

### Description of Requirements

Context of the Requirement	<p>The project "Strengthening Montenegro's Nationally Determined Contribution and Adaptation Activities Transparency Framework" aims to enhance the efficiency of national climate change actions and their synergy with other related national policies and measures to achieve climate-resilient and low-carbon development. This initiative will improve Montenegro's institutional and technical capacities, fostering a more effective enabling environment for transparency-related activities. Additionally, it will focus on adopting or improving methodologies and tools to meet the transparency requirements outlined in Article 13 of the Paris Agreement.</p> <p>By strengthening these capacities, Montenegro will improve the definition, development, and implementation of policies and measures, utilizing more timely and accurate information for better monitoring and assessment of climate change mitigation and adaptation strategies. A gender-sensitive approach will be integrated into the methodologies for evaluating the adequacy, effectiveness, and impacts of these actions and policies.</p> <p>The primary goal of this assignment is to fortify institutional mechanisms and capacities to track nationally determined contributions and develop a more robust climate transparency framework. The methodology for achieving this objective will involve a "learning by doing" approach, wherein the process will be tested and implemented in cooperation with national institutions and stakeholders.</p> <p>The process will focus on:</p> <ul style="list-style-type: none"> <li>(a) technical capacity building primarily through training and development of tools; and</li> <li>(b) institutional capacity building through strengthening of institutional processes and systems, and development of knowledge and information resources (for example: e-learning modules).</li> </ul> <p>The assignment aims to enhance the overall country's capacity for robust Monitoring, Reporting, and Verification (MRV) system of climate action. The focus will be on building institutional and technical capacity to implement comprehensive climate MRV system in the following key areas:</p> <ul style="list-style-type: none"> <li>• Equip key organizations with the skills to use climate data effectively for decision-making. This ensures data collected goes beyond UNFCCC reports and informs national policy development. Training will focus on producing digestible reports and integrating findings into policymaking. Additionally, organizations will gain data management skills</li> <li>• Improve the coordination mechanism (e.g., Working Group of the National Council for Sustainable Development) responsible for overseeing MRV activities</li> </ul>
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	<ul style="list-style-type: none"> <li>• Enhancing the country's ability to report on adaptation efforts and evaluating their adequacy, effectiveness, and impacts, i.e. implementation of adaptation Monitoring, Reporting and Evaluation (MR&amp;E) system</li> <li>• Building capacity of relevant institutions to track and evaluate climate finance investments and resources effectively</li> <li>• Enhancing gender sensitivity and gender equality anchoring in the national climate MRV system.</li> </ul> <p>The service provider will deliver the expected results in a professional, inclusive, and cooperative manner with timely and transparent identification of all relevant stakeholders at both the national and local levels. These stakeholders may include relevant national institutions, local communities, NGOs, and other pertinent entities.</p> <p>Throughout the development process, the service provider will leverage available data and information sources, such as existing legislative and policy documents, national statistical data, line ministries and other databases, cadasters, and scientific literature and research. Relevant outputs from ongoing projects should also be considered.</p>
