

Procurement Notice

Request for Proposals for Consulting Services

Project Name	FIRST BIENNIAL TRANSPARENCY REPORT (BTR1)/ THIRD NATIONAL COMMUNICATION (TNC)
Contract Title	PREPARATION OF CHAPTERS 2 AND 4 OF A COMBINED BTR1/TNC REPORT: II - Information necessary to track progress made in implementing and achieving Nationally Determined Contributions (NDCs) under the Paris Agreement ; And IV - Information on financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement
Country	Saint Vincent and the Grenadines (SVG)
Issued on	12th January 2026

1. Saint Vincent and the Grenadines has received financing from the Global Environment Facility (GEF) toward the preparation of its combined First Biennial Transparency Report / Third National Communication (BTR1/TNC).

2. The Ministry of Tourism, Civil Aviation and Sustainable Development now invites sealed Proposals from eligible Proposers for the preparation of Chapters 2 and 4 of the combined BTR1/TNC Project, titled “*Information necessary to track progress made in implementing and achieving Nationally Determined Contributions (NDCs) under the Paris Agreement*” and “*Information on financial, technology development and transfer and capacity- building support needed and received under Articles 9–11 of the Paris Agreement*”.

3. Bidding will be conducted through request for proposals for consulting services as specified in the Public Procurement Act 34 of 2018, and is open to all eligible Proposers as defined in the Procurement Regulations 23, of 2019.

4. For physical submissions, Proposals must be delivered in a single outer envelope containing two sealed envelopes, separating the technical and financial proposals, each clearly marked, to the address below on or before **16:00 AST, 9th February, 2026**.

5. Electronic submission of proposals will be permitted but the technical and financial proposals must be separated, marked and password protected.

6. Late Proposals will be rejected.

7. The address to submit Proposals is:

Attn: Director, Sustainable Development Unit

2nd Floor, Massy Supermarket

Arnos Vale

Saint Vincent and the Grenadines

By Email: emdsvg@gmail.com; CC tourism@gov.vc and naf.richardson@gmail.com

SAINT VINCENT AND THE GRENADINES

**COMBINED FIRST BIENNIAL TRANSPARENCY REPORT AND
THIRD NATIONAL COMMUNICATION (BTR1/TNC)**

TERMS OF REFERENCE (ToR)

PREPARATION OF CHAPTERS 3 AND 4 OF A COMBINED BTR1/TNC REPORT:

**II - Information necessary to track progress made in implementing and achieving
Nationally Determined Contributions (NDCs) under the Paris Agreement**

And

**IV - Information on financial, technology development and transfer and capacity-
building support needed and received under Articles 9–11 of the Paris Agreement**

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1. BACKGROUND INFORMATION

Saint Vincent and the Grenadines (SVG), as a Party to the Paris Agreement, is preparing a combined First Biennial Transparency Report and Third National Communication (BTR1/TNC) in compliance with the Enhanced Transparency Framework (ETF) under Article 13 of the Paris Agreement. Under the ETF, Parties to the Paris Agreement are required to submit BTRs every two years, with the first submission that was due by 31 December 2024. Small Island Developing States (SIDS) and the Least Developed Countries (LDCs) may submit information required for BTRs at their discretion. The BTR1 will be developed in line with the Modalities, Procedures, and Guidelines (MPGs) for the ETF (FCCC/PA/CMA/2018/3/Add.2) and the common reporting tables and tabular formats adopted at COP26 (Decision 5/CMA.3).

To facilitate the timely preparation of a combined BTR1/TNC, the Government of Saint Vincent and the Grenadines seeks qualified consultants to support the development of the following:

II - Information necessary to track progress made in implementing and achieving Nationally Determined Contributions (NDCs) under the Paris Agreement

and

IV - Information on financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement

2. OBJECTIVES OF THE CONSULTANCY

The primary objective of this task is to prepare the sections NDC tracking and financial, technology development and transfer and capacity-building support needed and received of Saint Vincent and the Grenadines' combined BTR1/TNC. These sections must follow the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). These sections will be presented in the BTR1/TNC as Chapters 2 and 4, respectively.

