent format that enables evaluation as per the criteria indicated in the attached ToR (no specific format is required). The team must have proven experience in similar projects.

	<ul style="list-style-type: none"> <li>• And all other as required by ToR (Annex 4).</li> </ul> <p>In the case of a joint venture/consortium, provide <b>consortium agreement</b> that shall clearly state the leading partner/institution, which will be responsible for signing and implementing the contract with the Ministry. In this case, bidders shall also provide a <b>brief presentation of each member</b> together with the list of their relevant references/experience. The documentation required in this section must be submitted for <b>all consortium partners. The majority of the required/proposed team members (key personnel) and majority of percentage of the total assignment must be the Lead Partner's responsibility.</b> Under the Creative concept/Methodology, a brief <b>description of each partner's responsibilities and related percentages of envisaged work must be stated.</b> Least experienced consortium member cannot undertake majority, or bigger portion of work.</p>
Currency of Proposal	Euro
Value Added Tax on Price Proposal	Must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  <p>In exceptional circumstances, Ministry may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	Not permitted
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> <b>Will be imposed under the following conditions:</b> Percentage of contract price per day of delay: <b>1%</b> Max. no. of days of delay: <b>10 days</b> Next course of action: <b>Ministry may cancel the Contract.</b>
Payment Terms	The latest within thirty (30) days from the date of meeting the following conditions: a) Ministry's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The outputs are to be approved by the Project manager and Project Director who will issue clearances for payments.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers (threshold 70% points obtained in the technical evaluation) <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
Criteria for the Assessment of Proposal	<b><u>Technical Proposal</u></b> <input checked="" type="checkbox"/> Expertise and experience of the Bidder (50%) <input checked="" type="checkbox"/> Proposed Methodology/Creative concept for the Completion of Services (20%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%)
Ministry will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed ToR (Annex 3) <input checked="" type="checkbox"/> Requested expertise (Annex 4) <input checked="" type="checkbox"/> Technical Evaluation Criteria (Annex 5)
Contact Person for Inquiries (Written inquiries only):	e-mail: <a href="mailto:andrijana.cukovic@mepg.gov.me">andrijana.cukovic@mepg.gov.me</a> and <a href="mailto:andrijanacukovic@gmail.com">andrijanacukovic@gmail.com</a>  <b>(indicate clearly the tender “REFERENCE” number from the 1<sup>st</sup> page above on all correspondence/Subject of an e-mail query)</b>  <b>IMPORTANT REMARK: Bidders are requested to visit daily the Ministry website at <a href="https://www.gov.me/mert">https://www.gov.me/mert</a> order to check for potential tender updates and/or questions and answers documents.</b> Any delay in Ministry’s response shall be not used as a reason for extending the deadline for submission, unless Ministry determines that such an extension is necessary and communicates a new deadline to the Proposers.
Right to accept any proposal and to reject any or all proposals	Ministry reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for Ministry’s action. Ministry shall not be obliged to award the contract to the lowest priced offer.
Deadline for Inquiries:	Two (2) days before the submission date.