<p>Brief Description of the Required Services</p>	<p>Selected vendor for capacity building programme will have the following specific responsibilities during the period from 01<sup>st</sup> July 2024 to 29<sup>th</sup> July 2025 (with possibility of extension):</p> <ol style="list-style-type: none"> <li>1. Capacity Building: <ul style="list-style-type: none"> <li>Technical Skills Development: <ul style="list-style-type: none"> <li>• Training on monitoring, reporting, verification and evaluation of climate data</li> <li>• Development of tools and e-learning modules to enhance technical skills</li> </ul> </li> <li>Institutional Strengthening: <ul style="list-style-type: none"> <li>• Training on producing clear and actionable reports for policymaking</li> <li>• Strengthening data management skills within relevant organizations</li> <li>• Facilitating improved coordination mechanisms for Monitoring, Reporting, and Verification (MRV) activities.</li> </ul> </li> </ul> </li> <li>2. Specific Thematic Expertise: <ul style="list-style-type: none"> <li>Adaptation Reporting: <ul style="list-style-type: none"> <li>• Enhancing the country's ability to report on adaptation efforts and evaluating their adequacy, effectiveness, and impacts i.e. implementation of adaptation Monitoring, Reporting and Evaluation (MR&amp;E) system</li> <li>• Enhancing the country's ability to report on Loss and Damage</li> </ul> </li> <li>Climate Finance: <ul style="list-style-type: none"> <li>• Building the capacity of institutions to track and evaluate climate finance investments and resources effectively.</li> </ul> </li> </ul> </li> <li>3. Project Management and Stakeholder Engagement: <ul style="list-style-type: none"> <li>Stakeholder Identification and Collaboration: <ul style="list-style-type: none"> <li>• Identifying relevant stakeholders at national and local levels, including government institutions, local communities, NGOs, and others.</li> <li>• Fostering a collaborative and inclusive approach throughout the project.</li> </ul> </li> <li>Data Gathering and Analysis:</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>Utilizing existing data sources from statistical office, ministries, research institutions, and other relevant entities.</li> <li>Considering outputs from ongoing projects related to climate change.</li> </ul> <p>Learning by Doing Approach:</p> <ul style="list-style-type: none"> <li>Implementing activities through a "learning by doing" approach, allowing for real-time adaptation and improvement.</li> <li>Ensuring timely and transparent communication throughout the process.</li> </ul> <p>Overall, the service provider should possess a strong understanding of climate change issues, MRV systems, and capacity building methodologies. They should also be adept at project management, stakeholder engagement, and data analysis.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>Based on the enclosed Terms of Reference (Annex 4), vendor shall be responsible for the following deliverables:</p> <p>Enhanced Institutional Capacity for Monitoring, Reporting, and Verification (MRV):</p> <ul style="list-style-type: none"> <li>Training on climate data management through Monitoring, Reporting and Verification system approach</li> <li>Effective use of climate data for decision-making and integrating its findings into policymaking.</li> </ul> <p>Improved coordination mechanism for MRV activities:</p> <ul style="list-style-type: none"> <li>Strengthened Working Group of the National Council for Sustainable Development.</li> </ul> <p>Enhanced Capacity for Adaptation Reporting:</p> <ul style="list-style-type: none"> <li>Improved ability to report on adaptation efforts and evaluating their adequacy, effectiveness, and impacts through implementation of adaptation Monitoring, Reporting and Evaluation (MR&amp;E) system</li> </ul> <p>Strengthened Capacity for Climate Finance:</p> <ul style="list-style-type: none"> <li>Build capacity of relevant institutions to effectively track and evaluate climate finance investments and resources effectively</li> </ul> <p>Additional Outputs:</p> <ul style="list-style-type: none"> <li>Development of knowledge and information resources, such as e-learning modules.</li> <li>Improved data collection and management practices going beyond UNFCCC reporting needs.</li> <li>Increased stakeholder engagement, including national and local institutions, NGOs, and local communities.</li> </ul>
<p>Person to Supervise the Work/Performance of the Service Provider</p>	<p>All deliverables must be quality reviewed and approved/accepted by the Project Manager.</p>
<p>Location of work</p>	<p><input type="checkbox"/> Exact Address/es [pls. specify]</p>