3. SCOPE OF WORK

II - Information necessary to track progress made in implementing and achieving Nationally Determined Contributions (NDCs) under the Paris Agreement

This Chapter aims to provide a description of Saint Vincent and the Grenadines' national circumstances and information on institutional arrangements relevant to implementing and achieving NDC, GHG emissions and removals projections and any other information relevant to tracking progress made in implementing and achieving its NDC.¹

The scope of this work will include the following:

- National circumstances and institutional arrangements related to NDC tracking;
- Description of Saint Vincent and the Grenadines' nationally determined contribution under Article 4 of the Paris Agreement (including updates);
- Information necessary to track progress made in implementing and achieving its nationally determined contribution under Article 4 of the Paris Agreement, reported in a narrative and common tabular format (as applicable);
- Mitigation policies and measures, actions and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving a nationally determined contribution under Article 4 of the Paris Agreement;
- Summary of greenhouse gas emissions and removals, concerning the reporting years corresponding to the Party's most recent national inventory report, in a tabular format;
- Projections of greenhouse gas emissions and removals, as applicable, presented in graphical and tabular formats;
- Other information relevant to tracking progress made in implementing and achieving its NDC under Article 4 of the Paris Agreement;
- Specific flexibility provisions applied; and
- Information on areas of improvement in relation to reporting.

The expected work to be undertaken, in order to provide the above information, taking into account SVG's current national circumstances/priorities/needs and gaps identified in the previous national communication reports, is detailed in the description of deliverables and activities outlined below.

The above proposed scope of work is categorised into the following four main deliverables:

2.1 A national circumstances and institutional arrangements section related to NDC tracking:

- Description of the national circumstances and institutional arrangements related to NDC tracking.

¹ Saint Vincent and the Grenadines has recently completed its [Second Nationally Determined Contribution \(NDC2\)](#), which will serve as the primary basis for the preparation of this Chapter.

- The consultants should also provide an assessment of existing institutional arrangements for NDC tracking to identify gaps and inform potential improvements.
- Compilation of information on legal, institutional, administrative, and procedural arrangements for domestic implementation, monitoring, reporting, archiving of information and stakeholder engagement related to the implementation and achievement of the NDC.

2.2 A section providing country’s NDC’s overview, actions, policies and measures:

- Description of the current NDC, including a description of the NDC goal(s) and all information needed to facilitate clarity, transparency, and understanding, such as:
 - Quantifiable information on the reference point;
 - Time frames and/or periods for implementation;
 - Scope and coverage;
 - Planning processes;
 - Assumptions and methodological approaches, including those for estimating and accounting for anthropogenic GHG emissions, and, as appropriate, removals;
 - An explanation of fairness and ambition of the NDC in light of national circumstances; and
 - How the NDC contributes towards achieving the objective of the UNFCCC and Paris Agreement.
- Preparation of a report on information necessary to track progress made in implementing and achieving the current NDC.
- Compilation of a report on mitigation policies and measures, actions, and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving the NDC.

2.3 Projections of GHG emissions and removals (time coverage, structure, NDC indicators, methodologies):

- Identification and description of the methodologies for NDC tracking (time coverage, structure, NDC indicators).
 - The consultants should also identify any gaps in the methodologies applied and provide an analysis of the effectiveness and adequacy of existing methodologies.
- Assessment and validation of selected methodologies for elaborating projections of GHG emissions and removals.
- Preparation of a report on projections of greenhouse gas emissions and removals.

2.4 NDC tracking report:

- Prepare a report on NDC tracking for inclusion in the Chapter on NDC tracking of the BTR/TNC.

- Conduct training workshop on NDC tracking using the Online Partnership Plan Tool (*in-person training preferred*).
- Conduct national peer reviews for the NDC tracking report.
- Facilitate a validation workshop with the NTACCC to review and approve the NDC tracking report.

