

SAINT VINCENT AND THE GRENADINES

ENHANCING SECTORAL MRV SYSTEMS AND ANALYTICAL CAPACITY TO SUPPORT NDC 3.0 DEVELOPMENT AND IMPLEMENTATION IN SAINT VINCENT AND THE GRENADINES

TERMS OF REFERENCE (ToR)

PREPARATION OF THE NDC 3.0 REPORT FOR MITIGATION AND ASSOCIATED OUTPUTS

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1. BACKGROUND INFORMATION

As a Small Island Developing State (SIDS), Saint Vincent and the Grenadines (SVG) is particularly vulnerable to the impacts of climate change, reinforcing the need for robust institutional and analytical frameworks to support effective climate policy development and implementation. SVG submitted its NDC 2.0 to the UNFCCC Secretariat in September 2025 and is now advancing the development of its Third Nationally Determined Contribution (NDC 3.0), which requires strengthened sectoral MRV systems, updated emissions modelling and scenarios, and improved capacity to assess the impact of mitigation policies and measures (PaMs), with a focus on the energy sector, including transport.

To this end, the Government of Saint Vincent and the Grenadines (GoSVG), through the Ministry of Tourism, Civil Aviation and Sustainable Development is requesting the submission of qualification statements and proposals from qualified professionals ("Consultant") to carry out the coordination services of the project *Enhancing Sectoral MRV Systems and Analytical Capacity to Support NDC 3.0 development and implementation in Saint Vincent and the Grenadines*, within the framework of the Initiative for Climate Action Transparency (ICAT).

The ICAT helps countries better assess the impact of their climate policies and actions and meet their transparency commitments. More specifically, ICAT increases countries' overall transparency capacity, including the ability to assess the contribution of climate policies and actions to countries' development goals, and provides appropriate methodological information and tools to support evidence-based policymaking. ICAT's capacity building efforts would build on existing climate monitoring, reporting and verification (MRV) systems and country knowledge, and complement previous or ongoing activities of other initiatives, where appropriate.

The support provided, through the ICAT, will be tailored to the national circumstances and priorities of SVG and would involve national experts as much as possible in order to promote peer-to-peer learning and build the capacity at the national level.

The Ministry of Tourism, Civil Aviation and Sustainable Development, through its Sustainable Development Unit (SDU), is the agency responsible for coordinating climate change plans and actions and related monitoring and reporting to the UNFCCC under the Enhanced Transparency Framework (ETF).

2. OBJECTIVES OF THE CONSULTANCY

The main objective of this assignment is to engage a qualified Consultancy Firm to lead the technical implementation of the project's activities, culminating in a robust, transparent, and implementable NDC 3.0 report for mitigation for Saint Vincent and the Grenadines, in close coordination with the Ministry of Tourism, Civil Aviation and Sustainable Development, the In-Country Project Coordinator, and the project's technical Implementing Partner, the Greenhouse Gas Management Institute (GHGMI).

More specifically, the project is expected to contribute to the following results:

- A functional sectoral MRV framework for the energy sector (including transport), enabling consistent data collection, processing, analysis and verification, with defined institutional arrangements and reporting procedures;
- A national modelling framework and tools for GHG emissions projections (e.g., GACMO, LEAP or equivalent), together with enhanced institutional and technical capacity to independently operate and maintain these systems;
- An assessment of the mitigation impacts of selected policies and measures (PaMs) in the energy sector, including identification of sustainable development co-benefits, using ICAT methodologies;
- Enhanced institutional and technical capacity within national institutions to independently operate MRV systems, to critically assess emissions projections and its input assumptions, and perform policy impact assessments, ensuring long-term sustainability and national ownership;
- A draft NDC 3.0 report for mitigation, including ICTU tables and supporting analytical reports, aligned with MPG requirements and national priorities.