	<input checked="" type="checkbox"/> At Contractor's Location and as defined in the ToR
Expected duration of work	<b>During 12,5 months in period from 10<sup>th</sup> July 2024 to 25<sup>th</sup> July 2025</b>
Target start date	<b>10<sup>th</sup> July 2024</b>
Latest completion date	<b>25<sup>th</sup> July 2025</b>
Travels Expected	Yes
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 involved in completing the services and proposed team's structure with indicated names and functions (i.e. Team Leader, etc.)	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required  <b>Important Remarks:</b> - 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. - Under the Project implementation rules, the Bidder is not allowed to subcontract employees of the Montenegrin government and public institutions.
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>5<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 " <b>REFERENCE</b> " 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 " <b>REFERENCE</b> " number of tender (please see the 1 <sup>st</sup> page above).  Remark:

	<p>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: &lt;proposer name–technical proposal file no. N&gt; (N=1, 2, 3, etc).</p> <p>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.</p>
<p>All documentations submitted in this proposal, including catalogs, instructions and operating manuals, shall be in english or local language</p>	<p><input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> local language</p> <p>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.</p>
<p>Documents to be submitted (Technical Proposal envelope)</p>	<p><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:</p> <ul style="list-style-type: none"> <li>- one copy <u>without populating proposed pricing information in the Technical Proposal file</u>, and</li> <li>- other copy <u>with the proposed pricing information in the <b>Financial Proposal file (password protected)</b></u>;</li> </ul> <p><b>X Documents Establishing Offeror’s Eligibility &amp; Qualifications:</b></p> <ul style="list-style-type: none"> <li>• <b>Company Profile</b>, which should include a <u>short description of the company and other relevant information concerning the requirements indicated in this document - it should not exceed three (3) pages.</u></li> <li>• <b>Certificate of Registration (potvrda o registraciji)</b> of the business in Montenegro, including Articles of Incorporation (akt o osnivanju), or equivalent document if the Bidder is not a corporation.</li> <li>• <b>Income Statement and Balance Sheet (bilans uspjeha i bilans stanja) for 2022 and 2023</b>; Required minimum turnover for a bidder or joint venture is 200.000,00 EUR per each of the above-mentioned years.</li> <li>• <b>Latest Internal Revenue Certificate / Tax Clearance (potvrda poreske uprave o nepostojanju dugovanja)</b>, 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;</li> <li>• <b>Relevant experience in providing similar services</b> – Relevant experience in</li> </ul>

	<p>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 in areas of mitigation and adaptation, previous experience in capacity building relevant for climate change projections and GHG inventories, adaptation planning, design and delivery of adaptation planning capacity building initiatives; trained stakeholders on climate data management using MRV approaches; facilitated the use of climate data in decision-making and policy development; strengthened coordination mechanisms for MRV activities, (similar to Montenegro’s National Council Working Groups); enhanced capacity for adaptation planning by implementing Monitoring, Reporting, and Evaluation (MR&amp;E) systems; built the capacity of institutions to track and evaluate climate finance investments; Developed knowledge resources and improved data collection practices beyond basic reporting needs.</p> <ul style="list-style-type: none"> <li>• Supporting at least 2 counties in activities relevant for the ToR.</li> <li>• The reference list must be submitted using the table provided herein:</li> </ul> <table border="1" data-bbox="435 800 1432 947"> <thead> <tr> <th data-bbox="435 800 711 873">Client*</th> <th data-bbox="711 800 1092 873">Assignment description</th> <th data-bbox="1092 800 1357 873">Duration (from-to; Month-Year)</th> <th data-bbox="1357 800 1432 873">Value</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 873 711 909">1.</td> <td data-bbox="711 873 1092 909"></td> <td data-bbox="1092 873 1357 909"></td> <td data-bbox="1357 873 1432 909"></td> </tr> <tr> <td data-bbox="435 909 711 947">2.</td> <td data-bbox="711 909 1092 947"></td> <td data-bbox="1092 909 1357 947"></td> <td data-bbox="1357 909 1432 947"></td> </tr> </tbody> </table> <p data-bbox="435 947 1432 982"><i>Please insert more rows, if applicable</i></p> <p data-bbox="435 982 1432 1056"><b>*Reference details must contain: name of client, name of client’s responsible person and his/her phone no. and e-mail address.</b></p> <ul style="list-style-type: none"> <li>• <b>Documents establishing Qualifications of proposed team members: Copies of Diplomas and CVs for each proposed team member</b>, 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.</li> <li>• And all other as required by ToR (Annex 4).</li> </ul> <p data-bbox="435 1419 1432 1801">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 <b>a 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 can not undertake majority, or bigger portion of work.</p>	Client*	Assignment description	Duration (from-to; Month-Year)	Value	1.				2.			
Client*	Assignment description	Duration (from-to; Month-Year)	Value										
1.													
2.													
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  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.
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>Technical Proposal</b> <input checked="" type="checkbox"/> Expertise and experience of the Bidder (38%) <input checked="" type="checkbox"/> Proposed Methodology/Creative concept for the Completion of Services (16%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (46%)
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):	<p>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></p> <p><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></p> <p><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></p> <p>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.</p>
Right to accept any proposal and to reject any or all proposals	<p>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.</p>
Deadline for Inquiries:	Two (2) days before the submission date.