IV - Information on financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement

This chapter aims to provide information on national circumstances, institutional arrangements relevant to reporting on support needed and received, as well as a description of the underlying assumptions, methodologies and definitions, as applicable and information on financial support, technology development and transfer, and capacity-building support needed and received including for the implementation of Article 13 and transparency-related activities. Other relevant information include an assessment of various existing policies and strategies relating to gender and climate change; as well as supplemental NC chapters (research and systematic observation; and education, training and public awareness).

Information to be provided in this chapter shall include, but is not limited to:

- National circumstances, institutional arrangements and country-driven strategies;
- Underlying assumptions, definitions and methodologies;
- Information on financial support needed and received, in a common tabular format, by developing country Parties under Article 9 of the Paris Agreement;
- Information on technology development and transfer support needed and received, in a common tabular format, by developing country Parties under Article 10 of the Paris Agreement;
- Information on capacity-building support needed and received, in a common tabular format, by developing country Parties under Article 11 of the Paris Agreement;
- Information on support needed and received, in a common tabular format, by developing country Parties for the implementation of Article 13 of the Paris Agreement and transparency-related activities, including for transparency-related capacity-building;
- Developing country Parties that provide and mobilise support should provide such information and, in doing so, are encouraged to observe paras. 118-129 of the MPGs;
- Specific flexibility provisions applied;
- Information on areas of improvement in relation to reporting; and
- Report with other relevant information, including on gender and climate change; and supplemental NC chapters (research and systematic observation; and education, training and public awareness)

The expected work to be undertaken, in order to provide the above information, taking into account SVG's current national circumstances/priorities/needs and gaps identified in the

previous national communication reports, is detailed in the description of deliverables and activities outlined below.

The above proposed scope of work should be categorised into the following four main deliverables:

4.1 A section on national circumstances, institutional arrangements and country- driven strategies:

- Compile information on national circumstances and institutional arrangements relevant to reporting on provision and mobilisation of support.

4.2 A description of underlying assumptions, definitions and methodologies:

- Describe the underlying assumptions, definitions and methodologies used to provide information on support needed and received.

4.3 Section on financial support, technology development and transfer, and capacity-building support needed and received, including for transparency-related activities; support eventually provided and mobilised:

- Provide information on financial support needed and received;
- Provide information on technology development and transfer support needed and received;
- Provide information on capacity-building support needed and received;
- Prepare Chapter on Information on financial, technology development and transfer and capacity-building support under Articles 9, 10, and 11 of the Paris Agreement for the BTR/TNC;
- Undertake peer review by qualified experts in fields corresponding to the various aspects of the chapter; and
- Prepare a final version of the chapter, incorporating comments and feedback, for stakeholder validation.

4.4 Report other relevant information, including on gender and climate change as well as supplemental NC chapters (research and systematic observation; and education, training and public awareness);

- Undertake gender analysis of climate change, including gender issues and gender mainstreaming in environment and climate change management and the role of gender in the BTR/NC processes;
- Ensure acceptable gender representation in project management structures (committees, institutional frameworks) and in capacity-building activities;
- Identify a gender focal point in the working groups to track and itemise issues linked to their respective reporting sections - adaptation, mitigation and greenhouse gases, gender financing, capacity, technology needs, public awareness, education, constraints and gaps – with a view to preparing this section;
- Report on monitoring gender balance, gender budgeting, gender-sensitive climate policies and actions;

- Organise and conduct trainings/workshops on gender (*in-person training preferred*);
- Assess climate-related research and systematic observation in the country; and
- Assess education, training and public awareness related to climate change.

Review

The consultants must also be available and provide support during the Technical Expert Review (TER) process, as well as during any subsequent review processes prior to and following the submission of the BTR1/TNC.