3. SCOPE OF WORK AND DELIVERABLES

The Firm will be responsible for producing, or co-producing with the Implementing Partner (GHGMI), the following outputs, as detailed in the project's Work Plan (Annex A). Where an output is led by either the Project Coordinator or GHGMI (i.e., specialized technical trainings), the Firm is expected to provide substantive support, including local coordination, data provision, presentation or training delivery, and co-facilitation.

Activity 0. Inception Phase

Output	Description	Lead	Due date
0.1	Inception workshop, in coordination with the In-Country Project Coordinator and key national stakeholders	Project Coordinator (Firm supporting)	30 Oct 2026
0.2	Inception workshop report	Project Coordinator (Firm supporting)	16 Nov 2026

Activity 1. MRV Framework for GHG Projections

Output	Description	Lead	Due date
1.1	Stocktaking analysis report for climate action, including institutional arrangements, data flows, and gap analysis for operational MRV	Firm	30 Nov 2026
1.2.1	Stakeholder engagements (bilateral/focus sessions) and institutional coordination for MRV	Firm	15 Dec 2026
1.2.2	MRV data management framework and improvement plan (QA/QC procedures, reporting templates, institutional roles)	Firm	15 Dec 2026
1.3.1	Scenario design workshop	Firm	31 Dec 2026
1.3.2	Standardized MRV documentation format for national mitigation policies and actions (aligned with MPG requirements)	Firm	31 Dec 2026

Activity 2. Strengthening Analytical Capacity to Support NDC 3.0

Output	Description	Lead	Due date
2.1.1	Workshop report – training on the use of the GACMO and LEAP modelling tools	GHGMI (Firm supporting)	29 Jan 2027
2.1.2	Model developed based on the recommended modelling tool for the energy and transport sectors	Firm	28 Feb 2027
2.1.3	Draft Mitigation Analysis Scenario report	Firm	01 Mar 2027
2.2	Policy Impact Assessment (PaMs) workshop report	GHGMI (Firm supporting)	31 Mar 2027
2.3	Assessment of mitigation impacts of one selected policy and measure, applying the ICAT Renewable Energy methodology	Firm	31 May 2027

Activity 3. Strengthening Capacity for NDC 3.0 Development, Implementation and Monitoring of PaMs

Output	Description	Lead	Due date
3.1	NDC capacity building workshop report	GHGMI (Firm supporting)	31 May 2027
3.2.1	Draft ICTU (Information on Clarity, Transparency and Understanding) tables for review	Firm	30 Jun 2027
3.2.2	Draft NDC 3.0 report for mitigation	Firm	30 Jul 2027
3.2.3	Key stakeholder engagement workshop	Firm	30 Jul 2027
3.3.1	Final NDC 3.0 report for mitigation / ICTU tables	Firm	30 Jul 2027
3.3.2	NDC 3.0 PaMs impact assessment tables, populated for every PaM included in the NDC	Firm	31 Aug 2027
3.3.3	Fully documented modelling tool, including all assumptions and input/output policy parameters	Firm	31 Aug 2027

Activity 4. Project Closure

Output	Description	Lead	Due date
4.1	Validation (closing) workshop highlighting lessons learned and project results	Firm	30 Sep 2027
4.2.1	Validation workshop report on lessons learned and main achievements of the project	Firm	30 Sep 2027

Output	Description	Lead	Due date
4.2.2	Lessons learned document for dissemination to relevant stakeholders	Firm	30 Sep 2027
4.3.1	Outreach materials, including documents to present at climate change events	Firm	30 Sep 2027
4.3.2	Mid-term progress report	Firm	28 Feb 2027

4. BUDGET AND PAYMENT SCHEDULE

Total value of Contract: USD \$120,000, deliverable-based (corresponding to the "Contracts (sub-contractors)" line item of the project budget, Annex B).