4. TIMEFRAME AND DELIVERABLES

Payments will be based on the following schedule (upon submission and acceptance of respective deliverables). The Consultants will be contracted for a period of 4 months and is expected to deliver the following:

DELIVERABLES	TIMELINE	PAYMENT
<p>Inception Report to be submitted and should include the following:</p> <ol style="list-style-type: none"> 1. A proposed methodology in undertaking the scope of works; 2. A proposed work plan with time frames for outputs; 3. A Training plan; and 4. Feedback on the TOR and any other recommendations to enhance the process. 	<p>Two (2) weeks after contract signature</p>	<p>10% of the contract amount shall be paid upon approval of the inception report.</p>
<p>Submit a progress report to update on the status of the assignment.</p>	<p>End of Month 2</p>	<p>10% of the contract amount shall be paid upon approval of the progress report.</p>
<p>Submit a draft Chapters for feedback and suggestions.</p> <p>Facilitate in-person training sessions.</p>	<p>End of Month 3</p>	<p>40% of the contract amount shall be paid upon approval of the draft section.</p>
<p>Submission of the final Chapters including:</p> <p>Information necessary to track progress made in implementing and achieving Nationally Determined Contributions (NDCs) under the Paris Agreement</p> <ol style="list-style-type: none"> a. A national circumstances and institutional arrangements section related to NDC tracking b. A section providing country's NDC's overview, actions, policies and measures c. Projections of GHG emissions and removals (time coverage, structure, NDC indicators, methodologies) d. NDC tracking report <p>Information on financial, technology development and transfer and capacity-building support needed and received under the Paris Agreement</p> <ol style="list-style-type: none"> a. A section on national circumstances, institutional arrangements and country-driven strategies b. A description of underlying assumptions, definitions and methodologies 	<p>End of Month 4</p>	<p>40% of the contract amount shall be paid upon approval of the final NDC Tracking Chapter.</p>

<p>c. Section on financial support, technology development and transfer, and capacity- building support needed and received, including for transparency-related activities; support eventually provided and mobilised.</p> <p>d. Report with other relevant information, including on gender and climate change, as well as supplemental NC chapters (research and systematic observation; and education, training and public awareness) if applicable.</p> <p>Upon completion of the deliverables, the Consultants shall also prepare and deliver concise two-page briefs for each Chapter, highlighting the key findings, implications, and recommended actions arising from the chapters. The briefs shall be written in clear and accessible language, tailored for policymakers and stakeholders, and shall be delivered with the submission of the final report.</p>		
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5. REQUIRED QUALIFICATIONS

- **Academic Qualifications**

- a. Minimum Qualifications: Master's degree (or higher) in Climate Change, Climate Science / Environmental Science or Environmental / Natural Resource Management, Sustainable Development, Climate or Energy Policy, Environmental or Climate-related Statistics or in a relevant thematic area.

- **Requirements of Knowledge and Experience**

- b. At least eight (5) years of proven professional experience in climate change policy, climate reporting, or related areas.
- c. Experience or familiarity with the Enhanced Transparency Framework (ETF) and the Modalities, Procedures, and Guidelines (MPGs) adopted under Article 13 of the Paris Agreement.
- d. Extensive experience with tracking progress towards Nationally Determined Contributions (NDCs), GHG inventory data, projections, and mitigation measures, Use of common tabular formats (CTFs) and relevant reporting tools (e.g., IPCC Inventory Software, UNFCCC Reporting Tools)
- e. Demonstrated knowledge and experience in analysing the environmental/climate change sector of SVG.
- f. Demonstrated experience in compiling climate change reports as per the UNFCCC and similar guidelines or other national reports submitted to international conventions in the area of sustainable development will be an added advantage
- g. Demonstrable experience working with national governments and coordinating with multiple stakeholders across ministries, sectors, and development partners.
- h. Strong analytical and technical writing skills, with the ability to produce high-quality reports aligned with international climate reporting requirements.
- i. Experience facilitating workshops, peer reviews, or validation meetings will be considered an asset.
- j. Excellent English language skills, including strong writing and interpersonal abilities, with a demonstrated capacity to effectively communicate with stakeholders in English is essential.
- k. Experience in capacity building and knowledge transfer is an asset.

Consultants are expected to engage in-country as part of the consultancy. If a consultant is unable to travel or be present in-country, they will be required to subcontract a suitably qualified local expert - whose qualifications align with those listed above - to engage on their behalf.