Payments will be based on the following payment schedule, upon submission and acceptance of respective deliverables to be finalized based on the Firm's proposed work plan and detailed budget):

- 20% upon contract signature and approval of an inception report (Outputs 0.1–0.2)
- 30% upon completion and approval of Activity 1 – MRV framework for GHG projections (Outputs 1.1–1.3.2), by 31 December 2026
- 30% upon completion and approval of Activity 2 – analytical capacity and mitigation scenario/PaMs assessment (Outputs 2.1.2–2.3), by 31 May 2027
- 20% upon completion and approval of Activities 3 and 4 – final NDC 3.0 report, ICTU tables, and project closure outputs (Outputs 3.2.1–4.3.2), by 30 September 2027

5. TIMEFRAME

The assignment is expected to run for approximately 13 months, from October 2026 through September 2027, aligned with the project's implementation period under the Project Cooperation Agreement (PCA) between UNOPS and the Government of Saint Vincent and the Grenadines (1 July 2026 – 31 December 2027). The detailed timeline for each deliverable is set out in the table above and in the project's Work Plan (Annex A).

6. Qualifications and Experience

The assignment will be undertaken by a Consulting Firm, with key experts who are expected to possess the qualifications and competency requirements described below. The contracting entity shall be a legally registered entity or consultancy firm/institution with a demonstrated track record in climate change, energy planning, or environmental policy analysis, ideally in the Caribbean region

The firm shall possess the institutional capacity, technical expertise, and organizational systems necessary to manage and execute a multi-phased, multi-deliverable assignment of this scope and complexity. Specifically, the firm shall demonstrate the following:

The Firm should:

- Demonstrated experience in climate change, energy planning, or environmental policy analysis, ideally in the Caribbean region, with a minimum of three (3) completed assignments of a comparable nature;
- Demonstrated experience in supporting the development of GHG inventories, mitigation scenarios, and/or Nationally Determined Contributions (NDCs).

Key Expert 1: Team Leader - NDC and Climate Policy Expert

- Minimum of an Advanced degree (Master's level or above) in Climate Change, Environmental Management, Sustainable Development, Natural Resource Management, or a closely related discipline;
- A minimum of eight (8) years of professional experience in applying policy impact assessment methodologies, including sustainable development co-benefit analysis (familiarity with ICAT tools and guides is an asset);
- Demonstrable understanding of the reporting requirements for developing countries under the Enhanced Transparency Framework;
- Proven experience in stakeholder consultation and experience engaging government agencies, NGOs, and the private sector;
- Experience working in Small Island Developing States (SIDS) or the Caribbean region is an advantage.

Key Expert 2: GHG/energy modelling specialist

- Minimum Qualifications: Master's degree in Climate Change, Science, Energy, Environmental Management, Engineering, Developmental Studies, or in a relevant thematic area.
- A minimum of five (5) years of professional experience in GHG emissions modelling tools relevant to the energy and transport sectors (e.g., GACMO, LEAP, or equivalent).
- Demonstrable experience and strong quantitative and analytical skills, experience with emission calculation methodologies, conducting climate change mitigation analysis and long-term GHG emissions projections
- Demonstrable experience in capacity building and knowledge transfer.

Key Expert 3: MRV/Data Management Specialist

- Bachelor's degree minimum; Master's degree or higher preferred in Climate Change, Environmental Science, Computer Science, Statistics or related fields.
- A minimum of five (5) years of professional experience in designing and operationalizing sectoral MRV systems, including data management, QA/QC procedures, and institutional coordination mechanisms.
- Strong knowledge of the UNFCCC reporting requirements

7. Evaluation Criteria

Consultant Selection Method is Quality and Cost Based Selection (QCBS): QCBS uses a competitive process among firms that takes into account the quality of the proposal and the cost of the services in the selection of the successful firm.

Technical/Financial weighting: 80:20.

Candidates applying for this consultancy shall meet a minimum average technical score of 70 points on the evaluation scale below.