6. REPORTING AND COORDINATION

- The Director of the Sustainable Development Unit (SDU) and the National Project Technical Coordinator (NPTC) have oversight of the management of the contract.
- The consultants are expected to work closely with the BTR1/TNC Project Team and report directly to the NPTC. Additionally, the consultants shall engage with the National Technical Advisory Committee on Climate Change (NTACCC) as required and attend periodic progress meetings to provide updates on the consultancy.
- The consultants shall submit progress reports in electronic format (Word or PDF), summarising activities undertaken, progress made against deliverables, any challenges encountered, and proposed next steps. These reports must be submitted via email to the NPTC and copied to the Director of the SDU and the wider BTR1/TNC Project Team.
- All draft deliverables must be submitted in editable formats (e.g., Word, Excel, PowerPoint) for review and feedback. Drafts should be sent via email to the NPTC, with copies to the Director of the SDU and relevant members of the BTR1/TNC Project Team. The final deliverables must be submitted in both editable and PDF formats, incorporating all agreed-upon revisions, and shared in the same manner.
- Documents and data provided by the Government for the purpose of this assessment which are not of public nature shall be considered confidential and should not be disclosed to any other party.
- All outputs and materials produced as part of this consultancy shall be handed over to the BTR1/TNC Project Team at the end of the contract and will become the sole property of the Sustainable Development Unit, acting on behalf of the Government of Saint Vincent and the Grenadines.

7. EVALUATION METHOD AND CRITERIA

Proposals will be assessed using the quality and cost method.

Technical/Financial weighting: 80/20

Technical Proposals

Technical Proposals will be scored out of 100.

A minimum technical threshold of 70% will be required to proceed to financial evaluation.

Evaluation Criteria	Max Points
A. General Requirements	40
1. Specific Experience of the Consultants relevant to the assignment <ul style="list-style-type: none"> a. Demonstrated experience preparing/supporting NCs, BURs, or BTRs b. Proven record in climate change reporting, policy analysis and NDC Tracking. c. Familiarity with ETF and MPGs 	25
2. Adequacy of the Proposed Methodology and Work Plan <ul style="list-style-type: none"> a. Clarity and relevance of proposed approach and activities b. Realistic timeline and deliverables aligned with ToR c. Inclusion of capacity-building elements (training/workshops) 	15
B. Expert Requirements	60
1. General Qualifications (general education, training, and experience) <ul style="list-style-type: none"> a. Possession of at least a Master’s degree in a relevant field b. Additional relevant certifications (if any) 	10
2. Adequacy for the Assignment (relevant education, training, experience in the sector) <ul style="list-style-type: none"> a. At least 5 years of relevant experience b. Demonstrated experience in NDC tracking, projections, GHG data, and reporting support needed and received c. Strong analytical and technical writing skills 	35
3. Relevant Local Experience <ul style="list-style-type: none"> a. Previous experience working in the local context b. Knowledge of national institutional arrangements and data systems c. Familiarity with government structures and local context 	10
4. Participation by nationals among proposal key staff	5
Total	100

Financial Proposals²

Financial Proposals should outline the consultancy fees and expenses.

Financial Proposals will be scored against the quality and cost.

Award of Contract and Contract Negotiations

The bidder whose proposal has achieved the highest technical and financial score shall be invited for contract negotiations following the evaluation of technical and financial scores.

² Where the successful consultant is a non-resident of Saint Vincent and the Grenadines, fees payable shall be subject to withholding tax in accordance with the Income Tax Act, namely (i) a 15% withholding tax on technical service fees (other than fees for independent personal services) paid to residents of CARICOM countries; and (ii) a 20% withholding tax on fees in respect of independent personal services paid to residents of CARICOM countries, as well as on all technical service fees paid to residents of any other country.

8. APPLICATION PROCESS

Interested consultants should submit the following documents:

- Technical Proposal detailing methodology, work plan, and experience.
- Financial Proposal outlining consultancy fees and expenses.
- CV(s) of Key Experts demonstrating relevant experience.
- Proof of similar experience or at least two references from past assignments.