No	Description	Points
The Proposal		
	Approach, Methodology showing understanding of the assignment, and Work Plan for the assignment showing implementation schedule, timelines, and milestones for the activities.	10
The Firm		
	Demonstrated experience in climate change, energy planning, or environmental policy analysis, ideally in the Caribbean region, with a minimum of three (3) completed assignments of a comparable nature.	10
	Demonstrated experience in supporting the development of GHG inventories, mitigation scenarios, and/or Nationally Determined Contributions (NDCs);	15
Key Expert 1: Team Leader - NDC and Climate Policy Expert		
	Minimum of an Advanced degree (Master's level or above) in Climate Change, Environmental Management, Sustainable Development, Natural Resource Management, or a closely related discipline.	10
	- A minimum of eight (8) years of professional experience in applying policy impact assessment methodologies, including sustainable development co-benefit analysis (familiarity with ICAT tools and guides is an asset). - Demonstrable understanding of the reporting requirements for developing countries under the Enhanced Transparency Framework.	15
	- Proven experience in stakeholder consultation and experience engaging government agencies, NGOs, and the private sector. - Experience working in Small Island Developing States (SIDS) or the Caribbean region is an advantage.	5
Key Expert 2: GHG/energy modelling specialist		
	Minimum Qualifications: Master's degree in Climate Change, Science, Energy, Environmental Management, Engineering, Developmental Studies, or in a relevant thematic area.	10

	- A minimum of five (5) years of professional experience in GHG emissions modelling tools relevant to the energy and transport sectors (e.g., GACMO, LEAP, or equivalent). - Demonstrable experience and strong quantitative and analytical skills, experience with emission calculation methodologies, conducting climate change mitigation analysis and long-term GHG emissions projections	10
	- Demonstrable experience in capacity building and knowledge transfer.	5
Key Expert 3: MRV/Data Management Specialist		
	Bachelor's degree minimum; Master's degree or higher preferred in Climate Change, Environmental Science, Computer Science, Statistics or related fields.	5
	- A minimum of five (5) years of professional experience in designing and operationalizing sectoral MRV systems, including data management, QA/QC procedures, and institutional coordination mechanisms. - Strong knowledge of the UNFCCC reporting requirements	5
	TOTAL	100

Financial Proposals

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.

8. REPORTING AND COORDINATION

- a. The Director of the Sustainable Development Unit (SDU) and the In-country Project Coordinator will have oversight of the management of the contract.
- b. The Firm will report technically to the Director of the Sustainable Development Unit, Ministry of Tourism, Civil Aviation and Sustainable Development, through its SDU, and to the Project Lead from the technical Implementing Partner (GHGMI).
- c. The Firm will propose and implement a coordination mechanism to ensure close collaboration with the In-Country Project Coordinator, who is responsible for project management, logistics, financial reporting, and stakeholder coordination on behalf of the Ministry of Tourism, Civil Aviation and Sustainable Development. Additionally, the Firm shall engage with the National Technical Advisory Committee on Climate Change (NTACCC) as required to provide updates on the consultancy.
- d. The Firm will participate in recurring project coordination meetings and provide timely updates on progress, summarizing activities undertaken, progress made against deliverables, any challenges encountered and proposed next steps.
- e. All technical outputs are subject to review and quality assurance by GHGMI prior to submission to the Ministry of Tourism, Civil Aviation and Sustainable Development and the ICAT Secretariat.

9. APPLICATION PROCESS

Interested Firms should submit the following documents:

- Technical Proposal detailing methodology, work plan and experience.
- Financial Proposal outlining consultancy fees and expenses.
- Team composition, roles, and CVs of proposed key experts demonstrating relevant experience
- Proof of similar experience or at least three references or examples of similar assignments completed in the last five years, ideally in the Caribbean.

10. SUBMISSION DEADLINE

The aforementioned documents must be submitted to the Sustainable Development Unit by **Friday 25 September 2026 at 4:00 p.m. AST** to:

**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

Late submissions will not be considered.